



Republic of the Philippines
Department of Education
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran
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MEMORANDUM

To : Jovenal B. Cagas - Division Office (Facilitator)
Hilario D. Appare Jr. - DCPNHS

From : **VIRGINIA C. ZAPANTA, Ed. D., CESO V**
Schools Division Superintendent

Subject : **Capacity Building on Basic DRRM, Climate Change and Conflict**

Date : October 9, 2017

1. In light of promoting resilience education, a training workshop on Capacity Building in Basic Disaster Risk Reduction and Management will be conducted to equip the teaching and non-teaching personnel with knowledge and skills on DRRM, CCA and EiE including what to do before, during, and after a disaster or emergency.

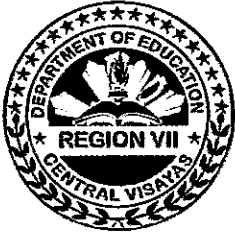
2. In connection with this, you are hereby directed to attend the said workshop on October 16-20, 2017 at JJ's Seafood Village, K of C Drive, C. Gallares Street, Tagbilaran City, Bohol.

3. The registration fee including board and lodging; meals and snacks; participants' kits; reproduction of training materials/supplies; honorarium of speakers/trainers will be charged to DRRM Fund while travelling and other incidental expenses related to the conduct of this activity shall be chargeable against local funds/School MOOE, subject to its availability and the usual accounting and auditing rules and regulations.

4. For details, refer to the attached Regional Memorandum No. 0703, s. 2017 dated October 4, 2017.

5. Immediate dissemination of this memorandum is directed.


VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

OCT 04 2017

No. **0703**, s. 2017

**ROLL-OUT OF BASIC DRRM TRAINING MODULES AND SCHOOL DRRM MANUAL FOR SCHOOL HEADS/
SCHOOL COORDINATORS**

To: Schools Division/City Superintendents
Officer-In-Charge of Regular and Interim Divisions
All Others Concerned

1. In light of promoting resilience education, simultaneous capacity building activities, particularly the roll-out of Basic DRRM and School DRRM Manual for School Heads/or School DRRM Coordinators, are to be conducted by Region VII Regional and Division DRRM Coordinator's Pool of Speakers using the standardized DRRM training modules developed by DepED DRRMS together with UBICEF. This roll-out shall be done by division clusters with identified Host Divisions to facilitate the necessary preparations (training program/ matrix, venue, accommodation, food) and proceedings on the set schedule below.

CLUSTER COMPOSITION AND HOST DIVISION	No. of Participants	DATE and VENUE	RESOURCER PERSONS/ LEARNING FACILITATORS
CLUSTER 1- Host (Bohol Province Division)			
Bohol Province Division	109	October 16-20, 2017 Bohol Plaza Resort and Restaurant	1. Engr. P Vigonte 2. Engr. J. Cagas 3. Mrs. L. Jansalin
Tagbilaran City Division	2		
Siquijor Province Division	8		
TOTAL :	119		
CLUSTER 2- Host (Negros Oriental Province Division)			
Negros Oriental Province	54	October 16-20, 2017 Mabinay Spring, Mabinay, Negros Occidental	1. Mrs. C. Bulata 2. Mr. S. Masayon 3. Mr. J. Gemina 4. Mr. B. Torres 5. Mr. L. Paglinawan 6. Mr. Calumpang
Dumaguete City Division	3		
Bais City Division	6		
Bayawan City Division	9		
Tanjay City Division	9		
Guihulngan Division	6		
TOTAL:	87		

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ ESD 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”


CLUSTER 3 – Host (Lapulapu City Division)			
Cebu Province Division	113	October 23-27, 2017 Alta Vista, Mactan	1. Mrs. E. Berame 2. Engr. Roldan
Bogo City Division	3		3. Mr. C. Besin
Carcar City Division	5		4. Mrs. A. Sardovia
Cebu City Division	12		5. Mrs. B. Daan
Danao City Division	5		6. Ms. JM Andales
Lapu-Lapu City Division	7		7. Mr. R. Watin
Mandaue City Division	5		8. Mr. A. Yngayo
City of Naga Division	3		9. Dr. T. Aranas
Talisay City Division	7		10. Engr. C. Dejarme
Toledo City Division	6		11. Mr. R. Edar
TOTAL	169		

2. Travel and other incidental expenses including a registration fee of Five Thousand Four Hundred Seventy Three Pesos and Seventy-Five centavos (PhP 5,473.75), (to cover for food, accommodation, training kits), for the participants and the DepED Regional and Division Resource Speakers shall be charged against the Regional/Division downloaded funds on Capacity Building of Basic School DRRM Manual or the local MOOE funds subject to the proper accounting and auditing rules and regulations.


