



Republic of the Philippines
Department of Education
CARAGA REGION



AUGUST 5 2025

REGIONAL MEMORANDUM

No. 0796, s. 2025

To: Schools Division Superintendents
Division DRRM Coordinators
All Others Concerned

**WORKSHOP ON THE ENHANCEMENT AND UPDATING OF DRRM PLANS
FOR SCHOOLS DIVISION OFFICES**

1. The Regional Office informs all concerned of the conduct of the Five-day Workshop on the Enhancement of DRRM Program Master Plan and Updating of Contingency Plan for Division Offices, scheduled on August 11-15, 2025, in Butuan City (venue to be announced).
2. The workshop aims to capacitate the participants in developing and updating their DRRM plans tailored to their local context. Topics include identifying triggers, determining roles and responsibilities, establishing communication protocols, and reviewing and improving their existing DRRM master plans to ensure alignment with current best practices and implementing guidelines.
3. Participants per SDO:
 - a. For Agusan del Norte, Agusan del Sur, Dinagat, Siargao, Surigao City, Surigao del Norte, and Surigao del Sur:
 - 1 DRRM Coordinator
 - 1 Engineer
 - 1 LR Coordinator
 - 1 ICT Coordinator
 - 1 OKD Coordinator
 - b. For Bayugan City, Bislig City, Butuan City, Cabadbaran City, and Tandag City:
 - 1 DRRM Coordinator
 - 1 Engineer
 - 1 Planning Officer
4. If participants have prior commitments or scheduling conflicts, their slots can be reallocated to other personnel whose input is relevant to improving the plans.
5. Participants are expected to arrive on the morning of Day 1, with breakfast as first meal served. Departure is scheduled on Day 5 at 3:00 p.m., with PM snacks as last provision.

6. Upon registration, all participants are required to submit a copy of their approved Travel Authority (TA) to the Secretariat. No Certificate of Appearance and Certificate of Participation will be issued without the actual TA.

7. Division DRRM Coordinators are required to bring their respective Division Contingency Plan and Division DRRM Master Plan as reference during the workshop. Outputs of the planning sessions will be submitted at the end of the workshop.

8. Workshop Program Overview:

Day	Activities	Persons responsible
Day 1 – August 11, 2025		
Morning Session	▪ Arrival, registration, breakfast	Secretariat
Afternoon Session	▪ Preliminaries ▪ Orientation on DRRM Program (Legal basis, CSS Framework, Results-based Program Framework) ▪ Presentation of Caraga Situationer on DRRM	Regional DRRMC
Day 2 – August 12, 2025		
Morning Session	Orientation on DRRM Master Plan Workshop Proper on DRRM Master Plan - Profile, Objective, Scope - Hazard Identification and Risk Assessment - DRRM Committee - DRRM Plan	Regional DRRMC/ Participants
Afternoon Session	Workshop Proper on DRRM Master Plan - Disaster Preparedness - Early Warning Signs and Monitoring - Emergency response - Recovery and rehabilitation	Participants
Day 3-August 13, 2025		
Morning Session	Workshop Proper on DRRM Master Plan - DRRM Education and Awareness - Monitoring and Evaluation - Budget Allocation - Implementation timeline - Key Stakeholders	Regional DRRMC/ Participants
Afternoon Session	Presentation of DRRM Master Plan - Review/critiquing of output	Regional DRRMC/ Participants

	Orientation on DRRM Contingency Plan ▪ Chapter 1: Background - Introduction - CP Form 1: Hazard Analysis - CP Form 2: Anatomy of the Hazard	
Day 4-August 14, 2025		
Morning Session	Workshop Proper on DRRM Contingency Plan ▪ CP Form 3/CP Form 4 ▪ Chapter II-Goals and Objectives	Regional DRRMC/ Participants
Afternoon Session	Workshop Proper on DRRM Contingency Plan ▪ Chapter III-Response Arrangements ▪ CP forms 6-8 ▪ Chapter IV-Activation, De-activation, and non-Activation	Regional DRRMC/ Participants
Day 5-August 15, 2025		
Morning Session	Presentation of DRRM Contingency Plan - Review/critiquing of output	Resource Persons
Afternoon session	• Action Planning • Ways Forward • Closing program-evaluation and certificate giving/photo opp • Home Sweet Home	Facilitator

9. Travel expenses, per diems, and other related expenses incurred by the participants will be charged against their local funds (MOOE/DRRM) whichever is available/allowable per standard accounting and auditing procedures.

10. For information.


MARIA INES C. ASUNCION
 Director IV
 Regional Director

Encl.: As stated

Reference: None

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

CALAMITY SAFETY EDUCATION WORKSHOP

ESSD/mpb
07/28/2025