



Republic of the Philippines
Region VII, Central Visayas
Sudlon, Lahug, Cebu City



September 13, 2016

DIVISION MEMORANDUM
NO. 542, s. 2016

**Training of Trainers (TOT) on Disaster Risk Reduction Education (DRRE)
for Promotion Schools**

**TO: Assistant Superintendents
Education Program Supervisors/SEPS /EPS/Coordinators
Public Schools District Supervisors/OICs
School Heads (Elementary/Secondary)
All Teachers/Concerned**

1. The office hereby informs the field on the conduct of the **Training of Trainers on Disaster Risk Reduction Education (DRRE) for Promotion Schools on October 13-17, 2016 (Thur-Mon)** at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. Every school/s district should send three participants composed of the **Lead Secondary Principal** (district/municipality), **Central Elementary School Principal/Head** and the **district DRRE Coordinator** (3 x 55 districts = 165 pax). **Public Schools District Supervisor (PSDS) must also attend** this training. PSDSs' should send the list of names/participants via email at v_ybanez@yahoo.com in Excel/Word format on or before **16 September 2016**. Please follow the format as herein attached.
3. If the municipality/district has only one secondary school, the school head of that secondary school must attend, if the municipality/district has two or three secondary schools and/or has no lead secondary principal, the most senior may attend or they have to choose anyone from among themselves of who will attend in consultation with the **PSDS**, provided that the said participant has the **commitment** to deliver the contents of this training during the **INSET days**.
4. The **three participants** from each district as well as the **PSDS** are expected to **deliver/re-echo** the training contents during the **October 2016 In-service Training (INSET)** to all teaching and non-teaching personnel in the district using same training design/matrix. **Education Program Supervisors (EPSs)** are tasked to travel to different districts during the **2016 INSET week/days** to monitor/provide technical support for/during the re-echo of this training.


5. This training is on **live-in arrangement**. Participants coming from **Bantayan and Camotes Islands** are given **Day Zero (0)**. Check-in time is around 5:00PM on **Wednesday, 12 October 2016**. Division office personnel who are part of the training should be there in the venue on **Day Zero (0)** to provide administrative and logistical support for this training. Staffs/personnel who are working on a **Saturday** or **Sunday** will be given a **Compensatory Time-Off (CTO)** if they are not entitled to **any service credits or overtime pay**. On **Day One (1)**, participants should be in the training venue at **8:00AM**, breakfast will be served at around 7:00AM.

6. **No registration fee** will be collected from the participants. The cost/s of venue and accommodations of the participants/training team as well as the cost of the snacks/meals and other incidental expenses of this 5-day training will be charged to the **Division's MOOE/HRTD Funds**; travelling expenses of the participants will be charged to the **School's MOOE**, subject to its availability and the usual accounting/auditing rules and regulations.

7. The training matrix is hereby attached for further reference of the participants, speakers and the training team.

8. Questions or inquiries/further clarification as regards to this training may be sent via email at v_ybanez@yahoo.com.

9. **Wide dissemination and strict compliance of this Memorandum is hereby requested.**


RHEA MARIA. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Attachment to Div. Memo # _____

Sample

(put name of district/heading)

LIST OF PARTICIPANTS

**Training of Trainers (TOT) on Disaster Risk Reduction Education (DRRE)
for Promotion Schools**

**October 13-17, 2016 (Thur-Mon)
Venue: DepEd Ecotech Center, Sudlon, Lahug, Cebu City**

Family Name	First/Given Name	Middle Initial	School/District	Position	Pax's Contact No.
1.				Central Elem. School Head/Principal	
2.				Lead Secondary Principal	
3.				District DRRE Coordinator	

Name of District Supervisor/OIC
Contact/Cellphone No. _____
Date Submitted: _____



Training Matrix: Training of Trainers (TOT) on Disaster Risk Reduction Education (DRRE) for Promotion Schools
Date: October 13-17, 2016 (Thu-Mon) Venue: DepEd, Ecotech Center, Sudlon, Lahug, Cebu City

