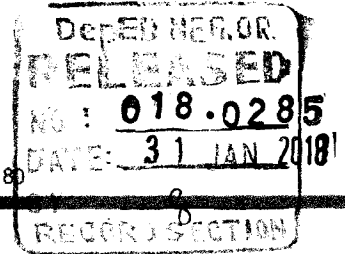




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
 Capitol Area, Dumaguete City

www.depednegor.net    negros.oriental@deped.gov.ph    SGOD Office (035) 225 - 6180



January 27, 2018

**TRAVEL ORDER**

NO. 104, s. 2018

TO : **DR. ERLINDA N. CALUMPANG** - CHIEF, CID  
**MR. JOSEPH R. GEMINA** - PDO II, DRRM  
**DR. ANNA LEE AMORES** - DIV. SHS COOR.  
**MRS. EPIFANIA CUEVAS** - PRINCIPAL-VALENCIA SHS  
**MR. ANTONIO VILLALON** - SCH. DRR. COOR-VALENCIA

OFFICE : Division of Negros Oriental

PURPOSE : To attend the Disaster Risk Reduction Education (DRRE) Integration Training of Trainers (TOT)

DATE OF TRAVEL : February 6-9, 2018

VENUE/PLACE : DepEd Applied Nutrition Center (ANC), Banilad, Cebu City

ALLOWED/CHARGED TO: **SCHOOL/DIVISION MOOE** funds, subject to the usual accounting and auditing rules and regulations)

: Transportation and other incidental expenses (School/Division MOOE funds)

: Meals and accommodation (Regional HRTD funds)

Note: For the details of your travel, please see attached communication.

**SALUSTIANO T. JIMENEZ, CESO VI**  
 OIC-Office of the Assistant Regional Director  
 Concurrent Schools Division Superintendent  
 16/1/2018



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  
No. 0050, s. 2018

D: 1/25/18  
18

JAN 25 2018

**DISASTER RISK REDUCTION EDUCATION (DRRE) INTEGRATION TRAINING OF TRAINERS (TOT)**

To: Schools Division Superintendents

1. In light of promoting DRR Education Integration in our schools, the DRRM Unit of the Education Support Services Division (ESSD) in collaboration with Curriculum and Learning Management Division (CLMD) and SEEDS Asia Philippines will conduct a Training of Trainers on Disaster Risk Reduction Education (DRRE) Integration on February 6-9, 2018 at DepED Applied Nutrition Center (ANC), Banilad, Cebu City.

2. Five (5) training participants per Division composed of the following from the Divisions of Bohol, Siquijor, Negros Oriental Province and the Cities of Tagbilaran, Dumaguete, Bayawan, Tanjay, Bais, and Guihulngan:

- a) CID Chief
- b) Division DRRM Coordinator
- c) Division Senior High Coordinator/Focal Person;
- d) 1 Pilot School per Division with two (2) representatives
  - \* School Head (SH)
  - \* School DRRM Coordinator.

3. The selection of Pilot School it should be considered the following:

- a) Willing to be the DRRE Pilot School that shall assist the promotion of DRRE integration at their respective Division;
- b) Practiced and perceived can strengthen the implementation of DRRE integration at their respective Schools Divisions through the implementation of DRRE-related school and classroom-based activities, preparation of lesson plans with DRRE integration, etc.;
- c) Very cooperative especially during Division meeting, DRRE roll-out training to other teachers/schools;
- d) Preferably identified as high risk school school/highly vulnerable from natural hazards.

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: Kanapalan ng Lahat, Pananagutan ng Lahat"*

4. Prospective participants are required to fill up and submit the attached **Individual Profile Template Form** on/or before January 31, 2018 through email address [raniloedar@gmail.com](mailto:raniloedar@gmail.com) of Mr. Ranilo L. Edar, Regional DRRM Coordinator of DepED RO7.



5. The participants are required to bring the following during training:

Per Division	Individual Participant
1 cup of rice (uncooked)	Laptop
2 empty soda cans (preferably beer cans)	Lesson plans (soft and hard copy)
1 lighter/box of match	Handkerchief for blindfold
1 newly refilled/purchased fire extinguisher	Curriculum guides (CGs)-soft copy
	Teaching Guides (TGs)
	Learning Materials (LMs)
	Pencil and crayons/oil pastel/craypass ( for Drawing and coloring activity)

6. Registration of participants will be on February 5, (7:00 PM) 2018 and the first meal is the breakfast of February 6, 2018.

7. Travel, per diem and other incidental expenses of participants shall be charged to Division local MOOE or any available funds while expenses for food and accommodation to be served by ANC shall be charged to HRDD obligated funds subject to the usual accounting and auditing rules and regulation.

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

  
**JULIET A. JERUTA, Ph. D., CESO IV**  
 Director III  
 Officer-In-Charge 

**T&D-M&E Form 1: Individual Profile Template**

**I PERSONAL DATA**

Name:		
(Surname)	(First Name)	(Middle Name)
Employee Number (If Applicable):		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:		
Home Address:		
Contact #:		e-mail address:
Region:	Division:	District:
Office/School:		Address:
Current Position:		Other Designations:
Highest Educational Attainment:		

**II. WORK EXPERIENCE**

(List from most current.)

POSITION	MAIN AREA OF RESPONSIBILITY e.g. subjects taught, level supervised	LEVEL e.g. Elem/Sec/ALS school, district, division, region	INCLUSIVE PERIOD

*Use additional sheet if necessary.*

Training Focus	Training attended over last 3 years (✓)	Central	Region	Division	Cluster	School
Curriculum						
Resource Materials Development						
Planning						
Management						
Policy Development						
Research						
Other, please specify						

**IV. SIGNIFICANT EXPERIENCES**

Identify which of the following areas you consider to be your area(s) of expertise:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> School Based Management      | <input type="checkbox"/> Monitoring and Evaluation       |
| <input type="checkbox"/> Quality Assurance                       | <input type="checkbox"/> Subject Specialization: (_____) |
| <input type="checkbox"/> Access Education                        | <input type="checkbox"/> Policy Development              |
| <input type="checkbox"/> Education Planning                      | <input type="checkbox"/> ICT                             |
| <input type="checkbox"/> Learning Resource Materials Development | <input type="checkbox"/> Other, please specify _____     |
| <input type="checkbox"/> Delivery of Training                    |  |

List your significant experiences in the identified areas

Use additional sheet if necessary.

#### V. TRAINING AND DEVELOPMENT EXPERIENCES

Identify which of the following specific areas you consider to be your area(s) of expertise:

- |  |   |
|--|---|
| <input type="checkbox"/> Competency Assessment                 | <input type="checkbox"/> Program Planning               |
| <input type="checkbox"/> Program Designing                     | <input type="checkbox"/> Resource Materials Development |
| <input type="checkbox"/> Program Delivery                      | <input type="checkbox"/> Program Management             |
| <input type="checkbox"/> Monitoring and Evaluation of Training |   |

List your significant experiences in the identified areas

Use additional sheet if necessary.

I certify that the information I have given to the foregoing questions are true, complete, and correct to the best of my knowledge and belief.

Date:

Signature:

Please submit completed form to ESSD, DepEd RO7, Mr. Ranilo L. Edar, Region DRRM Coordinator



**4-DAY CAPACITY BUILDING TRAINING ON DRR EDUCATION FOR 9 DIVISION OF DEPED RO7:  
A TRAINING OF TRAINERS (ToT)**

Date: February 5-9, 2018; Venue: Applied Nutrition Center (ANC), Gov. M. Cuenco Ave, Cebu City



