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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

SGOD-2023-0415

To : Assistant Schools Division Superintendent  
Chief of the Curriculum Implementation Division and  
School Governance and Operations Division  
Public School District Supervisor  
All Elementary and Secondary School Heads  
Concerned Division Personnel

Subject : **CAPACITY BUILDING OF SCHOOLS ON DISASTER  
RISK REDUCTION AND MANAGEMENT FOR CY 2024**

Date : AUGUST 27, 2024

To promote health and safety in schools, and in relation to the development of preparedness and response of schools during emergencies and disasters, the Division Disaster Risk Reduction and Management will be conducting a capacity building of schools on **September 9-11, 2024, at Cris Inn, Apokon Rd., Tagum City.**

Anent this, School Heads or their respective non-teaching personnel designated as School DRRM coordinators are hereby directed to participate to the said activity on the dates mentioned above. Attached are the list of Program Management Team Members and indicative program for reference.

Further, participants to the said activity are requested to confirm their attendance **on or before September 5, 2024**, through the link **[bit.ly/CapBdrrmPanabo](https://bit.ly/CapBdrrmPanabo)**

Travel and other allowable expenses incurred by the participants from the schools and division office shall be chargeable against School MOOE and Division MOOE funds, respectively, all subject to the usual accounting and auditing rules and regulations.

For your preferential attention and strict compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
OIC - Schools Division Superintendent

**RELEASED**

**AUG 29 2024**

RECORDS SECTION SDO PANABO CITY  
BY 

Encl.: as stated.  
SGOD/aba/har

**Enclosure A. LIST OF PROGRAM MANAGEMENT TEAM MEMBERS**



Schools Division of Panabo City  
City Hall Compound, Panabo City  
Tel. No. (084) 823-1469  
Email: [panabocity.division@deped.gov.ph](mailto:panabocity.division@deped.gov.ph)

**DepEd Panabo:**  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education MATATAG for all.





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| NAME                        | POSITION | ASSIGNMENT              |
|-----------------------------|----------|-------------------------|
| Kenneth S. Deligencia       | SEPS     | Course Monitor          |
| Ronmar V. Jayoma RN, MMPA   | SEPS     | QAME                    |
| Maria Susete B. Flores, RN  | Nurse II | Speaker / Nurse on Duty |
| Cris John M. Sumaya RN, MAN | Nurse II | Speaker / Nurse on Duty |
| Hernani A. Resueno Jr       | PDO II   | Speaker                 |





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**ENCLOSURE B. PROGRAM**

| TIME                       | ACTIVITY   | RESPONSIBLE PERSON/S  |
|----------------------------|--|---|
| SEPTEMBER 9, 2024 (DAY 1)  |  |   |
| 12:00 NN - 1:00 PM         | Arrival and Registration   | PMT   |
|                            | Opening Program: <ul style="list-style-type: none"><li>• National Anthem</li><li>• Prayer</li><li>• Panabo Hymn</li></ul> Acknowledgement of Participants<br>Opening Remarks<br>Message<br>Rationale                                   | AVP<br>AVP<br>AVP<br>Ronmar V. Jayoma<br>Basilio P. Mana-ay Jr, CESO VI<br>Jinky B. Firman pd, CESO VI<br>Hernani A. Resueno Jr |
|                            | DepEd Policies and Guidelines<br>School-Based DRRM <ul style="list-style-type: none"><li>• School DRRM Team</li><li>• Risk and Hazard Assessment</li><li>• Hazard Mapping</li><li>• DRRM Plan</li><li>• Contingency Planning</li></ul> | Hernani A. Resueno Jr   |
|                            | QAME   | Ronmar V. Jayoma  |
|                            | Administrative Announcements   | PMT   |
| DINNER                     |  |   |
| SEPTEMBER 10, 2024 (DAY 2) |  |   |
|                            | Recap and Warm-Up  | PMT   |
|                            | Oplan Kalusugan sa DepEd (OKD) Programs  | Maria Susete B. Flores, RN<br>Cris John M. Sumaya RN, MAN   |
| LUNCH                      |  |   |
|                            | Comprehensive School Safety  | Hernani A. Resueno Jr   |
|                            | Open Forum   | Speakers  |
|                            | Administrative Announcements   | PMT   |
| SEPTEMBER 11, 2024 (DAY 3) |  |   |



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|           |  |                               |
|-----------|--|-------------------------------|
|           | Recap and Warm-Up  | PMT                           |
|           | Information Management <ul style="list-style-type: none"><li>• DRRMIS</li><li>• RADAR</li><li>• Incident Report</li><li>• PDNA</li></ul> | Hernani A. Resueno Jr         |
|           | Closing Program <ul style="list-style-type: none"><li>• Closing Remarks</li><li>• Prayer</li></ul>                                       | Ailene B. Anonuevo PhD<br>AVP |
| DEPARTURE |  |                               |