



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

Office of the Minister

RELEASED

REGIONAL MEMORANDUM

No. 816
 Series of 2023

BY: Hajjal
 DATE: OCT 16 2023
 TIME: 11:10 Am
 Ctrl. No. 2023-10-248

TO : **ABDULLAH P. SALIK, JR.**, Director General for Basic Education
ABDUL RAFFI A. ABAS, OIC Chief, Education Support Division
ALFHADAR J. PAJJI, Chief, Disaster Risk Reduction & Management

DR. ALMA M. ABDULA-NOR, SDS, Maguindanao del Norte Division
DR. KIRAM K. IRILIS, SDS, Sulu Division

FROM : **MOHAGHER M. IQBAL**
 Minister

SUBJECT : **PARTICIPATION IN THE CONSULTATION WORKSHOP FOR THE ENHANCEMENT OF DEPED CENTRAL OFFICE FOR "THE BIG ONE"**

DATE : October 10, 2023

- This is relative to the issued Department of Education (DepEd) OUOPS No. 2023-04-8718 Memorandum dated September 22, 2023, regarding the **Participation in the Consultation Workshop for the Enhancement of DepEd Central Office for "The Big One"** which will be conducted on October 23-26, 2023 at Baguio Teachers Camp, Baguio City.
- In view thereof, the following are instructed to attend the activity:
 - ALFHADAR J. PAJJI** - DRRM, Regional Office
 - ESQUIERDO JUMADAIN** - DRRM, Sulu Division
 - SITTIE FARIZAH BENITO** - DRRM, Maguindanao del Norte Division
- The participants are requested to complete the registration at this link: <https://forms.gle/3qfde7ahTNPWvJrR7>.
- Travelling expenses of the participant from the Regional Office shall be charged to MBHTE funds while for division participants, it shall be charged to their respective division's local funds, subject to the usual accounting and auditing rules and regulations.
- For information and compliance.

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister

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By Authority of the Minister
MOHAGHER M. IQBAL:


HARON S. MELING
 Deputy Minister





Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-04-8718
MEMORANDUM

TO : **REGIONAL DIRECTORS**
REGIONAL DRRM COORDINATORS

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **Participation in the Consultation Workshop for the
Enhancement of DepEd Central Office for "The Big One"**

DATE : 22 September 2023

In response to the mandate of the Republic Act 10121, otherwise known as the Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010 for National and Regional Offices to develop and institutionalize DRRM policies, structures, coordination mechanisms and programs in DRRM, the Department of Education – Central Office proactively developed its Contingency Plan for Earthquake based on the projected 7.2 magnitude movement of the West Valley Fault (WVF). While the document has been initially crafted, the need to update and enhance the existing Contingency Plan is essentially needed to recalibrate the different operational elements according to the existing capacities, resources, and policies of the Department.

Relative thereto, the Disaster Risk Reduction and Management Service (DRRMS) will be conducting a Consultation Workshop for the Updating/Enhancement of the DepEd Central Office Contingency Plan on "The Big One" and hereby **invites all Regional DRRM Coordinators to join the said activity this October 23-26, 2023 (inclusive of travel time) at the Baguio Teachers Camp, Baguio City.** For reference, please refer to the indicative program attached hereof.

For confirmation of participation, all attendees are requested to complete the registration through <https://forms.gle/3gfde7ahTNPWvJrR7> no later than **10 October 2023.**

DRRMS_APR/09222023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: oure@deped.gov.ph; Website: www.deped.gov.ph
Tel. No.: (02) 8633-5313; (02) 8631-8492

Travelling expenses of participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations. An advisory will be issued soon to provide information on the administrative and logistical arrangements for this activity.

For concerns and clarifications, you may contact Ms. April Allen M. Sayde through email drmo@deped.gov.ph or 0919-095-1075 (Viber).

Thank you very much.

DRRMS_APR/09222023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600

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ATTACHMENT B. 2

Session Topic/Activity	Session Objective	Timeline/ Duration	Method	Resources Needed	Responsible Person/Office	Output
DAY 0 – October 23, 2023 (Monday)						
Travel from the Official Station to Baguio Teachers Camp				Transport vehicle		
Arrival and Check-in of the participants		4:00 – onwards			Secretariat	
DAY 1 – October 24, 2023 (Tuesday)						
Registration & Day 1 Attendance		8:00 – 8:30 AM		Registration Sheet AVP, PowerPoint Notebook, Pen Laptop, Pointer	Secretariat RP, PMT	
PRELIMINARIES						
<ul style="list-style-type: none"> • Opening Program • Workshop Orientation • House Rules 						
Session 1:						
Overview of Contingency Planning and Presentation of the Draft DepEd Central Office Contingency Plan on “The Big One”	<ul style="list-style-type: none"> • Define Contingency Plan. • Know the legal bases anchored on Contingency Planning. • Know the objectives of Contingency Planning. • Know and familiarize the DepEd Central Office Contingency Plan on “The Big One” 	8:30 – 10:00 AM	Interactive presentation and discussion, Lecture	AVP, PowerPoint Notebook, Pen Laptop, Pointer Training Kit	RP, PMT	Increased understanding of Contingency Planning, its legal bases, objectives, and importance in the preparation for “The Big One” in the DepEd CO setting.
Health Break						Familiarization with the DepEd Central Office Contingency Plan on “The Big One”
10:00 – 10:15 AM						