3. Attached to this Memorandum are:

- a) Unnumbered Memorandum signed by Usec. Alain Del B. Pascua dated May 15, 2017 on the guidelines for the purpose of documentation, utilization and monitoring of downloaded funds for CB on Basic/School DRRM Manual; and
- b) Sample of Training Program/Matrix.

4. Immediate dissemination of this Memorandum to all concerned is desired.


JULIET A. JERUTA, Ph. D., CESO V
 Director III
 OIC – Regional Director

RELEASE
4377

By:  Date: MAY 19 2017



Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

MEMORANDUM

**FOR : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM : ALAIN DEL E. PASCUA
Undersecretary for Administration

**SUBJECT : UTILIZATION, DOCUMENTATION, AND
MONITORING OF THE USE OF DOWNLOADED
FUNDS TO DIVISIONS FOR TRAINING OF SCHOOL
HEADS/SCHOOL DRRM FOCAL PERSON ON BASIC
DRRM AND SCHOOL DRRM MANUAL**

DATE : 15 MAY 2017

In light of promoting resilience education, funds are hereby downloaded to the divisions to support capacity building activities of division offices, particularly the roll-out of Basic Disaster Risk Reduction and Management (DRRM) and School DRRM Manual for school heads and/or School DRRM Coordinators. Divisions are instructed to use the standardized DRRM training modules for basic education developed by DRMS together with UNICEF, and orientation materials on SDRRM Manual for the said funds (see Annex 3. List of Standardized DRRM Training Modules for DRRM Coordinators).

For the purpose of documentation and monitoring, regions and divisions are hereby provided with the following guidelines:

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: uscc.admin@deped.gov.ph; Facebook/Twitter @depedtayo

1. The funds shall be downloaded to divisions. However, all regions and divisions are directed to create a regional design, strategy, or method for the roll-out of capacity building to schools, subject to usual accounting and auditing rules and regulations. In this regard, coordination with region and division accounting offices is advised.
2. The fund support shall cover only 10% of the total number of schools per division with one (1) school representative (please see *Attachment 1 - Allocation per Division for the Downloading of Funds for Capacity Building of Schools on Basic DRRM and SDRRM Manual*). Divisions shall prioritize the schools located in identified high risk/hazardous areas based on available hazard maps provided by science government agencies, accounts of disaster experiences of the schools, and schools which are located in far flung areas.
3. The fund support for capacity building activities is intended for either any or a combination of the following: **board and lodging; meals and snacks; participants' kits; reproduction of materials; and, other supplies necessary for the activity, with a maximum allotment of Php1,094.75 per participant per day**, which is to be provided on a 5-day training duration comprising one or more set of training events. In instances where divisions are not able to fully utilize the said funds for the number of participants required, the unutilized funds can be used to cover additional participants.
4. All divisions are encouraged to augment the said fund support to cover other training-related costs such as materials and supplies, transportation, honorarium, etc. Divisions may add participants on top of the total required number of participants, provided that the divisions shall cover the cost through other sources of funding.
5. In order to harmonize all capacity building initiatives for DRRM/CCA/EiE, each division is required to do **monitoring of ALL DRRM trainings provided to schools (regardless of fund source) using the attached standard monitoring tool template**. The region shall consolidate these documents and submit during regional coordination meetings (*Attachment 2.1. Division Monitoring Tool for School Capacity Building on Basic Disaster Risk Reduction and Management, Climate Change Adaptation and Education in Emergencies and Attachment 2.2. Regional Monitoring Tool for the Division Training Roll-out to Schools for Basic Disaster Risk Reduction Management (DRRM), Climate Change Adaptation (CCA), and Education in Emergencies (EiE)*).
6. Divisions shall work with the region in the identification and mobilization of a pool of resource speakers for the trainings. The

pool of resource speakers are identified within the region based on available region and division DRRM Coordinators, local agencies, and partners. In cases where there are no available resource speakers from the regional agencies and partners, the DRRMS shall assist in the request for resource persons at the national level to support the capacity building activities of the division. The Region DRRM Coordinators are instructed to facilitate the request for resource persons to DRRMS.

