



Republic of the Philippines  
Department of Education  
Region X-Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**

Del Pilar-Velez St., Cagayan de Oro City  
website: [www.depadminor.net](http://www.depadminor.net)  
Contact numbers (08822)724615, (088)8564454



July 30, 2014

Division Memorandum  
No. 181 s. 2014

Assistant Schools Division Superintendent  
Education Program Supervisors  
PS District Supervisors/In Charge  
Secondary/Elementary School Heads, SICs  
School Disaster Risk Reduction Management Team Coordinators

From: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

Subject: **DIVISION TRAINING FOR SCHOOL HEADS AND SCHOOL DRRM  
COORDINATORS ON AUGUST 18 & 19, 2014.**

1. Pursuant to Republic Act No. 10121, the Philippine Risk Reduction and Management Act of 2010 and in consonance with DepED Order No. 20, s. 2011 which created the DRRMO to institutionalize the culture of safety at all levels, to systematize protection of education investments and to ensure continued delivery of quality education services, this division will conduct training for School Heads and School DRRM Coordinators on August 18, 2014 at Initao National Comprehensive High School, Initao, Misamis Oriental for participants from Lugait to Opol Districts including MOGCHS and on August 19, 2014 at Balingasag Central School for participants from Magsaysay to Tagoloan Districts.
2. Participants are directed to be at their respective venue at exactly 7:30 in the morning.
3. Each participant will pay a training fee of Php 200.00 to cover the cost of one (1) lunch and two (2) snacks for the participants, presenters/exhibitors and facilitators and other incidental expenses charged to School MOOE Downloaded Funds subject to the usual accounting and auditing, rules, and regulations.
4. Immediate and wide dissemination of this Memorandum is desired.

CLL/daj

**DIVISION TRAINING FOR SCHOOL HEADS AND SCHOOL DRRM  
COORDINATORS ON AUGUST 18 & 19, 2014**

**Initao National Comprehensive High School ,Initao , Misamis Oriental  
Balingasag Central School, Balingasag, Misamis Oriental**

**Technical Working Group**

CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

JEAN G. VELOSO  
Assistant Schools Division Superintendent

**Planning Committee:**

Chair: Demosthenes A. Jarales

Co-chair: Rudy O. Magdugo

**Members:**

Norberto E. Rosales , Rhodora L. Gallares, Virginia A. Buana, Erlinda G. Dael, Ferminia Labis

Meylinda M. Paceño, Maria Teresa M. Absin , Johnny D. Redondo, Grace V. Gallana

a. Finance, Food, Venue and Accommodation:

Chair: Mary Grace V. Gallana

Members: Johnny D.Redondo  
Norberto E. Rosales  
Meylinda M. Pacarro

b. Training Design, Memorandum and Matrix (preparation, posting and distribution):

Chair: Demosthenes A. Jarales

Members: Rudy O. Magdugo  
Andrew Heroe R.Janubas

c. Registration and Attendance sheet preparation:

Chair: Maria Teresa M. Absin

Members: Grace V.Gallana  
Johnny D.Redondo

d. Preparation of sound system, DLP Projector, lapel :

Chair: Rudy O. Magdugo

Members: Rhodora L. Gallares  
Norberto E. Rosales

e. Preparation of groupings:

Chair: Demosthenes A. Jarales

Member: Rudy O. Magdugo

f. Certificates :

Chair: Erlinda G. Dael

Member: Ferminia Labis  
Meylinda M. Paceño

**DIVISION TRAINING FOR SCHOOL HEADS AND SCHOOL DRRM  
COORDINATORS ON AUGUST 18 & 19, 2014**

**Initao National Comprehensive High School ,Initao , Misamis Oriental  
Balingasag Central School, Balingasag, Misamis Oriental**

