



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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Division Memorandum

No. s. 2016

**"CONDUCT OF STORY WRITING ON DISASTER AND RECOVERY EFFORTS AS PART
OF THE OBSERVANCE OF THE WORLD HUMANITARIAN DAY"**

To: Public Schools District Supervisors
Public and Private Schools Heads

1. DepEd Memorandum 21, s. 2016 through Disaster Risk Reduction and Management Service (DRRMS) is engaging our Division at all levels for public to private schools in efforts of gathering learners' and teachers' personal anecdotes through story writing activity.
2. School heads are advice to encourage learners and teachers who had experiences in any kind in past disasters. Stories will be considered in the top 100 stories in disaster as Information, Education and Communication Materials and to be shared to DepEd offices and schools.
3. The Guidelines on the implementation of the Story Writing Activity on Disaster and Recovery Efforts are enclosed.
4. Submission of Stories to the Division DRRM Coordinator as prescribe in the Story Writing guidelines would be on August 31, 2016.
5. For information and dissemination.

ATTY. AUGUSTIN P. LABAN III
Attorney III
OIC - Schools Division Superintendent

**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 DRRM coordinators of all levels must be observed:

- Regional DRRM coordinators:
 - identify divisions which have experienced any kind of disaster in the past;
 - meet the identified divisions' school division superintendents or their representatives in order to create a secretariat to facilitate the enlisting of the schools that will participate in the story writing; and
 - lead the division offices in consolidating the stories from the schools and provide them with technical assistance, as needed.
- Division DRRM coordinators:
 - identify schools which have experienced any kind of disaster in the past;
 - 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;
 - consolidate the stories submitted by the schools and endorse them to the DRRMS; and
 - monitor the completion of submissions relative to the enlisted schools.

2. For the purpose of documentation and monitoring of the activity, the enlisted schools are required to do the following:

- to avoid disruption of classes during the story writing activity, the school head can employ one of the following methods for the learners:
 - conduct the activity as a special project for chosen learners who shall participate in the aforementioned event; or
 - ask the learners to write their stories during their English or Filipino subject period.
- 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;
- 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;
- 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;

- each submission will represent the learner and/or teacher and shall be acknowledged afterwards through the published IEC material;
- 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;
- pictures of the learners and/or teachers, if any, must be included in the files as annexes
- all submissions must be saved in a folder in the following format:
 - {school ID_school name_name of participant_date-yyyyymmdd}
 - ex. 102468_San Juan ES_Juan dela Cruz_20160722
- submissions must be sent to the division office on or before August 31, 2016.

3. 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.

4. 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.

5. All consolidated stories should be submitted by September 9, 2016 while all letters of intent to retract submission should be submitted by September 30, 2016 addressed to Dir. Ronilda R. Co, Director IV of the DRRMS via email address at drmo@deped.gov.ph. For further clarifications, please contact Mr. Jose Gabriel Noveno at 637-4933 and 637-4606 or email at jose.noveno@deped.gov.ph.