7. The allotted amount shall be released to the offices concerned through a Sub-Allotment Release Order (Sub-ARO) by the Budget Division of the Department of Education (DepEd) Central Office. All recipient divisions shall submit a letter of Sub-ARO Acceptance signed by the Schools Division Superintendent as part of the requirements for the release of Sub-ARO.
8. The divisions are accountable for the disbursement of fund support for capacity building activities for school heads and/or School DRRM Coordinators. A *Status Report of funds Utilization or Statement of Expenditure* following the required accounting and auditing procedures shall be submitted to the Chief of the Accounting Division, DepEd Central Office, and copy furnished the Disaster Risk Reduction and Management Service (DRRMS). Strong coordination with regions and divisions accounting office is advised.
9. Judicious utilization of the fund is expected. Funds to be downloaded for capacity building to schools shall be consumed and liquidated by the end of 2017. Regions and Divisions that will not be able to utilize the funds before prescribed deadline shall return the funds to DRRMS through issuance of negative Sub-ARO.

For more information, all concerned may contact the Disaster Risk Reduction and Management Service (DRRMS), Department of Education (DepEd) Central Office, 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue Pasig City at telefax no. (02) 637-4933 or through email address: drmc@deped.gov.ph.

For strict compliance.

Duration:	<i>Formal Face-to-Face (F3) Program = 40 hours Job-Embedded Learning (JEL) Component during SY 2017-2018</i>
Management Level of Program	<i>Regional Level Managed by the Project Development Officer II – DRRM Division Focal Persons</i>
Delivery Mode:	<i>Formal Face- to- Face Training (F3) = 5-day training cum workshop and Job-Embedded-Learning (JEL) components of the program (e.g. mentoring, coaching, LAC sessions/Professional Learning Communities.</i>
Target Participants:	<p><i>Division PDO II -Division DRRM Focal Person School DRRM Coordinators</i></p> <p><i>Resource Speakers/ Learning Facilitators</i></p> <ol style="list-style-type: none"> <i>1. Mr. Ranilo Edar - PDO II RO VII</i> <i>2. Mr. Andy Berame - DRRMO IV (LGU)</i> <i>3. Engr. Ester Roldan - PDO II – Cebu Province Division</i> <i>4. Dr. Therone Abel Aranas - PDOII – Cebu City</i> <i>5. Manilyn Jeah Andales - HTIII –DRRM Division Coordinator- Bogo</i> <i>6. Ma. Elena D. Berame - PDOII – Division of Lapu-Lapu</i> <i>7. Mr. Randy Watin -ADAS II-DRRM Div. Coordinator –Div. of Carcar</i> <i>8. Mr. Amiel D. Yngayo – PDO II – Division of Mandaue City</i> <i>9. Mr. Conrado Dejarme-PDOII –Division of City of Naga</i> <i>10. Dr. Byrceles Daan – Division DRRM Coordinator – Div. of Talisay City</i> <i>11. Annaliza Sardovia – PDO II – Division of Toledo City</i> <p><i>PARTICIPANTS – School DRRM Coordinators</i></p> <p><i>Bogo City Division – 3</i></p> <p><i>Carcar City Division - 5</i></p> <p><i>Cebu City Division – 12</i></p> <p><i>Cebu Province Division – 113</i></p> <p><i>Lapu-Lapu City Division – 7</i></p> <p><i>Mandaue City Division – 5</i></p> <p><i>City of Naga Division – 5</i></p> <p><i>Talisay City Division – 7</i></p> <p><i>Toledo City Division – 6</i></p> <p>Total</p> <p>P</p>
I.	<p><i>Rationale:</i> It is a known fact that the Philippines is exposed to natural disasters and calamities due to its geographical location. In addition, man-made disasters, crimes and acts of terrorism put the lives of the Filipinos at stake. All of these emergency situations, whether natural or man-made, are generally referred to as incidents. An incident is defined as an occurrence, caused by either human or natural phenomena, that requires response actions Republic Act (RA) 10121 otherwise known as the <i>Philippine Disaster Risk Reduction and Management Act of 2010</i>, mandated all government agencies to institutionalize policies, structures, coordination mechanisms and programs with continuing budget appropriation on disaster risk reduction and management (DRRM) from national to local levels. Moreover, <i>RA 9155 or the Governance of Basic Education Act of 2001</i> vested the Department of Education (Deped) with the authority, accountability, and responsibility to ensure access to basic education which is often disrupted by emergencies and disasters.</p> <p>With the aid of improving disaster resiliency and reducing the risk of impacts with the end result of protecting lives and properties, there is a need to increase the capacity of the people in coping with disaster especially the children as they are one of the identified vulnerable groups in our society. One of the effective means of improving disaster resiliency is to capacitate teachers, children and education stakeholders in disaster risk reduction and</p>