Day 1

Topic/Activities	Time	Duration	Person/s Responsible
Registration	7:00-7:15 AM	15 min.	Training Team/OD
National Anthem	7:15-7:40 AM	25 min.	Host
Sugbo Hymn	7:40-7:45 AM	5 min.	Host
Prayer	7:45-7:50 AM	5 min.	Host
Words of Welcome	7:50-8:00 AM	10 min.	Dr. Novie O. Mangubat
House Rules	8:00-8:10 AM	10 min.	Dr. Victor A. Ybañez
Leveling of Expectations	8:10-8:20 AM	10 min.	Dr. Victor A. Ybañez
Basic DRR Terms	8:20-9:00 AM	40 min.	Dr. Gerry S. Mantos
Global and National DRR Legal Basis	9:00-9:30 AM	30 min.	Mr. Isaiash Wagas
DepEd DRRM Framework	9:30-9:50 AM	40 min.	Dr. Gerry S. Mantos
DepEd Orders Related to DRR	9:50-10:10 AM	20 min.	Dr. Victor A. Ybañez
Basic Camp Management	10:10-11:25 AM	1 hr., 15 min.	Mrs. Jane O. Gurrea
Q & A	11:25-11:30 AM	5 min.	Host/OD
School Safety Concept & Inclusive DRR	11:30-12:15 PM	45 min.	Dr. Gerry S. Mantos
LUNCH BREAK	12:15-1:15 PM	1 hour	Training Team
Energizer/Ice Breaker	1:15-1:30 PM	15 min.	Dr. Garry Napoles
Mechanisms, Early Warning System & Preparedness Measures: Geologic Hazards	1:30-3:00PM	1 hour, 30 min.	Phivoles/Pag-asa/BFP c/o Dr. G. Mantos
Q & A	3:00-3:10PM	10 min.	Host/OD
KIDA Model	3:10-3:55PM	45 min.	Dr. Mary Ann P. Flores
Education for Sustainable Development (ESD)	3:55-4:25 PM	30 min.	Dr. Novie O. Mangubat
Introduction of 21 DRR Education Activities	4:25-4:55PM	30 min.	Dr. Necifora Rosales
Q & A	4:55-5:00PM	5 min.	Host/OD
Wrap-up of Day 1	5:00-5:10PM	10 min	Host/OD
Officer of the Day			Dr. Pamela A. Rodemio/Mr. Cesar Restauero, Jr.

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Day 2

Topic/Activities	Time	Duration	Persons Responsible
Registration of Participants	7:30 – 7:40 am	10 min.	Training Team
Prayer	7:40 – 7:45 am	5 min.	Host
Management of Learning (MOL)	7:45 – 8:00 am	15 min.	Host
Heat Stroke Prevention	8:00 – 8:05 am	5 min.	Div. Nurse
Mechanisms, Prevention & Preparedness Measures for Fire Hazard	8:05 – 9:05 am	1 hour	Dr. Gerry S. Mantos
Q & A	9:05 – 9:15 am	10 min.	Host
Fire Fighting Activity	9:15 – 10:15 am	1 hour	Dr. Gerry S. Mantos
Mechanisms, Early Warning System & Preparedness Measures: Weather-related Disturbances	10:15 – 12:15 pm	2 hours	Pag-asa/Dr. Mantos
Q & A			Host
Lunch Break	12:15 – 1:15 pm	1 hour	Training Team
Ice Breaker Activity	1:15 – 1:30 am	15 min.	Dr. Garry Napoles
Lecture & Video Presentation: Structural & Non-Structural Mitigation + other Preparedness Measure (K)	1:30 – 3:00 pm	1 hour, 30 min.	Engr. Ester Roldan
Picture & Story Show (I, D)	3:00 – 4:30 pm	1 hour, 30 min.	Dr. Garry Napoles
DRR Drawing & Coloring	4:30 – 5:30 pm	1 hour	Mrs. Rosemary Oliverio/Mrs. Araceli Cabahug
Q & A	5:30 – 5:35 am	5 min.	Host
Wrap-up of Day 2	5:35 – 5:45 am	10 min.	Host/OD
Officer of the Day			Mr. Tony Aplacador

