



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

October 29, 2024

DIVISION MEMORANDUM

No. **524**, s. 2024

CORRIGENDUM TO RM ESSD-2024-414 TITLED “SELECTION PROCESS TO ESTABLISH REGION VII’S POOL OF SCHOOL DISASTER RISK REDUCTION TRAINERS (SDRRT) AND CONDUCT OF REGIONAL TRAINING OF TRAINERS ON SCHOOL-BASED DISASTER RISK REDUCTION (DRR)”

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors/ OIC PSDSs
Public Elementary and Secondary School Heads
District DRRM Coordinators
All Others Concerned

1. This Office through Schools Governance and Operations Division (SGOD), disseminates Regional Memorandum No. 963, s. 2024 entitled **“CORRIGENDUM TO RM ESSD-2024-414 TITLED “SELECTION PROCESS TO ESTABLISH REGION VII’S POOL OF SCHOOL DISASTER RISK REDUCTION TRAINERS (SDRRT) AND CONDUCT OF REGIONAL TRAINING OF TRAINERS ON SCHOOL-BASED DISASTER RISK REDUCTION (DRR)”** for the information and guidance of all concerned. Please refer to the attachment for more details.
2. Interested and qualified participants are requested to contact Engr. Phillip Marcelo R. Vigonte through his mobile phone no. 09463460373 on or before November 4, 2024.
3. Immediate dissemination of this Memorandum is highly appreciated.


CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent



Deped Tayo Bohol Division

Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.: (038) 411-2544
email Address: deped.bohol@deped.gov.ph
 www.depedbohol.org

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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **963**, s. 2024

17 OCT 2024

**CORRIGENDUM TO RM ESSD-2024-414 TITLED "SELECTION PROCESS TO
ESTABLISH REGION VII's POOL OF SCHOOL DISASTER RISK REDUCTION
TRAINERS (SDRRT) AND CONDUCT OF REGIONAL TRAINING OF TRAINERS ON
SCHOOL-BASED DISASTER RISK REDUCTION (DRR)"**

To: Schools Division Superintendents
Region and Division DRRM Coordinators
Public Elementary and Secondary Schools Heads
All Others Concerned

1. This refers to the Regional Memorandum ESSD-2024-414 (see attached) on the selection process to establish Region VII's Pool of School Disaster Risk Reduction Trainers (SDRRT) and Conduct of Regional Training of Trainers on School-Based Disaster Risk Reduction (DRR).
2. The deadline for the submission of nominations scheduled on October 15, 2025 shall be changed to **November 25, 2024**.
3. All other information in the aforementioned Memorandum remains unchanged.
4. For questions and clarifications, please contact Mr. Ranilo L. Edar through his mobile phone no. 09171566073.
5. Immediate and wide dissemination of this Memorandum to all concerned is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/ESSD/TTP/cle



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700



DepEd Tayo Region VII



region7.deped.gov.ph





October 14, 2024

DR. SALUSTIANO T. JIMENEZ, ED. D, JD, CESO III

Director IV, Regional Director

Department of Education Region VII

OCT 14 2024

asm 1:45

SUBJECT: REQUEST FOR CORRIGENDUM OF REGIONAL MEMORANDUM ESSD-2024-414 DATED OCTOBER 07, 2024 - "SELECTION PROCESS TO ESTABLISH REGION 7'S POOL OF THE SCHOOL DISASTER RISK REDUCTION TRAINER (SDRRT) AND CONDUCT OF REGIONAL TRAINING OF TRAINERS ON SCHOOL-BASED DISASTER RISK REDUCTION (DRR)

Dear DR. JIMENEZ,

Warm greetings to you!

Thank you once again for your continued support of the JICA-funded "Project for Strengthening and Promoting School-based Disaster Risk Reduction in Central Visayas." As part of our commitment to supporting DepEd Region 7 in the establishment of a pool of School-based Disaster Risk Reduction Trainers (SDRRT), which plays a pivotal role in delivering the training program in each division under DepEd Region VII, we greatly appreciate your involvement.

In view of this, SEEDS Asia would like to request the issuance of a **corrigendum to Regional Memorandum ESSD-2024-414** to extend the deadline for the submission of nominations to on or before **November 25, 2024**. We appreciate your prompt attention to this matter.

The key components for initiating the cascading of the program with SDRRT are as follows:

1. **Establishment of Region 7's Pool of SDRRT:** Selected DepEd personnel will form the Pool of SDRRT in the region. Their expertise will be instrumental in disseminating best practices and building capacity among educators and students.
2. **Conduct of Regional Training of Trainers (RToT):** RToT will be organized during the second week of January 2025. SDRRTs will actively participate in this training, equipping them with the necessary skills to lead the School-based DRR Training Program.