management (DRRM), thus, the conduct of Capability Building training-workshop to teachers and school DRRM coordinators and practitioners, is in furtherance with the objectives of the Department of Education to provide Access, Quality and Governance in education. Based on *DepEd Order 55, s. 2007, Prioritizing the Mainstreaming in the Disaster Risk Reduction Management in the School System and Implementation of Programs and Projects Relative Therefor*, and *DepEd Order 37, s. 2015, "The Comprehensive Disaster Risk reduction and Management (DRRM) in Education Framework*, stipulates the institutionalization of DRRM practices, systems, protocols and practices in DepEd Offices and in schools. Thus, are mandated to:

- Guide the implementation of DRRM for Education practitioners, partners in planning and programming at all levels of the Department;
- Guide the inclusion of DRRM in the school, division and regional education development plans;
- Define the agency response to situations and disasters affecting situations;
- Serve as mechanism for engaging partners and aligning their thrust to DepEd priorities; and
- Guide collaboration with the private schools

In order to develop better appreciation and understanding of the DepEd Orders and Policies, and to come-up with an institutionalized and collaborative efforts of all agencies concerned, there is a need to conduct a 5-DAY CAPABILITY BUILDING TRAINING FOR TEACHERS & SCHOOL DRRM COORDINATORS. This training-workshop is provided to teachers and DRRM coordinators to capacitate them in DRRM in their daily engagement in dealing with schoolchildren during disasters and calamities. There will also be some group works and exercises during the training. Hence, this concept note for the activity is proposed.

Objectives:

At the end of the training, the participants will be able to:

- Explain the DRR Policies, Legal Basis and the DRR Concepts especially those pertaining to the education sector.
- Identify different Hazard in schools through a consolidated Hazard Risk Assessment.
- Enhance and Consolidate School Hazard Maps and Evacuation Plan.
- Establish a Geo-Hazard School Map.
- Establish Early Warning System and Community Linkages
- Organize Division DRRM Clusters and
- Establish DRRM Communication Network
- Organize the Division FLRT (Front Line Responder's Team) and the School's Emergency Quick Response Team (EQRT)

End-of-Training Outputs:

- *Participants be able to understand DRR Policies, Guidelines, Legal Basis and the DRR Concepts in Education Sector.*
- *Consolidated Hazard Risks Assessment in each schools in the division.*
- *Come-up an Organized/Consolidated Division/School Hazard Maps and Evacuation Plan*
- *Standardized Geo-Hazard School Mapping.*
- *Establishment of Early Warning System and Communication Network and be able to established strong community linkages.*
- *Organized School Junior Emergency Quick Response Team (JEQRT) and Division Front Line Responder's Team (DFLRT).*

Methodology:

- Interactive-Lecture Discussion
- Group exercises

Expected Final Outcomes/Success Indicators:

The Program Outcome is behavioral change in terms competent school education leaders, personnel and implementers equipped with DRRM knowledge through capacity building. Likewise, the participants will be able to

produce safety conscious learners and knowledgeable of the various hazards, its mechanisms and impacts with the ability to perform preparedness measures by themselves, with their family and community which is the overall goal of DRRM to achieve Resiliency and Zero Casualty.

