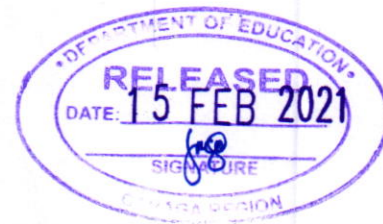




Republic of the Philippines
Department of Education
CARAGA REGION



February 11, 2021

REGIONAL MEMORANDUM
No. 073, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**TRAINING NEEDS ASSESSMENT FOR SCHOOL-BASED DISASTER RISK
REDUCTION AND MANAGEMENT (DRRM) PROGRAM COORDINATORS**

1. The Disaster Risk Reduction and Management (DRRM) Program of this office will have series of trainings and other capacity building activities scheduled for the CY 2021 prioritizing newly designated and/or untrained school coordinators.
2. To verify and validate the need, focus, scope and target group for a training program, the Training Needs Assessments (TNAs) Tool shall be administered to School DRRM Coordinators prior to the actual training.
3. Attached herewith is the standard questionnaire for the TNA which shall have to be consolidated by the Division DRRM Coordinators and submitted to the region on or before **February 26, 2021**. Due to pandemic restrictions, it is highly advised that the Division Offices create a *Google Form* format to easily disseminate the questionnaire and consolidate the responses of the schools.
4. For clarifications on the TNA Tool or other concerns, Division Offices and schools may directly contact this office thru mobile phone no. 09104723654 or Tel. No. (085) 342-8207 loc. 151.
5. For information and guidance.

EVELYN R. FETALVERO, CESO IV

Director III

Officer-In-Charge

Office of the Regional Director

Encls.: Standard Training Needs Assessment Tool
Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

DRRM TRAINING NEEDS ASSESSMENT

for the Regional Director:
LORENZO D. MACASOOL

ESS/mpb
02/11/2021



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(Enclosure No.1 to RM No. 013, s. 2021)

**Disaster Risk Reduction and Management (DRRM)
TRAINING NEEDS ASSESSMENT (TNA)**

Instructions:

This 2019 DRRM Training Needs Assessment (TNA) form is provided to School Heads, School DRRM Coordinators, and Teachers for Capacity Building for schools on Disaster Risk Reduction and Management, Climate Change, Education in Emergencies and Conflict, and SDRRM Manual. This is to determine the competency needs of the participants based on the developed standardized DRRM modules of DepEd. THIS FORM SHOULD BE accomplished one (1) month before the training period.

1. PERSONAL INFORMATION - Please indicate selected personal information required below.

Region		Division (NA if not applicable)	
First	Middle	Last	Suffix
Date of Birth (DD/MM/YY)		Sex	
Email Address		Mobile No.	

2. TRAININGS COMPLETED - Kindly tick the appropriate cells if you have undergone formal training on the following topics or modules listed below IN THE PAST FIVE YEARS, and if the trainings attended had been completed fully or partially. If you have not received any formal training, please indicate it in the matrix provided as well.

Level of Completion and Training*					
	Topics	Fully Completed Formal Training	Partially Completed Formal Training	No Formal Training	Organization (please indicate affiliation of trainer, instructor; N/A if none)
1	The Philippine Basic Education System				
2	DRRM and CC Terminologies				
3	International and National Foundations of DRRM in the Education Sector				
4	The Comprehensive Disaster Risk Reduction and Management in Education Framework and Other DRRM-CCAM Related Policies				
5	Understanding Climate Change				
6	Climate Change Global, National and Local Frameworks				

Level of Completion and Training*					
	Topics	Fully Completed Formal Training	Partially Completed Formal Training	No Formal Training	Organization (please indicate affiliation of trainer, instructor; N/A if none)
7	Understanding Peace and Conflict				
8	Conflict Sensitive Education				
9	Inclusive and Child-centered DRRM				
10	Understanding Common Hazards				
11	School-based DRRM				
12	DRRM Mainstreaming in the Planning Cycle				
13	Contingency Planning for Basic Education				
14	Education in Emergencies (EiE)				
15	Information Management				
16	Alternative Delivery Modes				
17	Temporary Learning Spaces				
18	Basic Education in Emergencies (EiE) Supplies and Logistics				
19	Psychosocial First Aid (PFA)				
20	Learner-Centered Evacuation Center Coordination and Management				
21	Staff Safety and Security in the Field				
22	Basic Training Design, Delivery, Management Principles				
23	Resource Mobilization and Partnership				
*Fully completed – those who have undergone the complete number of hours or days required to complete a topic or module Partially completed – those who have started at the beginning, middle, or end of a topic or module but has not finished the entirety of it Formal training – training which is organized and designed for structured learning					