For your reference, we have attached our proposal on the selection criteria and process of SDRRT (please refer to ANNEX 1-6).

Thank you for your support in advancing DRR efforts in our region. For any further information and clarifications, kindly contact us via email at edwinmarquez.seedsasia@gmail.com or by phone at (+63) 945 186 2384.

Yours truly,

NANA SUGAYA

Philippine Country Representative
SEEDS Asia

HEAD OFFICE:

1-7-7-307 Okamoto, Higashi Nada-ku, KOBE
658-0072, JAPAN
Tel. No.: +81-78-766-9412; Fax: +81-78-766-9413
Email: rep@seedsasia.org

PHILIPPINE REPRESENTATIVE OFFICE:

Unit 303 Allprime Building
No. 1 La Guardia Street (corner Salinas Drive)
Barangay Labug, Cebu City 6000 Philippines
Contact No.: +63-995-873-5257
Email: nana.sugaya@seedsasia.org

SEEDS Asia Proposal:

Guidelines on the selection of School Disaster Risk Reduction Trainer (SDRRT) and participation to RTOT (to be issued through the regional memorandum)

Contents in the RM:

1. DepEd RO7 ESSD with HRDD will conduct Regional Training of Trainer (RTOT) for the establishment of School Disaster Risk Reduction Trainer (SDRRT) on (Month) (Date), 2024, (Time) at (Venue).
2. The following may apply;
 - A) Permanent **non-teaching or teaching-related personnel** having PRC License for Professional Teacher, preferably School Heads;
 - B) Physically fit and preferably 55 years old and below;
 - C) Must have obtained Master's Degree or above;
 - D) Must have been trained as trainers/facilitators;
 - E) **Must have competent skills and experience in making NEAP-level standard Session Guides** and Slide Deck;
 - F) Must have a performance rating at least VS for the last two years;
 - G) Must be computer literate;
 - H) Must have participated or facilitated any trainings on disaster risk reduction (e.g. DepEd 23 DRRM Module, Contingency Planning, etc.); and
 - I) **Must have strong willingness to become SDRRT** who will contribute to provision of DRR training at school level for five years
3. Applicants should submit personally to the SDO-HRD the following documents by (Deadline):
 - A) Endorsement from the Schools Division Superintendent
 - B) Application Form (Annex 1) ***same format with the NEAP Pool**
 - C) Character Reference (Annex 2) ***same format with the NEAP Pool**
 - D) Medical certificates from accredited government physician/hospital indicating physical fitness to train and travel
 - E) Performance rating for the past two years
 - F) Letter of recommendation from immediate supervisor (Annex 3) ***same format with the NEAP Pool**
 - G) Letter of commitment signifying willingness to training anywhere in the Region 7 (Annex 4) ***same format with the NEAP Pool**
 - H) Certificate of no pending criminal and/or administrative cases from the Division
 - I) Certificate of participation/completion/attendance to Training of Trainers program attended
 - J) Certificate of recognition/commendation/merit/etc, given as facilitator, trainer, resource speaker, etc. or a certification from immediate supervisor that the individual acted as

facilitator/resource speaker if there are no certificates from clients. There certificates should support the list provided in the application form.

4. In the view of above, SGOD Chiefs/HRD Chiefs shall conduct an initial screening applicants following the Screening Rating Guide (Annex 5), and endorse the top 8 qualified applicants to the Regional Screening Committee following the template below on or before (Deadline).

APPLICANTS FOR THE SDRRT'S POOL

Schools Division: _____

Name	Position	Area of Specialization*	School/Office	Contact Number

Submitted by: _____

School Division Superintendent

*Options of areas of specialization

1: DRRM

2: Integration of DRR into the school curriculum

3: Partnership and resource mobilization

5. The selection will be done by the Regional Screening Committee composed of the following:

Co-chairman: Mr. Misael Borgonia, Mr. Tomas Pastor

Members: Dr. Helen Sabino/Dr. Ricky Yabo (alternate), Mr. Ranilo Edar

Advisor: School Disaster Risk Reduction – Task Force (SDRR-TF), SEEDS Asia

6. Expenses for meals during the RTOT shall be charged to RO7 ESSD Funds, while traveling and other incidental expenses of participants shall be charged to Local School/Division MOOE Funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is highly desired.

SCREENING RATING GUIDE

A) Facilitation Skills – 60%

- Communication Skills – 30%
- Processing/Questioning Skills – 20%
- Confidence and bearing in handling the session – 10%
- Ability to use training aids – 5%
- Ability to handle different types of learners – 5%

B) Development of Session Guide – 15%

C) Demonstration of computer literacy/skills (preferably MS Office applications) – 10%

D) Knowledge of DRR – 15%

Please use the following template to summarize evaluation results:

[illegible]