



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



19 February 2024

DIVISION MEMORANDUM

No. 092, s. 2024

**CAPACITY BUILDING FOR SCHOOL HEADS AND PROJECT DEVELOPMENT
OFFICER I ON SCHOOL DISASTER RISK REDUCTION
AND MANAGEMENT (DRRM)**

To: All Public Elementary and Secondary School Heads
All Project Development Officer I
All Others Concerned

1. In line with the Department of Education's commitment that is to ensure learning continuity and to protect the safety, health and well-being of learners, teaching and non-teaching personnel, this Office through the School Governance and Operations Division-Disaster Risk Reduction and Management Unit, enjoins all School Heads and Project Development Officer I to participate on the conduct of **Capacity Building for School Heads and Project Development Officer I on School Disaster Risk Reduction and Management (DRRM)** at **Evergreen Garden Function Hall, Ezperanza, Bacolod, Lanao del Norte**.

2. This activity aims to capacitate schools on the processes to manage school safety and school's situation in times of emergency by knowing their roles and responsibilities, gain knowledge in responding emergency situations and learn basic safety and hazard identification and mitigation in school.

3. Below is the schedule of activity per region.

Region	Date
I	February 27, 2024
II	February 28, 2024



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4. Meals and snacks, supplies and materials, and items for contingencies of all participants shall be charged against Division Disaster Preparedness and Response Program (DPRP) Fund. Travelling and other incidental expenses incurred relative to the said activity shall be charged against the School MOOE/PTA/local funds subject to the usual accounting and auditing policies, rules, and regulations.

5. Attached is the matrix of the said activity for reference.

6. For queries and concerns, please contact our Division DRRM Hotline at **0946-075-8698** or email us at ddrm.depedlanaodelnorte@gmail.com.

7. Immediate dissemination of and strict compliance with this Memorandum is hereby desired.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:
CAPACITY BUILDING FOR SCHOOL HEADS AND PDO 1

DRRM

CABASIS/DM – Capacity Building for School Heads and PDO 1
February 20, 2024



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ANNEX A. Activity Matrix

TIME	ACTIVITY	Personnel In-charge
Activity Flow		
7:30am – 8:00 am	Attendance	Facilitator
8:00am – 8:15am	Preliminaries	Facilitator
8:15am – 8:30am	Checking of Attendance	Facilitator
8:30am – 8:50am	Opening Remarks	Jayvy C. Vegafria, ASDS
8:50am – 9:10am	Message of Support	Edwin R. Maribojoc, CESO V
9:10am – 9:20am	Statement of Purpose	Maria Carmela T. Ablin
9:20am – 10:00am	School Safety, DepEd Order No. 21, s. 2015 and DepEd Order No. 37, s. 2022	Dimple G. Cabasis
10:00am – 10:20am	Open Forum	Facilitator
10:20am – 10:30am	Health Break	
10:30am – 11:30am	Legalities in the Pruning or Cutting of Hazardous Trees	PENRO Focal Person
11:30am – 12:00pm	Open Forum	Facilitator
12:00pm – 1:00pm	Lunch Break	
1:00pm – 1:05 pm	Ice Breaker	Facilitator
1:05pm – 3:00 pm	RADaR App Orientation and Application, School Watching Team, NSED and Integration in the School Implementation Plan	Dimple G. Cabasis
3:00pm – 3:10pm	Health Break	Dimple G. Cabasis
3:10pm – 4:00pm	Strengthening DRRM Through Partnership	Daniel L. De Luna Jr. <i>EPS II</i>
4:00pm – 4:30pm	Open Forum	
4:30pm – 4:50pm	Ways Forward and Issuance of Certificate	Dimple G. Cabasis
4:50pm – 5:00 pm	Closing Remarks	



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