PROGRAM SESSIONS	SPEAKERS/FACILITATORS	TIME	DURATION
<b>DAY 0: FEB. 5, 2018, Monday</b>	Arrival & registration of Trainees, Answering of Rapid Competency Assessment & Pre-Training Knowledge Test of all Participants prior to Training Proper.	Check-in time: 7:00 PM	
<b>DAY 1: FEB. 6, 2018, Tuesday</b>	<b>Officer of the Day: Dr. Grecia F. Bataluna, Curriculum Implementation Division (CID) Chief, Cebu City Division</b>	7:00 – 7:15 am	15 mins.
Registration of Participants			25 mins
Opening Program			
- Prayer			
- National Anthem			
- Welcome Message	<b>Dr. Luz Jandayan, Chief, ESSD, DepEd RO7</b>	7:15 – 8:00 am	
- Inspirational Message	<b>Dr. Juliet Jerrita, Director III, OIC - Regional Director, DepEd RO7</b>		
- Message	<b>Ms. Yo Kuniyeda, Philippine County Representative, SEEDS Asia</b>	8:00 – 8:10 am	10 mins.
House Rules	<b>Mr. Edwin F. Marquez, Assistant Project Coordinator, SEEDS Asia</b>	8:10 – 8:40 am	30 mins.
Levelling of Expectations	<b>Ms. Kathleen Almonte, Local Project Manager, SEEDS Asia</b>		
<b>SESSION I: DRR KNOWLEDGE BUILDING</b>			
Basic DRR Terms	<b>Mr. Gerardo S. Mantos, DRR Education Core Team Member and Physical Facilities and Schools Engineering Divisions Coordinator, DepEd Cebu Province Division</b>	8:40 – 9:20 am	40 mins.
Global and National DRR Legal Basis	<b>Ms. Karen G. Chiva, Assistant Admin. &amp; Accounting, SEEDS Asia</b>	9:20 – 9:50 am	30 mins.
Basic Camp Coordination and Camp Management	<b>Department of Social Welfare &amp; Development Field Office 7 (DSWD-FO7)</b>	9:50 – 11:05 am	1 hour, 15 mins.
Q & A		11:05 – 11:10 am	5 mins.
School Safety Concept and Inclusive DRR	<b>Ms. Maurita F. Ponce, LRMSD Manager, CLMD, DepEd RO7</b>	11:10 – 11:55 pm	45 minutes
Lunch Break	<b>Lunch Break</b>	11:55 am – 12:55 pm	1 hour
Energyizer	<b>SEEDS Asia</b>	12:55 – 1:00 pm	5 mins.
Mechanisms, Early Warning System & Preparedness Measures: Geologic Hazards (Earthquake, Volcanic Eruption, Landslide, Tsunami)	<b>Mr. Robinson Jorgio Officer In-Charge, PHIVOLCS Region VII</b>	1:00 – 2:30 pm	1 hour, 30 mins.
Mechanisms, Early Warning System & Preparedness Measures: Weather-related Hazards (Typhoon, Flood, Storm Surge, etc.)	<b>Mr. Alfredo F. Quiblat, Jr., Officer In-Charge, PAGASA Region VII</b>	2:30 – 4:30 pm	2 hours
Q & A		4:30 – 4:40 pm	10 mins.
KIDA Model (Knowledge, Interest, Desire, Action)	<b>Ms. Jocelyn Conta, DRR Education Core Team Member and CID Chief, DepEd Bogo City Division</b>	4:40 – 5:25 pm	45 minutes
Wrap-up of Day 1	<b>Officer of the Day: Dr. Grecia F. Bataluna, CID Chief, Cebu City Division</b>	5:25 – 5:30 pm	5 mins.
<b>DAY 2: FEB. 7, 2018, Wednesday</b>	<b>Officer of the Day: Ms. Lilia R. Ybanez, CID Chief, Danao City Division</b>		



**4-DAY CAPACITY BUILDING TRAINING ON DRR EDUCATION FOR 9 DIVISION OF DEPED ROT:  
A TRAINING OF TRAINERS (ToT)**

Date: February 5-9, 2018; Venue: Applied Nutrition Center (ANC), Gov. M. Cuenco Ave, Cebu City



