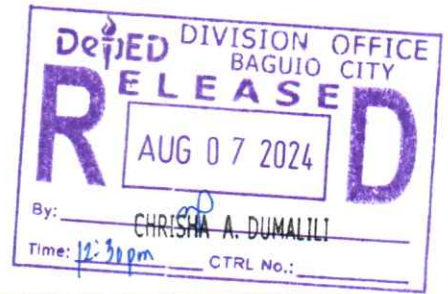




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



6 August 2024

DIVISION MEMORANDUM
No. 433-2024

**CONDUCT OF SDRRMC CAPABILITY BUILDING AND ORIENTATION
MEETING (ROLL OUT OF REGIONAL DRRM-TOT)**



To: Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
All School DRRM Coordinators
All SDO Personnel
All Others Concerned

1. In line with the DepEd MATATAG Agenda, specifically the second target area, which aims to TAKE good care of learners by promoting learner well-being, inclusive education, and a positive learning environment, the Schools Division of Baguio City will conduct a School Disaster Risk Reduction Management (DRRM) Coordinators' Capability Building and Orientation Meeting. This event aims to ensure that learners experience a positive learning environment through the implementation of DRRM projects, programs, and activities in schools.
2. The activity aims to:
 - a) Capacitate School DRRM Coordinators on DRRM concepts and terms;
 - b) Equip School DRRM Coordinators with skills in using the RADaR app and the School Watching Application (SWapp), and emphasize the importance of these applications; and
 - c) Provide technical assistance to School DRRM Coordinators in implementing DRRM projects, programs, and activities (PPAs).
3. The activity will be held from August 14 to 16, 2024, at Asin Hotspring Pooten Resort in Asin, Nangalisan, Tuba, Benguet. Participant check-in will begin at 2:00 PM on August 14, 2024, and the first meal served will be dinner.
4. Attached to this memorandum is the list of confirmed participants. Participants are required to bring laptops and extension cords for the workshops. They should arrive at the training venue on or before 3:00 PM on August 14, 2024, for registration and the opening program.
5. Confirmed participants who are unable to attend the scheduled activity will be responsible for covering the incurred expenses, except in cases of extreme circumstances with justifiable reasons. The same policy applies to participants who leave during the activity's duration. If a participant is unable to attend, they must promptly notify the Division DRRM Coordinator to arrange for a replacement.



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6. The following participants shall also serve as the inspectorate team and technical working group for the whole duration of the activity.
 1. Jerry C. Ymson
 2. Amil Flamiano
 3. Cliftone K. Bangse-il
7. The Inspectorate team is expected to check the compliance of the supplier with the specifications in the purchase order / contract, ensure that food and facilities are safe and inspect the condition of the premises.
8. A planning meeting will also be conducted with the following technical working group members on August 9, 2024 (2:00PM) at the Schools Division Office:
 - Ferdinand Sapalong
 - Reymart A. Alo
 - Rodalyn B. Olatic
 - Mel W. Alingbas
 - Nemhel D. Escobar
9. Meals, Snacks, and Board and Lodging shall be provided during the activity duration under the Disaster Preparedness and Response Program (DPRP) Fund while other expenses shall be charged against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
10. This memorandum shall serve as travel authority to all participants.
11. For queries or clarifications, please contact Mr. Cliftone K. Bangse-il, Division DRRM Coordinator through cliftone.bangseil@deped.gov.ph.
12. Immediate dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent 

Enclosures:

List of Confirmed Participants
Activity Matrix

SGOD/SMN/DRRM/ckb



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Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
 DepEd Tayo Baguio City  <https://depedpines.com>



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LIST OF CONFIRMED PARTICIPANTS

No.	School	Name of Participant
1.	Adiwang ES	Ferdinand Sapalong
2.	Aguinaldo ES	Robert B. Alban
3.	Alfonso Tabora ES	Maria Suzzette S. Lagasca
4.	Apolinario Mabini ES	Djaizelle P. Dacay
5.	Baguio Central School	Cloudeth L. Almonte
6.	Baguio City National Science HS	Lesli N. Tongyofen
7.	Baguio City NHS	Marissa A. Wayan
8.	Baguio City SPED Center	Louisa W. Pedralvez
9.	Baguio Country Club Village ES	Jillian Joy K. Cister
10.	Bakakeng ES	Apple Joy T. Fortea
11.	Bakakeng NHS	Aira Mae L. Ongngad
12.	Bonifacio ES	Aiza B. Alban
13.	Camp 7 ES	Julienne Mae A. Gacutan
14.	Crystal Cave ES	Evelyn A. Pasul
15.	Dominican Mirador ES	Reymart A. Alo
16.	Dominican-Mirador NHS	Jamie Lou A. Bartolome
17.	Don Mariano Marcos ES	Elsa M. Rabara-Aquino
18.	Doña Aurora ES	Rodalyn B. Olatic
19.	Dona Aurora H. Bueno ES	Lesner A. Ngagan
20.	Dona Aurora NHS	Marie Nadelaine S. Bautista
	Dona Nicasia J. Puyat ES	Rodalyn B. Olatic
	Dontogan ES	Ferdinand S. Sapalong
21.	Elpidio R. Quirino ES	Nemhel D. Escobar
22.	Fairview ES	Sarah Joy D. Sebastian
23.	Fort del Pilar ES	Delfin Ayyag
24.	Fort del Pilar NHS	Fevie B. Cosi
25.	Gibraltar ES	Patricia Veronica B. Torres
26.	Guisad Valley NHS	Reid Kurt Fagyan
27.	Happy Hollow ES	Engelbert A. Cacho
28.	Happy Hollow NHS	Mary L. Ocyo
29.	Hillside NHS	Isheen Leva B. Codley
30.	Holy Ghost Extension ES	Omar D. Olba
31.	Irisan ES	Darryl G. Eguia
32.	Irisan NHS	Primo P. Mayanggao Jr.
33.	Joaquin Smith NHS	Paul Ellison S. Dumalsin
34.	Jose P. Laurel ES	Riza T. Garcia
35.	Josefa Cariño ES	Phoebe F. Eguia
	Kias ES	Fevie B. Cosi
36.	Lindawan ES	Christina L. Estigoy
	Lindawan NHS	Christina L. Estigoy
37.	Loakan ES	Leah Marie E. Calabias
38.	Lucban ES	Mel W. Alingbas



