



**Division of Malaybalay City**

Parok 6, Casisang, Malaybalay City  
Telefax: (088) 314-0094 email: depedmalaybalay@gmail.com

**DIVISION MEMORANDUM**

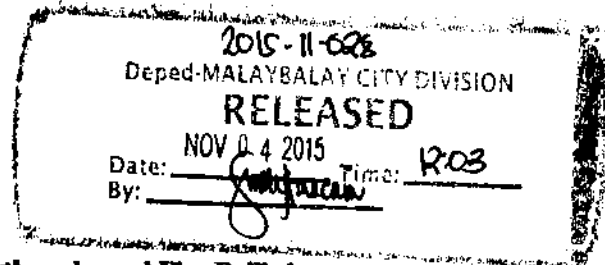
No. 453 s. 2015

**To: Public and Private Elementary and Secondary School Heads  
School & District Disaster Risk Reduction and Management Coordinators**

**From: EDILBERTO L. OPLENARIA, CESO VI**  
POIC - Schools Division Superintendent

**Date: November 2, 2015**

**Subject: Seminar-Workshop on the Conduct of Earthquake and Fire Drills in Schools**



1. Pursuant to Division Strategy No. 2 re: Responsiveness which aims to promote safe and motivating learning environment (DepED Division of Malaybalay City Division Strategic Plan, p. 104), this Office will conduct Seminar-Workshop on How to Conduct Earthquake and Fire Drills in Schools at Loiza's Pavillon, Casisang, Malaybalay City.

2. The said activity aims to (a) orient the School Heads and the School Disaster Risk Reduction and Management (DRRM) Coordinators on the different stages of earthquake and fire drills, (b) inform the participants on the reports to be submitted to this Office in relation to Disaster Risk Reduction and Management (DRRM), and (c) align the schools' earthquake and fire drills preparations with the local evaluators' expectations.

3. The participants will be grouped into two batches in order to be accommodated properly by the resource speakers. The seminar-workshop schedule for Batch 1 is on November 19, 2015, while Batch 2 is on November 20, 2015. Please be guided with the schedule and grouping through the table presented below:

BATCH	PARTICIPANTS	DATE
Batch 1	School Heads and School DRRM Coordinators from Districts I, II, III, IV, V, and Private Elementary Schools	November 19, 2015 (Thursday)
Batch 2	School Heads and School DRRM Coordinators from Districts VI, VII, VIII, IX, X and Private Secondary Schools	November 20, 2015 (Friday)

4. Registration Fee of 350.00 to cover expenses of honorarium for resource persons, meals, snacks, and certificates of participants, travel. Other related expenses shall be charged against local funds/MOOE subject to the usual accounting and auditing policies, rules and regulations.

5. Dissemination and compliance to this memorandum is highly enjoined.

Encl.:

Seminar-Workshop on the Conduct of Earthquake and Fire Drills in Schools Program

TO BE POSTED IN THE WEBSITE

**Seminar-Workshop on Conducting Earthquake and Fire Drills in Schools  
PROGRAM**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSONS INVOLVED</b>
7:30 – 8:30	Arrival and registration of participants	Secretariat Committee
8:30 – 9:45	Opening Program	Program Committee and Sounds and Multimedia Committee
	Welcome Remarks	<b>Ferdinand V. Mortera</b> Senior Education Program Specialist – HRD
	Opening Remarks	<b>Lorenzo O. Capacio, EdD</b> Chief Education Supervisor, SGOD
	Expectation Setting	<b>Jimdandy S. Lucine</b> PDO I – DRRM
	House Rules	<b>Jimdandy S. Lucine</b> PDO I – DRRM
9:45 – 11:45	<ul style="list-style-type: none"> <li>• Introduction to Earthquake and Earthquake Preparations</li> <li>• How to Evaluate Earthquake Drill</li> <li>• Earthquake Drill workshop</li> </ul>	Speaker from City Disaster Risk Reduction and Management Office
11:45 – 12:00	Open Forum	Program Committee
12:00 – 12:45	L u n c h	B r e a k
1:00 – 3:00	<ul style="list-style-type: none"> <li>• Introduction to Fire and Fire Code of the Philippines</li> <li>• How to Evaluate Fire Drill</li> <li>• Fire Drill workshop</li> </ul>	Speaker from the Bureau of Fire Protection
3:00 – 3:15	Open Forum	Program Committee
3:15 – 4:30	<ul style="list-style-type: none"> <li>• Composition of the School Disaster Management Committee</li> <li>• Making a draft of the SDMC</li> <li>• Fire &amp; Earthquake Drill Reports and RADAR</li> </ul>	<b>Jimdandy S. Lucine</b> PDO I – DRRM
4:30 – 4:45	<ul style="list-style-type: none"> <li>• Open Forum and Answering of Evaluation Form</li> </ul>	Program Committee  Monitoring and Evaluation Committee
4:45 – 5:00	Word of Challenge	<b>Edilberto L. Oplenaria, CESO VI</b> OIC – Schools Division Superintendent
5:00 – 5:30	<ul style="list-style-type: none"> <li>• Closing Program</li> <li>• Awarding of Certificates</li> <li>• Closing Prayer</li> </ul>	Program Committee