Registration of Participants	Secretariat	7:00 – 7:10 am	10 mins.
Opening Prayer		7:10 – 7:15 am	5 mins.
Management of Learning	Divisions 1 & 2	7:15 – 7:20 am	5 mins.
Energizer		7:20 – 7:25 am	5 mins.
Introduction of 21 DRR Education Activities	Ms. Norma Lepiten, DRR Education Core Team and SGOD Chief, DepEd Bogo City Division	7:25 – 7:55 am	30 mins.
Heat stroke Prevention Tips (For Outdoor Activities)	SEEDS Asia	7:55 – 8:00 am	5 mins.
Mechanisms, Prevention & Preparedness Measures for Fire Hazard Including How to Extinguish Fire	FO2 Edelson M. Sarvida, Bureau of Fire Protection (BFP) – Cebu City	8:00 – 9:00 am	1 hour
Q & A		9:00 – 9:05 am	5 mins.
<b>SESSION II: EXPERIENCING THE 21 DRR EDUCATION ACTIVITIES</b>			
DRRE ACTIVITY 1: Fire Fighting Activity: Use of Fire Extinguisher (A)	FO2 Edelson M. Sarvida, Bureau of Fire Protection (BFP) - Cebu City	9:05 – 10:05 am	1 hour
DRRE ACTIVITY 2: Lecture & Video Presentation: Structural & Non-Structural Mitigation + Other Preparedness Measures (K)	Ms. Kathleen B. Almonte, Local Project Manager, SEEDS Asia	10:05 am – 11:35 pm	1 hour, 30 mins.
DRRE ACTIVITY 3: Use of DRR Jingle (I, D)	Dr. Emiliano B. Einar Jr., DRR Education Core Team Member and Curriculum Learning and Management Division (CLMD) Chief, DepEd RO7	11:35 – 12:00 pm	25 mins.
Lunch Break	Lunch Break	12:00 – 1:00 pm	1 hour
Energizer	Division 3	1:00 – 1:05 pm	5 mins.
DRRE ACTIVITY 4: Picture and Story Show Including Role Playing, Puppet Show and DRR Mascot (I, D)	Ms. Karen G. Chiva, Assistant Admin. & Accounting, SEEDS Asia	1:05 – 2:35 pm	1 hour, 30 mins
DRRE ACTIVITY 5: DRR Drawing and Coloring Including Poster & Slogan Making (I,D)	Dr. Fay G. Luarez, CID Chief, Mandaua City Division	2:35 – 3:35 pm	1 hour
DRRE ACTIVITY 6: DRR Memorial Corner Making (I, D)	Dr. Gemma Gay T. Alvez, CID Chief, Toledo City Division	3:35 – 4:05 pm	30 mins.
DRRE ACTIVITY 7: DRR Card/Board Game (I, D)	Dr. Ma. Lourdas L. Ipong, CID Chief, Talsay City Division	4:05 – 5:05 pm	1 hour
Wrap-up of Day 2	Officer of the Day: Ms. Lilia R. Ybanez, CID Chief, Danao City Division	5:05 – 5:10 pm	5 mins.
<b>DAY 3: FEB. 8, 2018, Thursday</b>			
Registration of Participants	Officer of the Day: Dr. Gemma Gay T. Alvez, CID Chief, Toledo City Division		
Prayer	Secretariat	7:00 – 7:10 am	10 mins.
Management of Learning		7:10 – 7:15 am	5 mins.
Energizer	Divisions 4 & 5	7:15 – 7:20 am	5 mins
		7:20 – 7:25 am	5 mins





**4-DAY CAPACITY BUILDING TRAINING ON DRR EDUCATION FOR 9 DIVISION OF DEPED RO7:  
A TRAINING OF TRAINERS (ToT)**

Date: February 5-9, 2018; Venue: Applied Nutrition Center (ANC), Gov. M. Cuenco Ave, Cebu City