TRAINING DESIGN

II. Program Content Focus

Content Matrix: (Plot the scope of program content based on the priority KSAs identified and their corresponding expected outputs.)

Area/Domain	Specific Objectives	Content	Suggested Activity	Duration	Expected Output
<i>Formal Face-to-Face(F3) Component</i>					
Knowledge Building	<ol style="list-style-type: none"> 1. DepEd Vision, Mission, Goals and Mandates 2. The Philippine Basic Education System and Key DepEd Programs 3. DepEd Organizational Structure and Key Officials 4. Locating DRRMS in the DepEd Mandates and Structure 	Module 1: The Philippine Basic Education System Mr. Ranilo Edar Regional – PDO II	Lecture	90 mins	
	<ol style="list-style-type: none"> 1. Technical & Operational Definitions 2. Understanding of Key Terminologies used in DRRM-CCA 	Module 2: DRRM-CCA Terminologies Anna Liza Sardovia PDOII – Toledo City	Lecture	120 mins	
	<ol style="list-style-type: none"> 1. International DRRM Frameworks and Standards 2. National DRRM Policies and Legislations 	Module 3: International and National Foundations of DRRM on Basic Education	Lecture	120 mins	
	<ol style="list-style-type: none"> 1. DepEd Order 37 s. 2015 2. Various DepEd Memos & Department Orders relating to DRRM 	Module 4: The Comprehensive Basic Education Framework	Lecture/Workshop	90 mins	
	<ol style="list-style-type: none"> 1. Definition of Peace and Conflict 2. Basic concepts on Peace and Conflict 	Module 5: Introduction to Peace and Conflict	Lecture/Workshop	90 mins	
	<ol style="list-style-type: none"> 1. Definition of Conflict Sensitivity 2. Education vis a vis Peace and Conflict 3. Steps in conflict sensitive education program 	Module 6: Conflict Sensitive Education	Lecture/Workshop	90 mins	
	<ol style="list-style-type: none"> 1. Definition and basic principles of inclusive DRRM 2. Definition and principles of child-centered DRRM 	Module 7: Inclusive and Child-Centered DRRM	Lecture/Workshop	120 mins	

	<i>3.Children's participation practice standards</i>				
	<i>1.Principles and concepts of EiE 2.Minimum Standards in EiE 3.Technical Component of EiE 4.The Humanitarian Cluster System and the Education Cluster in the Philippines</i>	Module 8: Education in Emergencies (EiE)	<i>Lecture/Work shop</i>	<i>95 mins</i>	
	<i>1.Relevance of ADMs during Emergencies 2. Basic Appreciation of MISOSA, E-IMPACT and Open-High School</i>	Module 9: Aletnative Delivery Modes	<i>Lecture/Work shop</i>	<i>120 mins</i>	
	<i>1.Explain the importance of Information Management in DRRM 2.Determine the extent of damage of classrooms after a certain hazard 3.Understand how the RADar reporting works 4.Use of basic MS Excel functions</i>	Module 10: Information Management and RADar Reporting	<i>Lecture/Work shop</i>	<i>140 mins</i>	
	<i>1.Student-led School Watching & Hazard Mapping 2.Multi-Hazard Drills</i>	Module 11: School-Based DRRM	<i>Lecture/Work shop</i>	<i>110 mins</i>	
	<i>1.JMC s. 2013 2.Evacuation Camp Management for DepEd (in school) 3.Role of DepEd in evacuation camps</i>	Module 12: Camp Coordination and Camp Management	<i>Lecture/Work shop</i>	<i>145mins</i>	
	<i>1.Rights of Children during Emergency and Disaster 2.Basic Roles of Children during Emergencies and Disasters</i>	Module 13: RA 10821 –Rights of Children during Emergency Relief	<i>Lecture/Work shop</i>	<i>90 mins</i>	
	<i>1.Classroom damage Assessment 2.Basic concepts on TLS 3.Design Principles of TLS 4.DepEd TLS construction processes</i>	Module 14: Temporary Learning Spaces (TLS)	<i>Lecture/Work shop</i>	<i>145 mins</i>	
	<i>1.Introduction to supplies and logistics in emergencies 2.Diffent EiE supplies</i>	Module 15: Supplies and Logistics in Education in Emergencies	<i>Lecture/Work shop</i>	<i>85 mins</i>	