ATTACHMENT B. 2

<p>Workshop 1: Development/Enhancement of Chapters I and II</p>	<ul style="list-style-type: none"> • Discuss and develop/enhance Chapters I and II of the DepEd CO Contingency Plan for "The Big One." • Develop/Enhance the Introduction of the Plan • Generate Scenarios and Affected Population • Develop/Enhance the Goals and Objectives of the Plan 	<p>10:15 AM – 12:00 NN</p>	<p>Interactive presentation and discussion, Lecture</p>	<p>AVP, PowerPoint, Notebook, Pen Laptop, Pointer Training Kit</p>	<p>RP, PMT</p>	<p>Increased understanding of Chapters I and II of the Plan for the development of the components in the workshop.</p> <p>Enhanced Introduction of the Plan, Generated Scenarios, and Affected Elements (Chapter I)</p> <p>Enhanced Goals and Objectives (Chapter II)</p>
<p>12:00 NN – 1:00 PM</p>						
<p>Workshop 2: Development/Enhancement of Chapter III</p>	<ul style="list-style-type: none"> • Discuss and develop Chapter III of the DepEd CO Contingency Plan for "The Big One." • Discuss Crash course for Emergency Operations Center (EOC), Incident Command System (ICS), and Flow Chart on Coordination and Interoperability • Develop/Enhance the following: <ul style="list-style-type: none"> ○ Cluster Identification ○ Needs and Activities Inventory ○ Resource Inventory ○ Needs Projection and Resource Gap Identification 	<p>1:00 – 4:30 PM <i>(Includes health break in between)</i></p>	<p>Interactive presentation and discussion, Lecture Workshop</p>	<p>AVP, PowerPoint, Notebook, Pen Laptop, Pointer Training Kit Manila paper Meta cards, Marker</p>	<p>RP, PMT</p>	<p>Enhanced Chapter III of the Plan</p> <p>Enhanced/Developed components on Cluster Identification, Needs and Activities Inventory, Resource Inventory, Needs Projection and Resource Gap Identification, Budget and Resource Summary</p> <p>Enhanced EOC and ICS organizational</p>

ATTACHMENT B. 2

DAY 2 – October 25, 2023 (Wednesday)							
4:30 – 5:00 PM							
Day 1 - Evaluation	<ul style="list-style-type: none"> o Budget and Resource Summary • Develop EOC and ICS organizational chart. • Develop/Enhance Flow Chart on Coordination and Interoperability 						chart and Coordination and Interoperability system
Day 2 Attendance Recap		8:00 – 8:30 AM				Secretariat	
Continuation of Workshop 2: Development/ Enhancement of Chapter III	<ul style="list-style-type: none"> • Develop/ Enhance the following: <ul style="list-style-type: none"> o Cluster Identification o Needs and Activities Inventory o Resource Inventory o Needs Projection and Resource Gap Identification o Budget and Resource Summary • Develop EOC and ICS organizational chart. • Develop/Enhance Flow Chart on Coordination and Interoperability 	8:30 – 12:00 NN <i>(Includes health break in between)</i>	Interactive presentation and discussion, Lecture Workshop	AVP, PowerPoint Notebook, Pen Laptop, Pointer Training Kit Manila paper Meta cards, Marker		RP, PMT	Enhanced Chapter III of the Plan Enhanced/Developed components on Cluster Identification, Needs and Activities Inventory, Resource Inventory, Needs Projection and Resource Gap Identification, Budget and Resource Summary
12:00 NN – 1:00 PM							
Lunch Break							
Workshop 3: Development/ Enhancement of Chapter IV	<ul style="list-style-type: none"> • Discuss and develop Chapter IV of the DepEd CO Contingency Plan for “The Big One.” 	1:00 – 3:00 PM	Interactive presentation	AVP, PowerPoint Notebook, Pen		RP, PMT	Enhanced Chapter IV (system of activation, deactivation, and

	<ul style="list-style-type: none"> Discuss Crash course on activation triggers: <ul style="list-style-type: none"> Pre-Disaster Risk Assessment (PDRA) RADar RDANA 		and discussion, Lecture	Laptop, Pointer Training Kit Manila paper Meta cards, Marker		non-activation anchored on triggers identified).
Health Break	3:00 – 3:15 PM					
Session 2: Presentation of DepEd CO Contingency Plan for "The Big One" - workshop outputs	<ul style="list-style-type: none"> Present the DepEd CO Contingency Plan for "The Big One" based on the workshop outputs of the participants collected and consolidated. 	3:15 AM – 4:00 NN	Interactive presentation and discussion, Lecture Workshop	AVP, PowerPoint Notebook, Pen Laptop, Pointer Training Kit	RP, PMT	Enhanced draft of the DepEd CO Contingency Plan for "The Big One"
Day 2 - Evaluation	4:00 – 4:30 PM					
Closing Program Ways Forward and Next Steps		4:30 - 5:00 PM		AVP, PowerPoint Laptop, Pointer	RP, PMT	
DAY 3 – October 26, 2023 (Thursday)						
Check out of Participants	8:00 – 9:00 AM					
Home Sweet Home	9:00 AM onwards					

Prepared by:

APRIL ALLEN SAYDE
 Technical Assistant II
 Disaster Preparedness Program Focal

Reviewed by:

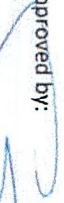
ALDWIN B. RIMBAO
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 Program Manager

PAOLO R. AQUINO
 Project Development Officer III
 Section Head for Policy and Programs

Recommending Approval:


ORLANDO B. BARACHINA
Project Development Officer IV
Officer-in-Charge, Division Chief

Approved by:


ATTY. CHRISTIAN E. RIVERO, EDD
Director IV
Disaster Risk Reduction and Management Service