



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Velez St., Cagayan de Oro City
www.depedmisor.net



AUGUST 3, 2016

DIVISION MEMORANDUM
No. 326, s. 2016

To: PSDS / District In-Charge
School Heads
School DRRM Coordinators
School Paper Advisers

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

Re: **CONDUCT OF STORY WRITING ON DISASTERS AND
RECOVERY EFFORTS AS PART OF THE OBSERVANCE
OF THE WORLD HUMANITARIAN DAY**

1. The Department of Education (DepEd), through the Disaster Risk Reduction and Management Service (DRRMS) shall engage all schools at all levels in its efforts of gathering learners' and teachers' personal anecdotes through a story writing activity.
2. Specifically, the goals of this activity are to:
 - Collect personal accounts about disasters and recovery efforts from school nationwide;
 - Consolidate any Disaster Risk Reduction (DRR) best practice that shall arise thereof; and
 - Compile the top 100 stories in an information, Education and Communication (IEC) material which will be shared to DepEd offices and schools.
3. This activity supports **DepEd Order No. 37, s. 2015** entitled *The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework* which seeks to guide DRRM efforts in the basic education sector towards resilience-building of offices and schools, and to ensure that quality education is continuously provided

and prioritized even during disasters and/or emergencies.

4. The Public Schools District Supervisors and District In-Charge shall enjoin their School Heads and School DRRM Coordinators to plan and enlist all learners and teachers with experience of any type of disaster. Likewise, School Heads and School DRRM Coordinators shall encourage their learners and teachers to participate in the story writing activity.
5. To avoid disruption of classes during the story writing activity, the school head can employ one of the following methods for the learners:
 - a. conduct the activity as a special project for chosen learners who shall participate in the aforementioned event; or
 - b. ask the learners to write their stories during their English or Filipino subject period.
6. Handwritten submissions must be put in an A4-sized (8.27" x 11.69") paper using black colored ink and must be scanned and saved as a PDF file; typewritten submissions must be saved as an MS Word file (.doc or .docx) in an A4-sized document using Arial font, size 12, and 1" margin on all sides;
7. Pictures of the learners and/or teachers, if any, must be included in the files as annexes
8. All submissions must be saved in a folder in the following format:
 - a. [school ID_school name_name of participant_date-yyyyymmdd]
ex. 102468_San Juan ES_Juan dela Cruz_20160722
9. Submissions must be sent to cirilo.rubiato@deped.gov.ph on or before August 31, 2016. **THERE IS NO NEED TO SUBMIT HARD COPY TO THE DIVISION OFFICE.**
10. Attached is the **GUIDELINES ON THE IMPLEMENTATION OF THE STORY WRITING ACTIVITY ON DISASTERS AND RECOVERY EFFORTS** to serve as a guide to all schools. (Enclosure no.1 Division Memorandum No. 326, s.2016)
11. Immediate dissemination of this Memorandum is highly desired.

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11. Submissions must be sent to cirilo.rubiato@deped.gov.ph on or before August 31, 2016.
12. The DRRMS shall compile all stories from the participating divisions and from them choose one hundred (100) personal accounts using the following criteria:
 - Application of best practices during and after a disaster;
 - Recovery efforts made in order to attain return to normalcy; and
 - Uniqueness of story.
13. An IEC material which contains the chosen stories and pictures shall be created and shared to the DepEd offices and schools via soft copy uploaded online.

GUIDELINES ON THE IMPLEMENTATION OF THE STORY WRITING ACTIVITY ON DISASTERS AND RECOVERY EFFORTS

1. In light of the story writing activity of the Disaster Risk Reduction and Management Service (DRRMS), the following roles and responsibilities of the SCHOOL DRRM coordinators must be observed:
2. Coordinate with school heads in enlisting the learners and teachers who will write their personal accounts or accounts of friends/relatives about their experiences in disasters and recovery efforts;
3. To avoid disruption of classes during the story writing activity, the school head can employ one of the following methods for the learners:
 - a. conduct the activity as a special project for chosen learners who shall participate in the aforementioned event; or
 - b. ask the learners to write their stories during their English or Filipino subject period.
4. Ask the learners, parents of learners under 18 years old, and/or teachers to sign a consent form which indicates their willingness to share their experiences and learnings, and permission to take pictures of them, and have them compiled in an Information, Education, and Communication (IEC) material;
5. Learners and teachers may opt to change certain details of the story if they are uncomfortable with using the real names of community members or if the story may bring unwanted attention to themselves/their families and relatives;
6. Learners and teachers that gave their consent but suddenly had a change of heart must signify their desire to retract their stories by sending a letter of intent to retract submission addressed to the DRRMS (using the contact details provided below) no later than 15 working days after the deadline indicated in this memorandum. The letter must contain all necessary details of the submission to be retracted including school ID, school name, division name, region name, title of submission, and name of writer to assist the DRRMS in locating the said story/ies to be retracted. All letters of intent received by schools should then be forwarded to the DRRMS by the indicated deadline for appropriate action. The DRRMS cannot guarantee the retraction of stories of learners and teachers who submit their letter after the 15 day leeway;
7. Each submission will represent the learner and/or teacher and shall be acknowledged afterwards through the published IEC material;