



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

02 December 2021

**DIVISION MEMORANDUM**

DM No. 916, s. 2021

**TRAINING OF TRAINERS (TOT) FOR DISTRICT DRRM COORDINATORS ON DRRM  
STANDARDIZATION OF POLICIES AND IMPLEMENTATION IN  
PREPARATION FOR FACE-TO-FACE CLASSES**

**To:** OIC- Assistant Schools Division Superintendent  
Division Chiefs  
School Heads  
District DRRM Coordinators  
All Other Concerned

1. In reference to **Deped Memorandum No. 001 s. 2021**, or the Conduct of School Safety Assessment in Preparation for the Conduct of Pilot Implementation on Face-to-Face Learning Modality for the Pre-Identified Schools, this Office, thru the Disaster Risk Reduction and Management (DRRM) Section will conduct a 4-day live-in Training of Trainers (TOT) on **December 15-18, 2021** at Sevilla's Farm and Resort, Brgy. Domoit, Lucena City.
2. Participants to this activity are the 56 District DRRM Coordinators and the 3 National attendees in the recent DM 101 Course sponsored by DRRM 4A – CALABARZON.
3. All attendees are advised to bring their laptop for their output required during the training.
4. In compliance with Inter-Agency Task Force-Emerging Infectious Diseases (IATF-EID) Guidelines and Policies, participants are advised to strictly adhere to the minimum health standards and protocols in the entire duration of activity. Similarly, all participants are advised to answer the Online Health Declaration Form through this link: <https://tinyurl.com/drrmhealthform> on December 14, 2021 from 8:00AM until 5:00PM.

DEPEDQUEZON-TM-SDS-04-009-003



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5. Safety Officer shall strictly monitor the minimum public health standard and safety of everyone in the entire duration of the aforementioned activity while the medical personnel on duty shall provide medical attention to participants who will have health concerns.
6. This is a 4-day live-in Training of Trainers. Foods and accomodation of the participants shall be charged against the Disasters Preparedness Response Fund while Travel and Incidental expenses of the participants shall be charged against their MOOE/Local Fund subject to the usual accounting and auditing rules and regulation.
7. Attached herewith are the following:  
**Annex A** Training Matrix  
**Annex B** List of Members of the Technical Working Committee
8. Widest and immediate dissemination of this Memorandum is desired.

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

drmapr12/02/2021

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**DISASTER RISK REDUCTION AND MANAGEMENT**

**TRAINING OF TRAINERS (TOT) FOR DRRM COORDINATORS ON DRRM STANDARDIZATION OF POLICIES AND IMPLEMENTATION IN PREPARATION FOR FACE TO FACE CLASSES.**

December 15-18, 2021

**TRAINING MATRIX**

Day 1			
Morning Session			
Time	Activities	Agency/Person(s) Responsible	Remarks
7:00-8:00	Registration of Participants	Lucila Lopez Lenie C. Iranzo	
8:01-8:30	Preliminaries	Renato C. Agoba	
8:31-8:45	Grouping	Alfredo Obiefias	
8:46-11:45	Overview of the Philippine Disaster Risk Reduction Management and the RA 10121	Provincial Disaster Risk Reduction and Management Office (PDRRMO)	
11:45-12:00	Open Forum	Renato Agoba	
12:01-1:00	Lunch		
Afternoon Session			
1:01-2:30	Lesson from the Past Disasters	PDRRMO	
2:31-5:00	Environmental Degradation and its Irreversible Effect	Provincial Environment and Natural Resources Office (PENRO)	
Dinner			
Officer of the Day: Joel M. Vasquez			
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		Day 2	
		Morning Session	
Time	Activities	Agency/Person(s) Responsible	Remarks
5:30-6:30	Morning Exercise	Ronaldo L. Riparip	
6:30-7:45	Breakfast		
7:45-8:00	Preliminaries	Congressional District 1	
8:01-9:30	Hazard Identification and Risk Assessment	Ronaldo L. Riparip	
9:31-11:30	DepEd Order 50 s. 2011 and other DRRM Policies	Preciosa Marie Alba	
11:31-12:00	Open Forum		
12:00-1:00		Lunch	
1:01-2:30	Strengthening Resilience in Basic Education	Arvin P. Repaso	
2:31-4:30	Revised Fire Code of the Philippines	Provincial Fire Protection Office	
4:31-5:00	Open Forum	Renato Agoba	
5:01-6:00		Dinner	
Officer of the Day: Domeng Pancipane Safety Officer : Joel Vasquez Logistic : Danilo Villare Documenter : Joel Pait : Gleeson Catahumber : Renato M. Agoba			

