



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **1034** s. 2024

OCT 03 2024

To: Schools Division Superintendents
Division DRRM Coordinators
All others concerned

**CAPACITY BUILDING ON DRRM PROGRAM FOR NEWLY DESIGNATED
SCHOOL HEADS AND DRRM COORDINATORS**

1. The field is hereby informed that this office will conduct the *Capacity Building for Disaster Risk Reduction and Management (DRRM) Program for newly designated School Heads and DRRM Coordinators* on **October 9-11, 2024 (Batch 1)** and **October 15-17, 2024 (Batch 2)** in Nasipit, Agusan del Norte. The exact venue will be announced once finalized.

2. The breakdown of participants per division office is as follows:

Division Office	No. of Participants (School Heads, PDO I/AO/ CoS) (note: right-align numbers, left-align text)
Batch 1: October 9-11, 2024	
Agusan del Norte	30
Agusan del Sur	30
Butuan City	25
Surigao del Norte	30
Surigao del Sur	30
<i>Total</i>	<i>145</i>
Batch 2: October 15-17, 2024	
Bayugan City	15
Bislig City	15
Cabadbaran City	15
Dinagat	32
Siargao	33
Surigao City	20
Tandag City	15
<i>Total</i>	<i>145</i>

3. SDOs are required to complete the slots provided to maximize the resources and availability of funds. SDOs prioritize untrained participants to fill the slots for those unavailable due to scheduling conflicts or medical conditions.

4. The Training Management Team is composed of the following:

Division Office	Name of Resource Speaker/Facilitator
Regional Office	Megnon P. Beldad, PDO II



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Division Office	Name of Resource Speaker/Facilitator
Agusan del Norte	Jamel I. Sacar, PDO II
Agusan del Sur	Ryan G. Muanag, PDO II
Bayugan City	Maria Joanna Rey M. Bughao, PDO II
Bislig City	Mario L. Lesiguez, PDO II
Butuan City	Emelio B. Makiling, Jr., PDO II
Cabadbaran City	Japheth K. Salar, PDO II
Dinagat	Nieva Lucille D. Diaz, PDO II
Siargao	Catherine B. Landao, EPS II
Surigao City	Johnmark L. Gorgonio, PDO II
Surigao del Norte	Maricarl A. Malto, PDO II
Surigao del Sur	Melchor Catcha, PDO II Engr. Reymark Paluca
Tandag City	Glee Cris S. Urbiztondo, PDO II Engr. Alvin Fernandez

5. The training team will hold a special meeting on **October 7, 2024, at 1:00 p.m.** via online platform, which will be posted in the morning on the same day through the DRRM Official Group chat.

6. For an overview of the DRRM modules, refer to the table below:

Day 1	Day 2	Day 3
Legal Basis	Supplies and Logistics/ Resource Mobilization	Temporary Learning Spaces, New Construction and Repair
Inclusive Education/Child- Centered Education	DRRM Mainstreaming in Planning Cycle	Post Disaster Needs Assessment (PDNA)
Comprehensive DRRM in Education	Contingency Planning	Quick Response and Rehabilitation Team (QRRT)
Understanding Common Hazards	Information Management/ RADaR/Fire Incident	Roles and Functions of DepEd Offices and School DRRM Committees
DRRM Terminologies		Ways forward

7. Provisions of the activity are as follows:

Provisions	Day 1	Day 2	Day 3
Breakfast	/	/	/
AM Snacks	/	/	/
Lunch	/	/	/
PM Snacks	/	/	/
Dinner	/	/	/
Accommodation	/	/	x

8. The activity will start at 8:30 a.m. and end at 5:00 p.m., with possible extension until 6:00 p.m. if necessary. Participants will check in at 2:00 p.m. on **Day 1** and check out at 12:00 nn on **Day 3**. Advanced registration of participants will be conducted for easy room arrangement and monitoring. Participants must bring a copy of their approved travel authority to claim their certificate of appearance at the end of the activity.

9. Travel costs, per diems, and other related expenses incurred by the training management team and participants shall be charged against the DRRM funds or local funds, whichever is available/applicable.

10. For other related concerns, contact Ms. Megnon P. Beldad, at megnon.beldad@deped.gov.ph.

11. For immediate dissemination.

MARIA INES C. ASUNCION, CESO IV

Director III

Officer In-charge

Office of the Regional Director

Encl.: NONE

Reference: NONE

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

SAFETY EDUCATION TRAINING PROGRAMS

ESSD/mpb
10/03/2024