



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO
MARINIG SOUTH ELEMENTARY SCHOOL
PUROK 5, BRGY. MARINIG, CITY OF CABUYAO, LAGUNA

School Memorandum
Unnumbered. ____ s. 2023

SYMPOSIUM ON STRATEGIC PREPAREDNESS FOR DISASTER

To: SDRRM Coordinator
Project DREAM Team
All Teaching and Non- Teaching Personnel
School Parents-Teachers Association (SPTA)
SELG/ SSLG Officers
MSES Junior Patrol

1. Pursuant to DepEd Order No. 21, s. 2023 titled 2023 Brigada Eskwela Implementing Guidelines, the 2023 Brigada Eskwela shall be conducted on August 14-18, 2023 in all Public Elementary and Secondary Schools with the theme: **“Bayanihan Para sa Matatag na Paaralan.”**
2. Relative to this, stipulating DepEd Order No. 37 s. 2015 otherwise known as The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework states that DRRM efforts shall be institutionalized in basic education sector towards resilience-building in offices and schools, and to ensure that quality education is continuously provided and prioritized even during disasters and/or emergencies. This school through the **Cabuyao City Disaster Risk Reduction and Management Office (CDRRMO)** initiate to conduct **Symposium on Strategic Preparedness for Disaster on August 18, 2023- Tuesday, at 8:00 a.m.** to be held at Marinig South ES Covered Court.
3. This activity aims to:
 - a. Capacitate the participants on school safety preparedness with basic knowledge and skills necessary for safety in the learning spaces before, during and after a disaster and complex emergency
 - b. Establish linkages and partnership among education stakeholders in promoting school safety preparedness
4. In relation to this, please refer to the following enclosures:
 - a. Enclosure No. 1: Technical Working Committee
 - b. Enclosure No. 2: Program Matrix
5. Teachers are instructed to wear their ‘Brigada Eskwela 2023 t-shirt/ color green.
6. Expenses relative to the conduct of this activity shall be charged against MOOE/ School Development Fund subject to usual accounting and auditing rules and regulations.
7. For details, kindly contact **Emmanuel B. Cerda**, Chief- SDRRM at emmanuel.cerda@deped.gov.ph or **Juan Mario P. Yumena**, Focal Person- SDRRM- at juanmario.yumena@deped.gov.ph.





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8. Immediate dissemination and strict compliance of this Memorandum is required.

EMMANUEL B. CERDA
Principal II





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Enclosure 1

TECHNICAL WORKING COMMITTEE
SYMPOSIUM ON STRATEGIC PREPAREDNESS FOR DISASTER
S.Y. 2023-2024
August 18, 2023
8:00 A.M. – 11:00 A.M.

DESIGNATION	NAME	FUNCTION
Program Director	EMMANUEL B. CERDA	Supervises the planning and implementation of the training program
Program Manager	JUAN MARIO P. YUMENA	Oversees the entire program, coordinates all efforts and focuses on actual training to ensure that the program is implemented planned
Program Coordinator/s	MARY JANE M. TOCMO EDGAR G. AQUINO	Ensure that the program for the day is implemented as planned; manage the activities for the day
Resource Persons	TO BE DETERMINED CDRRMO	Deliver the training
Hall and Sound Preparation/ ICT	ARTURO P. GALANG EDGAR G. AQUINO	Prepare and assure functional sound system and convenient hall accommodation and ventilation for conducive learning
Welfare/ Peace and Order	JINGIE D. ULGASAN KIM ALDEN O. AIDALLA & GRADE 5 TEACHERS	Ensure that the provisions for health, wellness and security are in placed
Secretariats	MARIA CORAZON J. BALTAZAR ROSE KAREEN T. RAYEL & GRADE FOUR TEACHERS	Prepare attendance and certificates
Monitoring and Evaluation	MARIETA C. TAYO	Responsible for designing and implementing the M&E activities of the training
Documenters and Attendance	MARIANE L. CIDRO IMIE DIANN C. PAJARES & GRADE 1 TEACHERS	Take note the important details, prepare documentation and accomplishment report
Stage Decoration/ Physical Facilities	LEONIDA L. ABAÑO VILLA A. CERDA & KINDERGARTEN TEACHERS	Prepare proper stage appearance and physical facilities
Program Facilitator	MARIMAR V. VALENZUELA CATHERINE N. ANABO	Prepares and facilitates the opening and closing program
Food and Refreshment	ALICIA M. GUEVARA GRADE 6 TEACHERS	Ensures the distribution and safety of the food





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Enclosure 2

Salient topics about DRRM shall be discussed by the CDRRMO:

- Earthquake Awareness and Preparedness in School
- Typhoon that cause flooding and landslide
- Fire Safety in School

**In reference to the stated activity, please refer to the attached program matrix*

PROGRAM MATRIX

TIME	MINUTES	ACTIVITY	PERSON IN-CHARGED
8:15 - 8:30	15	REGISTRATION OF PARTICIPANTS	MARIA CORAZON J. BALTAZAR ROSE KAREEN T. RAYEL & GRADE FOUR TEACHERS
8:30 - 8:45	15	-PRAYER -NATIONAL ANTHEM -UNFREEZING ACTIVITY/ ENERGIZER	JULIETA M. CAYAS EDGAR G. AQUINO/ AVP IMELDA M. LIBROJO JINGJIE D. ULGASAN
8:45 - 8:55	10	GREETINGS/ MESSAGES EMMANUEL B. CERDA JUAN MARIO P. YUMENA	HOSTS
8:55 - 9:00	5	INTRODUCTION TO SPEAKER/ DISCUSSANT	EDELENE T. ESCALANTE
9:00 - 10:30	90	DISCUSSION/ PRESENTATION	DISCUSSANTS & PARTICIPANTS
10:30 - 10:45	15	QUESTION AND ANSWER	HOSTS
10:45 - 10:50	5	AWARDING OF CERTIFICATE OF APPRECIATION/ PHOTO OP	HOSTS EMMANUEL B. CERDA JUAN MARIO P. YUMENA ALL PARTICIPANTS
10:50 - 10:55	5	MONITORING & EVALUATION	HOSTS/ M&E FOCAL PERSON
10:55 - 11:00	5	EXTRODUCTION/ SIGN OFF	HOSTS