	<i>3. Different strategies in emergency supplies and logistics</i>				
	<i>1. Principles and concepts of resource mobilization 2. steps and strategies of resource mobilizations</i>	Module 16: Resource Mobilization and Partnership	<i>Lecture/Work shop</i>	<i>90 mins</i>	
	<i>1. Principles and elements of a Contingency Plan for Basic Education 3. Steps in Contingency Planning for Basic Education</i>	Module 17: Contingency Planning for Education	<i>Lecture/Work shop</i>	<i>105 mins</i>	

TRAINING MATRIX

DAY 1

TIME	TOPICS	RESOURCE SPEAKER/ FACILITATOR
7:00 – 8:30	Arrival of Participants/Registration	Committee in Charge
8:30 – 9:00	Preliminaries:	
	• National Anthem	
	• Invocation/Prayer	
	• Welcome Message	
	• Introduction of Participants	
	• Rationale	
	• Expectations Check	
	• House Rules & Safety Tips	
9:00-10:30	Module 1: The Philippine Basic Education System Mr. Ranilo Edar Regional – PDO II	90 mins
10:30 -12:30	Module 2: DRRM-CCA Terminologies Anna Liza Sardovia PDOII – Toledo City	120 mins
12:30 -1:30	LUNCH BREAK	
1:30 -1:40	ENERGIZER	
1:40 – 3:40	Module 3: International and National Foundations of DRRM on Basic Education	
3:40 – 5:20	Module 4: The Comprehensive Basic Education Framework	
5:20 -5:40	Evaluation	
5:40 – 7:00	DINNER	

DAY 2		
6:30 – 7:30	BREAKFAST	
7:30 – 8:00	Morning Devotion/Nationalistic Song Exercise Management of Learning	
8:30 – 10:00	Module 5: Introduction to Peace and Conflict	
10:00 – 11:30	Module 6: Conflict Sensitive Education	
11:30-12:30	LUNCH BREAK	
12:30 – 2:30	Module 7: Inclusive and Child-Centered DRRM	
2:30 - 2:40	Energizer	
2:40 – 4:25	Module 8: Education in Emergencies (EiE)	
4:25 – 6:25	Module 9: Alternative Delivery Modes	
6:25 -7:30	DINNER	
DAY 3		
6:30 – 7:30	BREAKFAST	
7:30 – 8:00	Morning Devotion Nationalistic Song Exercise Management of Learning	
8:30 – 10:00	Module 10: Information Management and RADaR Reporting	
10:00 – 12:00	Module 11: School-Based DRRM	
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	IMMERSION: PAGASA & PHILVOLCS OFFICE	
3:00 – 5:00	IMMERSION: LLCDRRM OFFICE Public Safety & City's Monitoring System	
5:00 – 6:00	Reflection Session	
6:00 – 7:30	DINNER	
DAY 4		
6:30 – 7:30	BREAKFAST	
7:30 – 8:00	Morning Devotion Nationalistic Song Exercise Management of Learning	
8:00 – 9:30	Module 12: Camp Coordination and Camp Management	
9:30 – 11:00	Module 13: RA 10821 –Rights of Children during Emergency Relief	
11:00-12:00	Module 14: Temporary Learning Spaces (TLS)	
12:00 – 1:00	LUNCH BREAK	
1:00 – 1:45	Continuation : Module 14: Temporary Learning Spaces (TLS)	

1:45 – 2:00	ENERGIZER	
2:00 – 3:30	Module 15: Supplies and Logistics in Education in Emergencies	
3:30 – 5:00	Module 16: Resource Mobilization and Partnership	
6:00- 7:00	DINNER	
	DAY 5	
6:00 – 7:30	BREAKFAST	
7:30 – 8:00	Morning Devotion Nationalistic Song Exercises Management of Learning	
8:00 – 10:00	Module 17: Contingency Planning for Education	
10:00 – 12:00	Contingency Planning Workshop	
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Ways Forward: Action Planning	
3:00 – 4:00	Commitment Building	
4:00 – 5:00	Closing Program & Awarding of Certificates	
	• National Anthem	
	• Invocation/Prayer	
	• Message – from Region VII	
	• Insights/Sharing 2 Participants 1 Facilitator	
	• Inspirational Message – Regional Director • Mayor/DRRM Officer LGU • Acceptance	
5:00 – 5:30	Evaluation/Sharing – for PDO/Facilitator	
5:30	HOMEWARD BOUND	

End of Program Outputs:

- Formal Face-to-Face Component:
- Opening Program
- Rapid Competency Assessment
- DRR Knowledge Building
- Immersion Programs
- School DRRM Manual Booklet 1 & 2
- Hazard Maps
- Presentation of Consolidated Out-puts
- Job-Embedded Learning (JEL) Component:
- School DRRM Manual Booklet 1 & 2 – Roll-out
- Organization DRRM Structure

- EQRTs MOA with concern agencies like: BFP, OCD, PAGASA & PHILVOLCS
- A reflective journal with entries that can serve as basis for formative enhancement of the three (3) Pillars in DRR Education Programs within the quarter.
- Documentation of the 4 Thematic Areas of DRR Education Activities conducted.

Materials

- Modules 1-17 (E-Copy)
- Learning Materials
- USB Flash Drive/CDRW
- Manila Paper
- Meta Strips
- Venue/Hotel Maps
- School Maps
- Training Kits
- Bond Papers
- IDs
- Laptop & Data Projector
- Staple wire
- Masking tapes
- marker
- ink
- bond papers
- Certificates (Appearance, Participation & Recognition)

Monitoring and Evaluation

The Program Management Team has the responsibility for overseeing the Monitoring and evaluation Processes for the Program Delivery System. M & E Tools are provided to support both the F3 and JEL phases of the training program as well as the over-all management of the program.

BUDGET REQUIREMENTS

Activity: 5-Day Capacity Building of Schools on Basic DRRM and SDRRM Manual		Level: <input checked="" type="checkbox"/> Region <input type="checkbox"/> Division <input type="checkbox"/> District <input type="checkbox"/> School		
Venue:				
Date:				
Mode of Professional Development Delivery: Training Workshop				
ITEM OF EXPENDITURE	# REQUIRED (e.g. # of pax/units/sets/hr)	Cost per Unit/ Hour	Total # of days	Amount
A. Pre Implementation	Regional Memo			
Designing/Materials Development	Training Design			
Honoraria, (only if needed)	None			
Travelling Expenses	Division/School MOOE			
Fares: Air				
Land				

Sea				
Sub-total Pre Implementation				
Stay-In Accommodation w/ Food <ul style="list-style-type: none"> • Breakfast (Day 2-5) • Morning snacks (Day 1-5) • Lunch (Day 1-5) • Afternoon snacks (Day 1-5) • Dinner (Day 1-5) 	1,095.00x5x60pax = 328,000.00			
Live-Out				
Training materials <ul style="list-style-type: none"> • SDRRM Manual Booklet 1 & 2 • Learning Materials • USB Flash Drive/CDRW • Manila Paper • Meta Strips • Venue/Hotel Maps • School Maps • Training Kits • Bond Papers • T-shirts/Uniform • IDs • Laptop & Data Projector • Staple wire • Masking tapes • marker • ink • bond papers • Certificates (Appearance, Participation & Recognition) 				
Allowance (Consider both F3 and JEL components)	12,000.00			
Total A & B	458,000.00			
Contingency	12,000.00			
GRAND TOTAL				P470,000.00

APPROVAL SHEET

This Program Design has been prepared by:

RANILO EDAR
Project Development Officer II

Approved:

JULIET A. JERUTA, Ph. D., CESO V

Director III

Officer-in-Charge

Office of the Regional Director