



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

11 February 2021

DIVISION MEMORANDUM

DM No. 058, s. 2021

DIVISION DRRM SEMINAR WORKSHOP ON CRAFTING ACTION PLAN

To: OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisors, School Heads, District DRRM Coordinators and All Others Concerned

1. Pursuant to Republic Act (RA) No. 10121 entitled *The Philippine Disaster Risk Reduction and Management Act of 2010* and DepEd Order No. 50, s. 2011 entitled *Creation of Disaster Risk Reduction and Management Office*, this Office announces the conduct of two (2) days live-in Division DRRM Seminar Workshop on February 18-19, 2021 at Sevilla's Farm and Resort, Brgy. Domoit, Lucena City.
2. Participants to this training are the 56 District DRRM Coordinators. This live-in seminar will capacitate all the participants in the implementation of DRRM projects, programs and activities. One of the major outputs of the training is the ~~of~~ District Action Plan on the Disaster Risk Reduction and Management.
3. Accommodation and meal expenses of the participants shall be charged to Division DRRM Continuing Fund while the transportation expenses shall be charged to School MOOE or local funds subject to usual accounting auditing rules.
4. Participants need to register in this pre-registration link: <https://forms.gle/P69FPyDSG4JD6p2B9> on or before February 16, 2021 for groupings and room assignment purposes.

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Registration Number: **QAC030117**
DEPED - QUEZON
ICT UNIT
UPLOADED
Date/Time: 02/11/2021
By: Rammil
Ref. no. DM 058, S. 2021



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5. Kindly check the attached matrix of the training workshop for your guidance.
6. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

drmapr02/11/2021

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SEMINAR WORKSHOP ON DISTRICT DRRM ACTION PLAN

FY 2021

February 18-19, 2020

MATRIX DESIGN OF 2-DAYS SEMINAR WORKSHOP ON DISTRICT ACTION PLAN

DAY 1				
Morning Session				
Time	Duration	Session	Purpose	Materials
7:00 – 8:00	1 Hr.	Arrival and Registration	To enlist the participants of the Seminar Workshop on District DRRM Action Plan	Registration Form Attendance Sheet Pen, Folder, Metal Clip and Fastener
8:01 – 8:15	15 mins.	Opening Program	To start program proper	Flow of Programme
8:16 – 8:45	30 mins.	Grouping and Orientation	To enlighten the participants on the flow of DRRM Activities	Sound System, Laptop and Projector
8:46 – 9:15	30 mins	Review of the effect of 2020 Disaster and other Hazards	To understand the vulnerability of Quezon Province in the occurrence of different hazard.	Video Presentation, Laptop, Sound System and projector
9:15 -9:30	15 mins.	Healthy Break	To nourish the mind and body	
				N/A

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9:31 – 10:15	30 mins	Presentation of DRRM Best Practice	To recognize the best practices of District DRRM Coordinator	Learn to appreciate and recognized every sacrifices and voluntary act	Power Point Presentation, Laptop, Sound System and projector	
10:15 - 11:15	1 hr.	Launching Presentation of the Division DRRM Plan of Action and the "I's SAFETY Flagship Program	To inform and guide the DRRM Coordinators on the goal of the Division DRRM in terms of the four thematic areas of disaster	The importance of DRRM Plan on the Implementation of the I-Safety Project	Power Point Presentation, Laptop, Sound System and projector	
11:16 – 11:45	30 mins.	DRRM Calendar of Activities and other Concerned	To guide District DRRM on scheduled activity in the planning and implementation on their DRRM Plan	Guided schedules on DRRM Activities	Power Point Presentation, Laptop, Sound System and projector	
11:16 – 11:30	15 mins.	Q & A Open Forum	To addressed some issues and concerned of DRRM Coordinators	Queries clear the gray area of an organization	Sound System	
11:30 – 12:00	30 mins	Presentation of Template for Action Planning	To come-out with uniform and standard template for DRRM Plan	The importance of uniform template in planning is essential.	Power Point Presentation, Laptop, Sound System and projector	
12:01 -1:00		Lunch	To nourish the mind and body			
Afternoon Session						
1:30 – 4:00	2 hrs. and 30 mins.	Cluster Group Planning and Discussion	To resolve the cluster issues and concerned on	Planning is the key to success	Tables and chairs	

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	(Working Break)		DRRM base on their level and common practice on the community		
4:01 – 5:00	1 hr.	Presentation of Output Critiquing and Evaluation	To evaluate and collect the output of Cluster DRRM Coordinators	A kin eyes is better for a good plan	Power Point Presentation, Laptop, Sound System and projector
5:01 – 6:00	1 hr.	Dinner	To nourish the mind and body		
DAY 2					
Morning Session					
Time	Duration	Session	Purpose	Key Message	Materials
5:00 – 6:00	1 Hr.	Morning Exercise	To maintain awareness and high standard of health	A sound body and mind	Sound System
6:01 – 7:00	1 Hr.	Breakfast	To nourish the mind and body	N/A	Registration Form Attendance Sheet Pen, Folder, Metal Clip and Fastener
7:30 – 8:00	30 mins.	Attendance	To enlist the participants of the aforementioned Seminar Workshop	N/A	Flow of Programme
8:01 – 8:15	15 mins.	Recap of yesterday activities	To review the past activity done and accomplished on the previous day	Measuring ones memory	Sound System, Laptop and Projector

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8:16 – 9:45	1 hr. and 30 mins (Working Break)	Finalization of District DRRM Action Plan	To understand the vulnerability of Quezon Province in the occurrence of different hazard.	Failure to plan is planning to fail	Video Presentation, Laptop, Sound System and projector
9:46 – 11:00	1 hr. and 15 mins.	Presentation of District DRRM Plan, Evaluation and Critiquing	To nourish the mind and body	Striving for a better plan to served more our DepEd family	
11:01 – 12:00	1 hr.	Submission of outputs (Cluster DRRM Plan and District Level DRRM Plan)	To collect the output of District DRRM Coordinator Action Plan	N/A	Power Point Presentation, Laptop, Sound System and projector
Afternoon Session					
12:01 – 1:00	1 hr.	Lunch			
1:01 – 1:30	30 mins.	Break Camp Preparation for Closing Program			
1:31 – 3:00	1 Hr. and 30 mins.	Closing Program			
3:01 onward		HOME SWEET HOME			

Prepared by:

ARVIN P. REPASO
PDO (I-DRRM)

Noted by:

ELIZABETH M. DE VILLA
Chief- SGOD

Approved by:

ELIAS A. ALICAYA, JR., EdD
OIC- Schools Division Superintendent

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ICT/Program

1. Gleeson Catahumber
2. Lloyd Gener Pallan

Hall Arrangement

1. Joel Vasquez
2. Danilo Villare

Attendance

1. Leynie Iranzo
2. Lucila Lopez

Emcee

1. Renato M. Agoba

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MEMBERS OF THE TECHNICAL WORKING GROUP

Oversight Committee

1. Elias A. Alicaya Jr., Ed.D
2. Gregorio A. Co
3. Elizabeth M. De Villa

Project Proponent Coordinator

1. Arvin P. Repaso

Safety Officer

1. Alfredo Obblefias
2. Edgardo Regencia
3. Marco Antonio Simera

Health

1. Laudemer A. Abellanosa
2. Soren Joshua P. Pabella

Documentation

1. Renato M. Agoba
2. Joel Pait

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