3. ASSESSMENT OF COMPETENCY – Assess your level of competency in the different areas provided and described below using a scale of 1 to 5, WITH 1 BEING THE LOWEST AND 5 BEING THE HIGHEST LEVEL OF COMPETENCY. Encircle the number corresponding your self-assessment.

ASSESSMENT OF COMPETENCY					
TOPICS	RATINGS				
	1	2	3	4	5
Understanding Common Hazards					
1. I am able to differentiate the types of common hazards in the Philippines as well as their corresponding early warning systems.					
2. I can describe the impact of hazards on the lives of the people.					
3. I can discuss what to do before, during, and after the hazard.					
School-based DRRM					
4. I can demonstrate the processes involved in Student-led School Watching, Hazard Mapping, and Multi-hazard Drills in schools.					
5. I can enumerate the different documentary requirements needed for Student-led School Watching and Multi-hazard Drills in schools.					
DRRM Mainstreaming in the Planning Cycle					
6. I can facilitate a process of coming up with an evidence-based DRRM Plan for my area of responsibility or AOR.					
7.					
Contingency Planning for Basic Education					
8. I can facilitate a process of coming up with a Contingency Plan for my area of responsibility.					
9. I can develop hazard-specific Contingency Plans.					
Education in Emergencies					
10. I can discuss the principles of Education in Emergencies.					
11. I can apply the minimum standards in designing EiE Technical Components.					
12. I can describe how the Cluster Approach works before, during, and after disaster.					
Information Management					
13. I can properly use the Rapid Assessment of Damages Report					
14. I can discuss the procedures and information flow protocols of DepEd before, during, and after disaster.					
15. I can use basic Microsoft Excel functions in managing DRRM related data.					
Alternative Delivery Modes (ADMs)					
16. I recognize the importance of using Alternative Delivery Modes during emergency periods.					
17. I can differentiate among the different Alternative Delivery Modes that maybe used during emergencies.					
Temporary Learning Spaces					

18. I know about the different temporary learning spaces design principles and standards.					
19. I can determine the extent of damage of classrooms based on rapid assessment parameters.					
20. I am aware of the processes involved in the provision of temporary learning spaces to requesting schools.					
Basic Supplies and Logistics Management in Emergencies					
21. I can enumerate the different education in emergencies supplies needed by the schools during emergencies.					
22. I can develop a need specific EiE supplies list and corresponding logistic plan.					
Psychological First Aid (PFA)					
23. I can discuss the basic principles and approaches in providing psychosocial first-aid for children and adults.					
24. I can facilitate Psycho-social First-aid Sessions with teachers and learners affected by disasters.					
Learner-Centered Evacuation Center Coordination & Management					
25. I can discuss the different legal bases related to evacuation center coordination and management.					
26. I can provide technical and coordination support to schools in my area of responsibility which are being used as evacuation centers to ensure learning continuity.					
Staff Safety and Security in the Field					
27. I can conduct basic security assessment and coordination before doing field work.					
28. I can provide First Aid Interventions and Basic Life Support to those who need it.					
Basic Training Design, Delivery, and Management Principles					
29. I can discuss about the different principles of adult learning.					
30. I can conduct training needs assessment tailored fit to target participants.					
31. I can design, deliver, and manage DRRM training activities for teachers and other stakeholders.					
Resource Mobilization and Partnership					
32. I can design a DRRM resource mobilization strategy and carry it out for my area of responsibility.					
33. I am able to generate or mobilize different kinds of resources to be able to implement my region/division's DRRM Program/Plan.					
TOTAL SCORE:					

Accomplished by:
