



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

07 Feb 2025

DIVISION MEMORANDUM
SGOD-2025-029

COMPREHENSIVE DISASTER RISK REDUCTION AND MANAGEMENT
AND INCIDENT MANAGEMENT SYSTEM TRAINING
FOR NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned

1. The School Governance and Operation Division, through the Social Mobilization and Networking Section, will conduct a **Three-Day Comprehensive Disaster Risk Reduction and Management (DRRM) and Incident Management System Training for Non-Teaching Personnel** on the following dates:

Date	Cluster	Venue
February 18-20, 2025	Malungon and MAKIMA	Pavillion Function Room, Greenleaf Hotel, General Santos City
February 26-28, 2025	Alabel, Malapatan, and Glan	

2. This training aims to enhance the capacity of non-teaching staff in disaster preparedness, response, and recovery processes, ensuring that they are equipped with the necessary knowledge and skills to manage disaster-related challenges effectively.

3. The target participants for this activity are the identified schools' Project Development Officers, Administrative Officers, and/or Administrative Assistants (Designate School DRRM Focal Persons). Please refer to Enclosure No. 1.

4. If a participant cannot attend the training, a Justification Letter must be submitted to the Office of the Division DRRM Coordinator at least five (5) days before the activity. This is to facilitate the process of selecting a possible replacement.

5. Meals, snacks, and accommodation expenses will be covered by the Disaster Preparedness and Response Program Funds for FY 2023, however, the travel and other incidental expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.



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6. For inquiries, contact Mr. Marlon P. Agad at 09477754660.
7. For the information, guidance, and appropriate action of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

**CALAMITY EDUCATION
TRAINING PROGRAMS**

MPA/SGOD-SMNS/MLA – comprehensive disaster risk reduction and management
and incident management system training for non-teaching personnel
0148/07 February 2025

(Enclosure No. 1 to DM-SGOD-2025-029)

LIST OF PARTICIPANTS

Batch 2: February 18-20, 2025 Malungon and MAKIMA Cluster

	Name of School and Clustered Schools (For School DRRM Designate, Non-Teaching Personnel)
	MALUNGON
1	Banate Central Elementary School
2	Biangan Integrated School
3	JP Laurel Integrated School
4	Kibawalan Elementary School*
5	Malungon Gamay Elementary School
6	Tagaytay Elementary School and Talus Elementary School
7	Banate National High School
8	Balacayo Elementary School and JWB Adoracion Elementary School
9	Bangkal Integrated School
10	Cumbio Integrated School
11	Datu Manangka Matanggo Elementary School and Sanama Elementary School
12	Fermin Olong Primary School and Tandawanan Integrated School
13	Kityan Elementary School
14	Kalonbarak Elementary School
15	Kawayan Integrated School
16	Kisablay Elementary School and Manabawon Elementary School
17	Panamin Integrated School
18	San Miguel Integrated School
19	San Roque Elementary School
20	Taclobo Elementary School and Upper Mainit Elementary School
21	Malungon National High School
22	Ampon Elementary School and Dalangdang Elementary School
23	Balitangan Elementary School and Banahaw Elementary School
24	Dakok Tamulon Integrated School and Kalbangan Elementary School
25	Dalamuan Integrated School
26	Danao Integrated School and Kanyugan Elementary School
27	Laginan Integrated School
28	Upper Lumabat Integrated School*
29	Lower Mainit Elementary School and Nian Integrated School
30	Lutay Integrated School
31	Pikong Elementary School and Lamlangil Elementary School
32	Camen Wata National High School
33	Blaan Integrated School
34	Kidengen IP School
35	Datal Batong Integrated School, N. Sunio Elementary School
36	Datal Tampil Elementary School and FK Constantino Elementary School
37	Datu Montong Cawag IP School and Luis Casiple Sr. Integrated School
38	Fye Falel IP School and Kiblat Elementary School
39	Lamlifew Integrated School and Mateo Elementary School
40	Malabod Integrated School
41	Malandag National High School
	MAASIM

42	Blat Integrated School and Calfungal Elementary School
43	Bo. Site Elementary School
44	Anecito Lopez National High School
45	Datu Abdulbali Integrated School*
46	Felicitas Panes Elementary School
47	Lamlabong Integrated School
48	Rogaya Bajunaid Integrated School
49	Cabansal Larry IP SAchool
50	Datal Basak IP School
51	Happy Valley Integrated School
52	Langaran Elementary School
53	Colon National High School
54	Claudio L. Lim IP School
55	Daliao Elementary School
56	Malbang School
57	Nomoh Integrated School
58	Datu Molod Integrated School
59	Tambuan Dani IP School
	KIAMBA
60	Kiamba Central SPED Center
61	Badtasan Elementary School and Bocay-il Elementary School
62	Banate IP School
63	Cabading Elementary School and Tablao Elementary School
64	Green Valley Integrated School
65	Tabotong Elementary School
66	Salakit National High School
67	JBT Caing Sr. Memorial Central Integrated School
68	Falel Kesbung IP Integrated School
69	Gasi Elementary School
70	Kapanal Elementary School
71	Matingao Integrated School
72	Cabales Enarbia Sr. Integrated School
73	Tamadang Elementary School and M. Quinto Elementary School
74	Edro Malayo Integrated School
75	Fermin Fuster Elementary School
76	Kayupo Elementary School
77	Kiamba National High School
78	Lagunsay Elementary School
	MAITUM
79	Angko Elementary School
80	Batian Elementary School
81	Kiayap Elementary School
82	Linao Elementary School
83	Pangi Elementary School
84	VTG Elementary School
85	Wali Integrated School
86	Dimatingkal Kamid Elementary School
87	George Yabes Primary School and Rudes Elementary School
88	JAS Integrated School
89	Mindupok Elementary School and Pinol Elementary School
90	Lomutan Elementary School

91	Malalag National High School
92	Sitio Nara Elementary School
93	Ticulab Elementary School and Wata Wanan IP School
94	Tuanadatu Elementary School
95	Upo Elementary School

Batch 3: February 26-28, 2025 Alabel, Glan, and Malapatan Cluster

	Name of School and Clustered Schools (For School DRRM Designate, Non-Teaching Personnel)
	ALABEL
1	Banlibato Integrated School and Paco Primary School
2	Famorcan Elementary School
3	Kiangkos Elementary School
4	Kibac Integrated School
5	Mahayag Primary School
6	New Canaan Integrated School
7	Datal Anggas Integrated School
8	Sofan Integrated School
9	Datal Conde Elementary School
10	Ladol Elementary School
11	Latian Elementary School
12	Saliluk M. Macantal Elementary School
13	Upper Domolok Elementary School*
14	Kawas National High School
15	Francisco T. Laiz Sr. Central Elementary School
16	Paraiso Integrated School
17	Spring Integrated School
18	Vicente Fuentes Elementary School
19	Alegria Central Elementary School
20	Alabel National Science High School
21	Glamang Elementary School
22	Pait Integrated School, Mayago Elementary School, and Basak Elementary School
23	Pongoleel Integrated School
24	Salimama Integrated School
25	Tinungkaan Elementary School
26	Ulo Latian Elementary
	GLAN
27	Glan Central Elementary School
28	Baliton Elementary School
29	Cablalan Integrated School
30	Enrique D. Yap Sr. Elementary School
31	Miasong Integrated School
32	GSAT
33	Calonkambing Elementary School and Esther B. Yap Elementary School
34	Congan Elementary School
35	DR Cania Memorial Elementary School
36	Del Neri Elementary School and Dlama Elementary School
37	Glan Padidu National High School
38	Kiogam Elementary School

30	Flaviano Bartulaba Integrated School
40	Banlas Integrated School and Tamala Elementary School
41	Calpidong Elementary School and San Vicente Elementary School
42	E. Alegado Integrated School
43	EDSA Integrated School
44	Lanao Kapanglao Integrated School
45	Lao Elementary School
46	Segafu Esgafu Integrated School
47	Tangan Integrated School
48	Adelina Tuardon Recto Elementary School
49	Batututling Integrated School and Kiaol Elementary School
50	D. Masalon Y Recto Elementary School
51	Feliciano Bawa Elementary School and Pio L. Siao Elementary School
52	Gilbert Young Sr. Elementary School
53	Gulo Integrated School
54	Kaltuad Integrated School
55	Margus Elementary School
56	Panambalan Integrated School
57	Prudencio Mariano Sr. Integrated School
58	San Jose Elementary School and Elena M. Mipana National High School
59	Severino Ibon Sr. Elementary School
60	Pangyan National High School
61	Leonard Young Sr. National High School
62	San Vicente National High School
	MALAPATAN
63	Alyeng IP School and Lasang Elementary School
64	Aspang Elementary School
65	Mama Nawa Elementary School
66	Sitio Lanao IP School
67	Malapatan National High School
68	Daan Suyan Integrated School
69	Akbual IP School and Alna IP School
70	Lun Padidu Central Elementary School
71	Calay IP School
72	Del Hilado Elementary School and Tocablao Elementary School
73	Rancho Primary School
74	Malapatan Central Elementary School
75	Tusan IP School
76	Gnanda B. Maguan IP School
77	Kinam Elementary School
78	Laba C. Maguan IP School and Kinam National High School
79	Naidas T. Opong Elementary School
80	Niyas M. Mental IP School
81	Pitak Elementary School
82	Dolores Yatoy Millona Integrated School
83	Lun Padidu National High School
84	Francisco A. Cagang Integrated School

SDO Sarangani Key Officials:

1. Ruth L. Estacio - SDS
2. Atty. Nelyn B. Frinal - ASDS

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|----------------------------|--------------|
| 3. Ma. Shirley M. Cardinal | - SGOD Chief |
| 4. Donna S. Panes | - CID Chief |

Technical Working Committee:

- | | |
|------------------------|--------------------------------|
| 1. Marlon P. Agad | - PDO II DRRM Program Holder |
| 2. Jiggs F. Balasoto | - Admin Support Staff COS |
| 3. Rose Traya | - JO, P&R Section |
| 4. Shella Mae Cellona | - Administrative Assistant III |
| 5. Joana Dumalag | - PDO I, ACISSC |
| 6. Araceli J. Dinopol | - M&E |
| 7. Joanne Gay Alquiza | - Head Inspectorate |
| 8. Irma May G. Dinasas | - DPMT Member |

Resource Speakers:

- | | |
|------------------------------|-----------------------------------|
| 1. Reynaldo Tagala | - Education Program Supervisor |
| 2. Judith Alba | - Education Program Supervisor |
| 3. Ariel C. Lalisán | - School Principal 1 |
| 4. Engr. Rain Poncardas | - Project Engineer, EFS (Batch 2) |
| 5. Engr. Christine Bartolaba | - Project Engineer, EFS (Batch 3) |
| 6. Joel P. Andres | - Tokawal NHS |

NOTE: Please bring the following items during the training:

1. Stick brooms - one bundle (1) per district
2. Laptop - at least one (1) per district
3. Extension wire - at least one (1) per district
4. Masking tape - at least one (1) per district
5. Scissors - at least one (1) per district

ACTIVITY MATRIX

Date and Time	Topic	Facilitator
February 18, 2025		
8:00 AM-9:00 AM	Arrival and Registration	TWG
9:00 AM-9:30 AM	Opening Preliminaries	TWG
	National Anthem	TWG
	Opening Prayer	TWG
	Bagong Pilipinas Hym	TWG
	Region Hym	TWG
	Sarangani Hym	TWG
	Roll-Call: Attendance Checking	M&E Rep
	Statement of Purpose	MPA
	Message	SDS
9:30 AM-9:35 AM	Mindful Exercise	TWG
9:35 AM-9:40 AM	Pre-Test	TWG
9:40 AM-10:40 AM	Basic DRRM Concepts Terminologies	MPA
10:40 AM-12:00 PM	Comprehensive School Safety and DRRM in DepEd	MPA
12:01 PM-1:00 PM	Lunch Break	
1:00 PM-2:00 PM	International and National Foundations on DRRM In DepEd	Reynaldo Tagala
2:00 PM-3:00 PM	Inclusive and Child-Centered DRRM	Ariel Lalisán
3:00 PM-4:00 PM	Understanding Peace and Conflict	Joel P. Andres
4:00 PM-5:00 PM	Conflict Sensitive Education	Ariel Lalisán
5:00 PM-6:00 PM	Dinner	
February 19, 2024		
6:30 AM-8:00 AM	Breakfast	Alert Team
8:00 AM-8:30 AM	MOL	Alert Team
8:30 AM-9:30 AM	Understanding Common Hazards	MPA
9:30 AM-11:00 AM	School-Based DRRM	MPA
11:00 AM-12:00 PM	School Disaster Management Plan	MPA
12:01 PM-1:00 PM	Lunch Break	
1:00 PM-2:00 PM	Information Management	Reynaldo Tagala
2:00 PM-3:00 PM	Camp Coordination Management	MPA
3:00 PM-4:00 PM	Education in Emergencies	Judith Alba
4:00 PM-5:00 PM	Alternative Delivery Modes	Judith Alba
5:00 PM-6:00 PM	Dinner	
February 20, 2025		
6:30 AM-8:00 AM	Breakfast	Alert Team
8:00 AM-8:30 AM	MOL	Alert Team
8:30 AM-10:00 AM	Psychological First Aid	Lonie Nierra
10:00 AM-11:00 AM	RA 10821 Children in Emergencies	MPA
11:00 AM-12:00 PM	Temporary Learning Spaces	Rain Poncardas
12:01 PM-1:00 PM	Lunch Break	
1:00 PM-3:00 PM	School-Based Contingency Plan	MPA
3:00 PM-4:00 PM	Rapid Damaged Assessment Report	MPA
4:00 PM- 5:00 PM	Localized Monitoring Tool and Incident Report Form	MPA