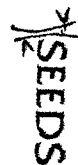


<b>DRRE ACTIVITY 8:</b> DRR Reading Including DRR Reporter, Newspaper, and Online/Offline News Reading (I, D)	Ms. Mauritia F. Ponce, DRR Education Core Team Member and LRMS Manager, CLMID, DepEd RO7	7:25 - 8:55 am	1 hour, 30 mins.
<b>DRRE ACTIVITY 9:</b> DRR Writing Including Rain Diary, Essay Writing & Writing Contest (I, D)	Dr. Gracia F. Bataluna, CID Chief, Cebu City Division		
<b>DRRE ACTIVITY 10:</b> DRR Calculating (I, D)	Mr. Gerardo Mantos, DRR Education Core Team Member and Physical Facilities and Schools Engineering Divisions Coordinator, DepEd Cebu Province Division	8:55 - 9:40 am	45 mins.
<b>DRRE ACTIVITY 11:</b> Stories of Affected People (I, D)	Mr. Tony T. Aplacador, DRR Education Core Team Member and Public Schools District Supervisor, DepEd Cebu Province Division	9:40 - 10:25 pm	45 mins.
<b>DRRE ACTIVITY 12:</b> Indigenous Knowledge (I, D)	Mr. Arnold Peñalosa, DRR Education Core Team Member, Public Schools District Supervisor and OIC-Assst. Chief of SGOD, DepEd Danao City Division	10:25 - 11:25 pm	1 hour
<b>DRRE ACTIVITY 13:</b> Emergency Bag Preparation (A)	Dr. Mary Ann P. Flores, CID Chief, Cebu Province Division	11:25 - 12:05 pm	40 mins.
<b>Lunch Break</b>		12:05 - 1:05 pm	1 hour
<b>DRRE ACTIVITY 14:</b> Family Meeting (A)	Division 6	1:05 - 1:10 pm	5 mins.
<b>DRRE ACTIVITY 15:</b> Evacuation Drill (A)	Dr. Genda P. De Gracia, CID Chief, City of Nega Division	1:10 - 2:10 am	1 hour
<b>DRRE ACTIVITY 16:</b> Basic First Aid Lecture Demonstration	Dr. Oliver M. Tuburan, CID Chief, Lapu-Lapu City Division	2:10 - 3:10 am	1 hour
<b>Wrap up of Day 3</b>	Philippine Red Cross / Danao City Disaster Risk Reduction and Management Office (DCDRMO)	3:10 - 5:40 pm	2 hours, 30 mins.
<b>DAY 4: FEB. 9, 2018, Friday</b>	Officer of the Day: Dr. Gemma Gay T. Alvez, CID Chief, Toledo City Division	5:40 - 5:45 pm	5 mins.
<b>Registration of Participants</b>	Officer of the Day: Dr. Mary Ann P. Flores, CID Chief, Cebu Province Division		
<b>Prayer</b>	Secretariat	7:00 - 7:10 am	10 mins.
<b>Management of Learning</b>	Division 7	7:10 - 7:15 am	5 mins.
<b>DRRE ACTIVITY 17:</b> Town Watching & Hazard Map Making (A)		7:15 - 7:20 am	5 mins.
<b>DRRE ACTIVITY 18:</b> School Watching & Hazard Map Making (A)	Mr. Christopher Basin, DRR Education Core Team Member and DRRM Coordinator, DepEd Danao City Division	7:20 - 9:20 am	2 hours
<b>DRRE ACTIVITY 19:</b> Sandbag for Protection (A)	Dr. Mary Jane P. Powao, CID Chief, Carcar City Division	9:20 - 9:40 am	20 mins.
<b>DRRE ACTIVITY 20:</b> Emergency Cooking (A)	Mr. Arnold Peñalosa, DRR Education Core Team Member, Public Schools District Supervisor, DepEd Danao City Division	9:40 - 10:55 pm	1 hour, 15 mins
<b>DRRE ACTIVITY 21:</b> DRR Sports Festival (A) + Bucket Relay	Mr. Edwin F. Marquez, Asst. Project Coordinator, SEEDS Asia	10:55 - 11:55 pm	1 hour
<b>Lunch Break</b>	Lunch Break	11:55 am - 12:55 pm	1 hour
<b>Energizer</b>	Division 8	12:55 - 1:00 pm	5 mins.
<b>SESSION III: LESSON PLAN WORKSHOP</b>			



**4-DAY CAPACITY BUILDING TRAINING ON DRR EDUCATION FOR 9 DIVISION OF DEPED ROT:  
A TRAINING OF TRAINERS (ToT)**

Date: February 5-9, 2018; Venue: Applied Nutrition Center (ANC), Gov. M. Cuenco Ave, Cebu City



DRR Education Goals and the DRR Education Integration Matrix	Ms. Kathleen Almonte, Local Project Manager, SEEDS Asia	1:00 – 1:40 pm	40 mins.
Lesson Plan Lecture Refresher (including the tools/references for lesson plan preparation, e.g. 'verb' list, curriculum guide and other useful references)	Dr. Emiliano B. Einar Jr., DRR Education Core Team Member and CLMD Chief, DepEd ROT	1:40 – 2:55 pm	1 hour, 15 mins.
Presentation of Sample Plan with DRR Education Integration		2:55 – 3:35 pm	40 mins.
DRR Integration Exercise Break-out Session per Division		3:35 – 4:00 pm	25 mins.
Presentation of Selected Lesson Plans with DRR Education Integration and Critiquing by CIDs and CLMD Chief		4:00 – 4:05 pm	5 mins.
Job-Embedded Learning Contract Signing		4:05 – 4:10 pm	5 mins.
Wrap up of Day 4	Officer of the Day: Dr. Mary Ann P. Flores, CID Chief, Cebu Province Division		
Closing Program	<ul style="list-style-type: none"> <li>• Answering of Post-Training Assessment Forms:               <ul style="list-style-type: none"> <li>◦ Rapid Competency Assessment</li> <li>◦ Knowledge Test</li> <li>◦ Willingness Questionnaire</li> <li>◦ End of Program Assessment</li> </ul> </li> <li>• Message of Challenge to Trainees</li> <li>• Message of Acceptance of Challenge</li> <li>• Handing over of Training Certificates per Division</li> <li>• Closing Remarks</li> </ul>	4:10 – 5:00 pm	55 mins.