Day 3

Topic/Activities	Time	Duration	Persons Responsible
Registration of Participants	7:30 – 7:40 am	10 min.	Training Team
Prayer	7:40 – 7:45 am	5 min.	Host
Management of Learning (MOL)	7:45 – 8:00 am	15 min.	Host
Use of DRR Jingle (I, D)	8:05-8:25 am	20 min.	Dr. Garry Napoles
DRR Card/Board Game (I, D)	8:25 – 9:25 am	1 hour	Mr. Albert Orbeta/ Ms. Jayma Julkipli
DRR Reading DRR Writing (I, D)	9:25 – 10:55 am	1 hour, 30 min.	Mrs. Evelyn Balang/ Mrs. Hermogena Miranda
DRR Calculating	10:55 – 11:40 am	45 min.	Dr. Gerry S. Mantos
DRR Memorial Corner Making (I, D)	11:40 – 12:10 pm	30 min.	Mr. John Louie Arcipe
Lunch Break	12:10 – 1:10 pm	1 hour	Training Team
Ice Breaker Activity	1:10 – 1:25 pm	15 min.	Dr. Garry Napoles
Stories of Affected People (I, D)	1:25 – 2:10 pm	45 min.	Mrs. Ana Orbeta
Basic First Aid Lecture-Demo	2:10 – 5:10 pm	3 hours	VISCOM c/o Dr. Gerry S. Mantos
Wrap up of Day 3	5:20 – 5:30 pm	10 min.	Host/OD
Officer of the Day			Mrs. Maria Elena T. Paras

Day 4

Topic/Activities	Time	Duration	Persons Responsible
Registration of Participants	7:30 – 7:40 am	10 min.	Training Team
Prayer	7:40 – 7:45 am	5 min.	Host
Management of Learning (MOL)	7:45 – 8:00 am	15 min.	Host
Town Watching & Hazard Map-making (A)	8:00 – 9:30 am	1 hour, 30 min.	Mr. Tony Aplacador/Mrs. Rosanna U. Godinez
School Watching & Hazard Map-making (A)	9:30 – 11:00 am	1 hour, 30 min.	Mr. Tony Aplacador/Mrs. R. U. Godinez
Family Meeting (A)	11:00 – 12:00 Noon	1 hour	Mrs. Araceli Cabahug/Mrs. Jane Gurrea
Lunch Break	12:00 nn – 1:00 pm	1 hour	Training Team
Ice Breaker Activity	1:00 – 1:20 pm	20 min.	Host/OD
Emergency Bag Preparation (I, D)	1:20 – 2:00 pm	40 min.	Ms. Jayma Julkipli
Indigenous Knowledge (I, D)	2:00 – 3:00 pm	1 hour	Mrs. Juvimar Montolo/Ms. Jea Rose Baldespinosa
Sandbag for Protection (A)	3:00 – 3:20 pm	20 min.	Mrs. Rosanna U. Godinez/Engr. E. Roldan
Emergency Cooking (A)	3:20 – 4:35 pm	1 hour, 15 min.	Dr. Garry Napoles
Q & A	4:35 – 4:40 pm	5 min.	Host
Wrap up of Day 4	4:40 – 4:50 pm	10 min.	Host
Officer of the Day			Mr. Nenita Jaralve

Day 5

Topic/Activities	Time	Duration	Persons Responsible
Registration of Participants	7:30 – 7:40 am	10 min.	Training Team
Prayer	7:40 – 7:45 am	5 min.	Host
Management of Learning	7:45 – 8:05 am	20 min.	Host
DRR Sport Festival (A)	8:05 – 9:05 am	1 hour	Mrs. Nenita. Jaralve/ Mr. Cesar Restauro, Jr.
Evacuation Drill (A)	9:05 – 10:05 am	1 hour	Engr. Ester Roldan
DRR Education Goals & DRR Education Integration Matrix	10:05 – 10:45 pm	40 min.	Dr. Mary Ann P. Flores
iPlan Refresher Lecture, Presentation of Sample iPlan with DRR Integration	10:45 – 12:00 nn	1 hour, 15 min.	Dr. Pamela A. Rodemio
Lunch Break	12:00 nn – 1:00 pm	1 hour	Training Team
Ice Breaker Activity	1:00 – 1:15 pm	15 min.	Host
DRR Integration Exercise Break-out Session per geographic location (e.g., Southwest, etc.)	1:15 – 2:15 pm	1 hour	OD/Training Team
Presentation of Selected iPlans with DRR Integration & Critiquing	2:15 – 4:15 pm	2 hours	OD/Respective Teams
Wrap up of Day 5	4:40 – 4:50 pm	10 min.	Host/OD
Closing Program - Answering of Tests - Handing over of Certificates per district - Closing Remarks	4:25 – 5:00 pm	35 min.	Host/Training Team
Officer of the Day			Dr. Garry Napoles
Secretariat for the 5-day Training			Tapilon NHS/Daanbantayan CES Model Teachers
Documenter of the 5-day Training			Mrs. Hermogena Miranda

Prepared by:


VICTOR A. YBAÑEZ, DM, EdDD, PhD
 SEPS-HRD

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