**Matrix of Activities**

Time	ACTIVITIES
7:30-8:00	Arrival/ Registration
8:00-8:30	Opening Program <ul style="list-style-type: none"><li>• Pambansang Awit Host School</li><li>• Invocation/Doxology Host School</li><li>• Opening Remarks Host Principal</li><li>• Welcome Address Host Mayor</li><li>• Presentation of Participants Host PSDS</li><li>• Statement of Purpose Mr. Edmundo Y. Pacamalan, Jr. Provincial Administrator PDRRMO Coordinator</li><li>• Message Dr. Cherry Mae L. Limbaco Schools Division Superintendent</li></ul>
8:30-12:00	Training by group
12:00-1:00	LUNCH
1:00-3:00	3D Mapping
3:00-5:00	Earthquake and Fire Drill

Prepared by:

  
**DEMOSTHENES A. JARALES / RUDY O. MAGDUGO**

Approved:

  
**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent



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### TRAINING DESIGN

**Title:** Division Training for School Heads and School DRRM Coordinators in Division Disaster Risk Reduction Management

**Schedule:** August 18 & 19, 2014

**Venues:** 1. Initao National Comprehensive High School, Initao, Misamis Oriental (Lugait to Opol District including MOGCHS)  
2. Balingasag Central School (Tagoloan to Magsaysay Districts)

**Description:**

This is a Division Training for School Heads and SDRRM Coordinators jointly conducted by the Department of Education-Division of Misamis Oriental and the Provincial Disaster Risk Reduction Management Office with the assistance of other government and non government agencies enumerated as follows;

1. Office of the Civil Defense
2. Philippine Drug Enforcement Agency
3. Philippine National Red Cross
4. PAGASA-DOST
5. Philippine National Police
6. Provincial Engineer's Office
7. Bureau of Fire Protection
8. Provincial Planning and Development Office
9. MORESCO I
10. MORESCO II

**Objectives:**

This Division Training for School Heads and SDRRMT Coordinators aims to:

1. Capacitate School Heads and SDRRMT Coordinators to manage risks and apply mitigation skills and technologies,
2. Increase the level of awareness of the schools to the hazards that are most likely to occur in their locality.

**Participants:**

The participants are the following:

For Venue 1: INCHS-Initao , Misamis Oriental

- |  |            |
|--|------------|
| 1. Schools Division Superintendent           | 1          |
| 2. Assistant Schools Division Superintendent | 1          |
| 3. Education Program Supervisors             | 10         |
| 4. Public School District Supervisors        | 15         |
| 5. Presenters/Exhibitors                     | 64         |
| 6. Facilitators                              | 12         |
| 7. School Heads and SDRRMT Coordinators      | <u>266</u> |
| <b>Total</b>                                 | <b>369</b> |

For Venue 2: Balingasag CS-Balingasag , Misamis Oriental

1. Schools Division Superintendent	1
2. Assistant Schools Division Superintendent	1
3. Education Program Supervisors	10
4. Public School District Supervisors	15
5. Presenters/Exhibitors	64
6. Facilitators	12
7. School Heads and SDRRMT Coordinators	546
<b>Total</b>	<b>649</b>

**OVER-ALL TOTAL 1,018**

Budgetary Requirement:

For venue 1:

1. Lunch and 2 snacks	369 x P140.00 /pax	Php	51,660.00
2. Training materials		Php	1,000.00
3. Incidental Expenses		Php	5,000.00
4. <b>Total</b>		Php	<b>57,660.00</b>

For venue 1:

1. Lunch and 2 snacks	649 x P140.00 /pax	Php	90,860.00
2. Training materials		Php	1,000.00
3. Incidental Expenses		Php	5,000.00
4. <b>Total</b>		Php	<b>96,860.00</b>

**OVERALL TOTAL Php 154,520.00**

Source of Fund: School MOOE Downloaded Funds

Prepared by:

  
**DEMOSTHENES A. JARALES/RUDY O. MAGDUGO**  
**DDRRMG- Members**

Approved:

  
**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent