

DIVISION MEMORANDUM

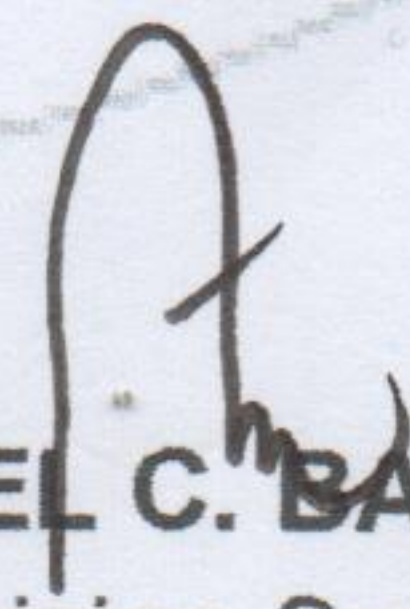
January 27, 2016

No. 17 s. 2016

FIRST AID AND BASIC LIFE SUPPORT TRAINING FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) COORDINATORS

To: OIC - Assistant Schools Division Superintendent
Public Schools District Supervisors
Curriculum Implementation Division and Schools Governance and Operations Division Personnel
All Elementary and Secondary School Principals
School Disaster Coordinators
All Others Concerned

1. Pursuant to Republic Act (RA) No. 10121 entitled The Philippine Disaster Risk Reduction and Management Act of 2010, mandates all national government agencies to institutionalize policies, structures, coordination mechanisms and programs with continuing budget appropriation on Disaster Risk Reduction and Management (DRRM) from national to local levels. DepEd Order No. 50, s.2011 entitled Creation of Disaster Risk Reduction and Management Office (DRRMO), mandates the said office to initiate and spearhead the establishment of mechanisms which prepare, guarantee protection and increase resiliency of the Department of Education (DepEd) constituents in the face of disaster and to institutionalize the culture of safety at all levels, to systematize protection of education investments and to ensure continued delivery of quality education services.
The Division Disaster Risk Reduction and Management (DDRRM) in compliance with DepEd Order No. 50 s.2015 shall capacitate school DRRM Coordinators through First Aid & Basic Life Support Training, as one of their essential functions of reducing risk and hazards in the school and in the workplace. DRRM Coordinators shall be guided on how to properly act in the advent of disasters that will help limit loss of lives and damage to properties. To mitigate and reduce the impact of disasters to DepEd teaching/non-teaching personnel/staff, learners and properties and to ensure the capacity to response to hazards, the schools division will conduct a three day training for school DRRM coordinators on First Aid and Basic Life Support on February 17-19, 2016 at Mayamot National High School.
2. The training aims to:
 - a. Capacitate School DRRM Coordinators by enhancing their skills in providing first aid and basic life support;
 - b. Provide guidance to schools & School DRRM Coordinators on how to act before, during and after disasters; and
 - c. Orient School DRRM Coordinators on how to facilitate immediate and efficient information flow during disasters and emergencies.
3. Participants to this roll out are the School DRRM Coordinators and Assistant School DRRM Coordinators. They are requested to bring their copy of their action plan and necessary data for Mid and Long Term Plan development and a laptop.
4. A registration fee of Php 1,050.00 will be charged each participant to defray expenses for food for 3 days, training kit and training materials. Such registration shall be charged against the School's Local Fund subject to the usual accounting and auditing rules and procedures.
5. Attached herewith are the following enclosures for your reference;
 - Enclosure 1 – List of Participants
 - Enclosure 2 – Training Matrix
 - Enclosure 3 – Working Committees
 - Enclosure 4 - Programme
6. Widest dissemination and participation of all concerned to this activity is enjoined.


Dr. ROMMEL C. BAUTISTA, CESQ VI
Schools Division Superintendent

Enclosure 1 to Memorandum No. 17 S. 2016

**FIRST AID AND BASIC LIFE SUPPORT TRAINING FOR DISASTER RISK REDUCTION AND
MANAGEMENT (DRRM) COORDINATORS
LIST OF PARTICIPANTS**

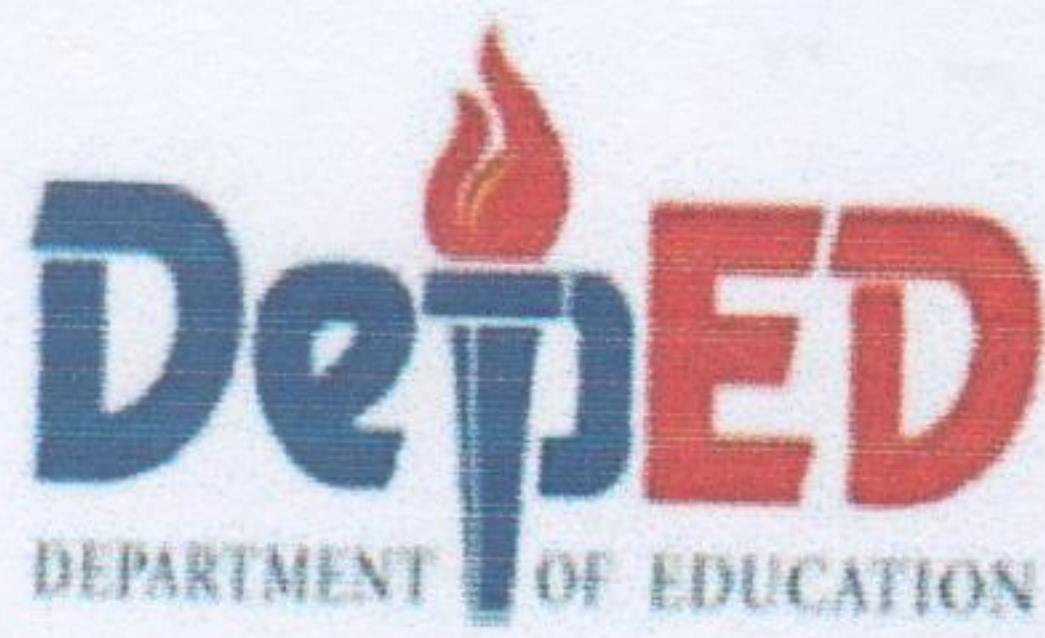
Secondary

DISTRICT I-A	Participants
Bagong Nayon II NHS	2
DISTRICT II-B	
Antipolo NHS	2
Antipolo NHS Dela Paz Ext.	1
San Isidro NHS	2
DISTRICT I-C	
Mambugan NHS	2
Mayamot NHS	2
Muntindilaw NHS	1
DISTRICT II-A	
San Jose NHS	2
San Jose NHS Dalig Ext.	1
San Roque NHS	1
DISTRICT II-B	
Cupang NHS	1
Marcelino M. Santos NHS	1
DISTRICT II-C	
Maximo L. Gatlabayan MNHS	1
MLGMNHS Boso Boso Ext.	1
San Juan NHS	1
DISTRICT II-D	
Antipolo NHS Canumay Ext.	1
Antipolo NHS Kaysakat Ext.	1
Calawis NHS	1
Calawis NHS Apia Ext.	1
MLGMNHS Rizza Ext.	1

Elementary

	Participants
DISTRICT I-A	
Bagong Nayon I ES	2
Bagong Nayon II ES	2
Bagong Nayon IV ES	1
DISTRICT I-B	
Dela Paz ES	1
San Isidro ES	2
Antipolo City SPED Center	1
Sta. Cruz ES	2
DISTRICT I-C	
Mambugan I ES	2

Mambugan II ES	1
Mayamot ES	2
Muntindilaw ES	1
DISTRICT II-A	
Isaias Tapales ES	2
Jesus C. Cabarrus ES	1
Juan Sumulong ES	2
San Antonio Village ES	1
DISTRICT II-B	
Cupang ES	2
Cupang ES Annex	1
Dalig ES	1
Kaila ES	1
Lores ES	1
Knights of Columbus ES	1
Nazarine Ville ES	1
Peñafrancia ES	2
Peñafrancia ES Annex	1
Teofila A. Rivero ES	1
DISTRICT II-C	
Cabading ES	1
Inuman ES	1
Old Boso Boso ES	1
Pantay ES	1
Peace Village ES	1
San Luis ES	1
Sapinit ES	1
Tanza ES	1
DISTRICT II-D	
Apia ES	1
Paglitaw ES	1
Binayoyo ES	1
Calawis ES	1
Canumay ES	1
Kaysakat ES	1
Libis Primary	1
Rizza ES	1
San Joseph ES	1
San Ysiro ES	1
Sumilang ES	1
Upper Kilingan ES	1



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
 Division of Antipolo City
 C. Lawis Extension, Brgy. San Isidro, Antipolo City



Enclosure 2 to Memorandum No. 17 S. 2016

TRAINING MATRIX
FIRST AID AND BASIC LIFE SUPPORT TRAINING FOR DISASTER RISK REDUCTION AND
MANAGEMENT (DRRM) COORDINATORS
February 17-19, 2016

Time	Day 1 (Feb 17)	Day 2 (Feb 18)	Day 3 (Feb 19)
7:30 - 8:30	Registration	Registration	Registration
8:30 - 9:00	Opening Program	MOL	MOL
9:00 - 10:00	Expectation Setting Training Objectives/Schedule/Workshop Agreements	Immediate Plan, Medium Plan, Long Term Plan Workshop	Lecture Basic Life Support
10:00 - 10:20	Break		Break
10:20 - 11:20	Legal Basis of DRRM		Application Basic Life Support
11:20-12:00	West and East Valley Fault System	Lecture Multi Hazard Drill	
12:00 - 1:00	Lunch Break	Lunch Break	Lunch Break
1:00-1:10	Energizer	Energizer	Energizer
1:10 - 2:10	West and East Valley Fault System	Lecture First Aid	Simulation
2:10-3:10	Radar 1 and 2 Reporting	Lecture Application First Aid	
3:10 - 3:30	Break	Break	Break
3:30 - 5:00	Immediate Plan, Medium Plan, Long Term Plan Workshop	Application First Aid	Simulation
5:00-5:30	CLOSING PROGRAM		



Enclosure 3 to Memorandum No. 17 S. 2016

EXECUTIVE COMMITTEE

Chairperson: Dr. Rommel C. Bautista, CESO VI
Schools Division Superintendent

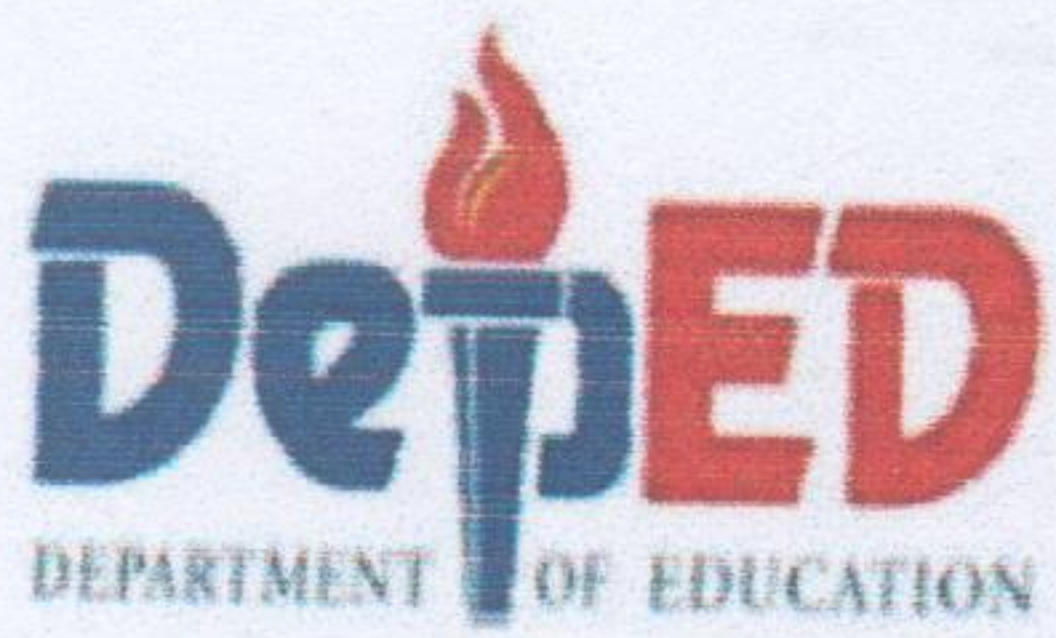
Vice-Chairperson: Mrs. Doris DJ. Estalilla
OIC-Asst. Schools Division Superintendent

Members:

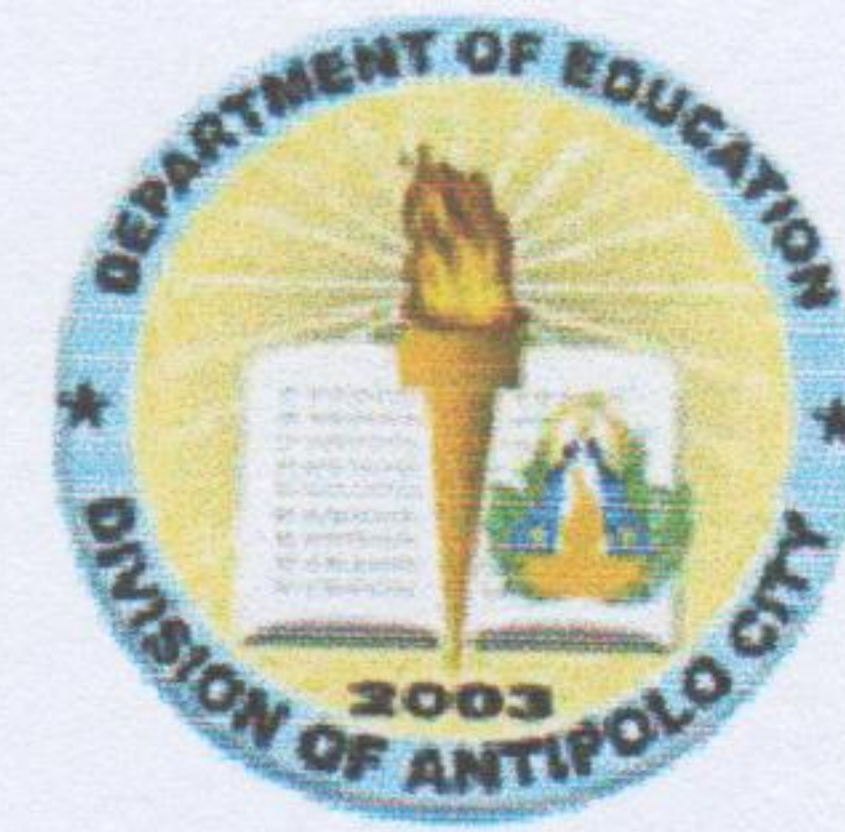
Dr. Luisito F. Diego, Chief (CID)
Anselmo C. Celeste, Jr., OIC-Chief (SGOD)
Albeno L. Del Monte Jr., SEPS (Soc-Mob)
Rizalvy S. Pineda, EPS II (Soc-Mob)
Noel C. Meriño, PDO II (DRRM)

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration/Supply and Materials	Mr. Raymond P. Villaraza DRRM Mayamot NHS	<ul style="list-style-type: none"> In-charge of attendance Ensures that participants are registered Prepares registration/attendance sheets Prepares materials to be used during the training
Program, Invitation and Certificates	Noel C. Meriño Mr. Albeno L. Del Monte	<ul style="list-style-type: none"> Prepares certificates and programs and facilitates its distribution Facilitates the conduct of the opening program; serve as emcee
Documentation	Ms. Gayle J. Malibiran Mrs. Flordeliza O. Mendiola	<ul style="list-style-type: none"> Documents event for the roll-out and submit narrative and pictorial report
Physical Arrangement and Stage Decoration/Accommodation/ICT	Mr. Rizalvy S. Pineda Mr. Roy P. Benson Mayamot NHS Selected Teachers	Prepare backdrop, tarpaulin and other decoration to be used during the roll out <ul style="list-style-type: none"> Flag Plants Etc.
Food and Refreshments	Mrs. Myla F. Tupas	<ul style="list-style-type: none"> Oversees foods to be served for meals and snack and ensures that all attendees were able to have their share of the food
Monitoring and Evaluation	Mrs. Isabel M. Gonzales Mrs. Flordeliza O. Mendiola Facilitators In-Charge	<ul style="list-style-type: none"> Monitor the conduct of the training Administer monitoring and evaluation tool



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Enclosure 4 to Memorandum No. 17 s. 2016

Programme February 17, 2016 8:00-8:30 AM	CLOSING PROGRAM February 19, 2016 5:00 PM
Part I Registration Part II Opening Program	
Philippine National Anthem Mr. Albeno Del Monte SEPS- Soc-Mob	Pilipinas Kong Mahal Mr. Ronald Mendoza School DRRM Mayamot NHS
Prayer Mrs. Myla F. Tupas OIC, Health & Nutrition	Prayer Mr. Elgin Hallasgo School DRRM San Juan NHS
CALABARZON March Mabuhay Rizal Antipolo Hymn Mr. Albeno Del Monte	Impression Mr. Ariel M. Donsal School DRRM BNII NHS
Opening Remarks Mrs. Victorina Yuson PSDS	Challenge Dr. Rommel C. Bautista, CESO VI Schools Division Superintendent
Presentation of Participants Mr. Rizalvy Pineda EPS II – SocMob	Acceptance of Challenge Ms. Karen Grace Del Mundo School DRRM SAVES
Inspirational Message Dr. Rommel C. Bautista, CESO VI Schools Division Superintendent	Awarding of Certificates Dr. Rommel C. Bautista Mrs. Doris DJ. Estalilla Mr. Anselmo C. Celeste, Jr.
Statement of Purpose Mrs. Arlene Tayona SEPS - HR	Closing Remarks Mr. Anselmo C. Celeste, Jr. OIC-Chief, SGOD
Part III TRAINING PROPER	
Ms. Gayle J. Malibiran Lady of the Ceremony	