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39.	Magsaysay ES	Gina S. Bantic
40.	Magsaysay NHS	Kristofferson Clark V. Aspuria
	Manuel A. Roxas ES	Reymart A. Alo
41.	Manuel L. Quezon ES	Aira Kaye Naron
42.	Mil-an NHS	Arianne P. Santiago
43.	Pacday Quinio ES	Charlie P. Atimpao
44.	Pines City NHS	Aljetcortez C. Godoy
45.	Pines City NHS - Senior High	Miguel A. Quioco
	Pinget ES	Louisa W. Pedralvez
46.	Pinget NHS	Sherielyn B. Mayao
	Pinsao ES	Louisa W. Pedralvez
47.	Pinsao NHS	Jess O. Corapan
	Quezon Hill ES	Sarah Joy D. Sebastian
	Quezon Hill NHS	Sherielyn B. Mayao
	Quirino Hill ES	Sarah Joy D. Sebastian
48.	Rizal NHS	John P. Atenyao
49.	Roxas NHS	Rose Ann G. Santos
50.	San Carlos Heights ES	Sonny M. Dela Cruz
	San Luis ES	Reymart A. Alo
51.	San Vicente ES	Alice D. Milan
52.	San Vicente NHS	Jofelyn P. Nicolas, HT1
53.	Springhills ES	Rachelle D. Garcia
	Sto. Tomas ES	Ferdinand S. Sapalong
54.	Sto. Tomas NHS	Queencie Valerie T. Tuquero
55.	SDO	SDS
56.	SDO	SGOD-Chief, Consultant
57.	SDO	Jerry C. Ymson, Consultant
58.	SDO	Cliftone K. Bangse-il
59.	SDO	Amil Flamiano



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ACTIVITY MATRIX

DATE and TIME	TOPIC OUTLINE	PERSON RESPONSIBLE
Day 0 – August 14, 2024		
3:01 – 3:30PM	Registration	PMT
3:30 – 6:00PM	Preliminaries	Prayer Nationalistic Song Welcome Remarks: NIÑO M. TIBANGAY SGOD-Chief Message: SORAYA T. FACULO PhD, CESO VI Schools Division Superintendent Statement of Purpose: CLIFTONE K. BANGSE-IL Project Development Officer II
6:01 – 8:00PM	DINNER	
Day 1 – August 15, 2024		
6:00 – 8:00AM	Breakfast	
8:01 – 8:30 AM	Preliminaries	PMT
8:31 – 10:00AM	DRRM Concepts and Terminologies	NEMHEL ESCOBAR Administrative Officer I RODALYN OLATIC Project Development Officer I
10:01 – 10:15AM	Snacks	
10:01 – 12:00AM	DRRM Concepts and terminologies continuation	NEMHEL ESCOBAR Administrative Officer I RODALYN OLATIC Project Development Officer I
12:01 – 1:00PM	Lunch	



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DATE and TIME	TOPIC OUTLINE	PERSON RESPONSIBLE
1:01 – 3:00PM	RADaR Application (Workshop 1)	FERDINAND S. SAPALONG Project Development Officer I
3:01 – 3:15PM	Snacks	
3:16 – 6:00PM	SWApp (Workshop 2)	MEL ALINGBAS Administrative Officer I
6:01 – 8:00PM	DINNER	
Day 2 – August 16, 2024		
8:00 – 9:00AM	MOL	Group In-charge
9:01- 10:00AM	Orientation on the School DRRM Manual Booklet 2	CLIFSTONE K. BANGSE-IL Project Development Officer II
10:01 – 10:15AM	Break (AM SNACK)	
10:16 – 12:00AM	Preparation of Action Plan for School (Workshop 3)	CLIFSTONE K. BANGSE-IL Project Development Officer II
12:01 – 1:00PM	Lunch	
1:01 – 3:00PM	Presentation of Action Plans and critiquing	JERRY C. YMSON SGOD-EPS, Consultant NIÑO M. TIBANGAY CES, SGOD, Consultant
3:01 – 3:15PM	Snacks	
3:01 – 4:00PM	Ways Forward and Closing Program	PMT