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Health : Nurse on Duty

Day 3			
Morning Session			
Time	Activities	Agency/Person(s) Responsible	Remarks
5:30-6:30	Morning Exercise	Ronaldo L. Riparip	
6:30-7:45		<b>Breakfast</b>	
7:45-8:00	Preliminaries	Congressional District 2	
8:01-10:00	SDRRM Manual	Arvin P. Repaso	
10:01-11:30	SDRRM Annual Planning	Alfredo Obiefias	
11:31-11:45	Open Forum	Renato M. Agoba	
12:00-1:00		<b>Lunch</b>	
1:01-3:30	Crafting of Contingency Plan and Protocols	Lloyd Gener G. Pailan	
3:31-5:00	Camp Management	Marco Antonio Simera	
5:01-6:00		<b>Dinner</b>	
Health	Officer of the Day: Leynie C. Iranzo Safety Officer : Ronaldo L. Riparp Logistic : Danilo Villare Documenter : Joel Pait : Gleeson Catahumber : Renato M. Agoba : Nurse on Duty		

Day 4

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Morning Session		Agency/Person(s) Responsible	Remarks
<b>Time</b>	<b>Activities</b>		
5:30-6:30	Morning Exercise		
6:30-7:45		<b>Breakfast</b>	
7:45-8:00	Preliminaries	Congressional District 3	
8:01-9:00	Early Warning System (EWS) in School	Marco Antonio Simeria	
9:01-10:00	DepEd RADaR and other Template in DRRM	Gleeson M. Catahumber	
10:00-11:30	SSAT for Face to Face Classes	Arvin P. Repaso	
11:31-12:00	Open Forum		
12:00-1:00		<b>Lunch</b>	
1:01-4:00	Return Demonstration on Selected Topic in DRRM	Selected Participants	
4:01-4:30	Closing Program	Congressional District 4	
4:31-5:00		<b>HOME SWEET HOME</b>	
<b>Officer of the Day:</b>	Lucila Lopez		
<b>Safety Officer:</b>	Ronaldo L. Riparip		
<b>Logistic:</b>	Daniilo Villare		
<b>Documenter:</b>	Joel Pait		
	Gleeson Catahumber		
	Renato M. Agoba		
<b>Health</b>	Nurse on Duty		

Prepared by:

**ARVIN P. REPASO**  
 PDE II

Noted by:

**ELIZABETH M. DE VILLA**  
 SGOD-Chief

Recommending Approval:

**GREGORIO A. CO JR.**  
 OIC-ASDS

Approved:

**ELIAS A. ALICAYA JR., EdD**  
 OIC-SDS

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**ANNEX B**

**LIST OF TECHNICAL WORKING COMMITTEE**

**ELIAS A. ALICAYA JR., EdD** – Oversight Committee Chairman  
**ELIZABETH M. DE VILLA** – Deputy Chairman  
**ARVIN P. REPASO** – Program Proponent

	NAME	SCHOOL	ASSIGNED TASK
1	LLOYD GENER PALLAN	Lopez Comprehensive National High School LOPEZ, QUEZON	Topic Discussant: Crafting of Contingency Plan and Protocols
2	EDGARDO REGENCIA	Bagupaye National High School MULANAY, QUEZON	Topic Discussant: Strengthening Resilience in Basic Education
3	ALFREDO OBLEFIAS	Paaralang Sekundarya ng Lukban Integrated School LUCBAN, QUEZON	Topic Discussant: SDRRM Annual Planning
4	RONALDO L. RIPARIP	Recto Memorial National High School TIAONG, QUEZON	Training Safety Officer (OS1), Physical Exercise and Topic Discussant: Hazard Identification and Risk Assessment
5	JOEL VASQUEZ	Gumaca National High School GUMACA, QUEZON	Officer of the Day (Day 1) Safety Officer (Day 2)
6	MARCO ANTONIO SIMERA	Malabanban Norte Elementary School CANDELARIA, QUEZON	Topic Discussant: Camp Management and Early Warning System (EWS)
7	GLEEZON CATAHUMBER	Sariaya National High School Sariaya, Quezon	Topic Discussant: DepEd RADaR and other DRRM Template Technical Support/Documentation
8	JOEL PAIT	Perez National High School PEREZ, QUEZON	Writer/Documentation
9	RENATO AGOBA	Dagatan National High School DOLORES, QUEZON	Moderator/Documentation
10	LUCILA LOPEZ	San Isidro National High School GEN LUNA, QUEZON	Training Secretariat and Registration
11	LEYNIE C. IRANZO	Pinagbanlayan Elementary School DOLORES, QUEZON	Registration
12	DANILO VILLARE	Mulanay Central Elementary School MULANAY, QUEZON	Logistic Officer

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