



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 20, 2023

REGIONAL MEMORANDUM

No. **1003** s.2023

**ADVISORY TO THE CONDUCT OF RESEARCH AGENDA WORKSHOP AND
CAPACITY BUILDING ON THE USE OF DRRM INFORMATION
SYSTEM APPLICATION MANUALS**

To: Schools Division Superintendents
Division DRRM Coordinators
All Others Concerned

1. In reference advisory issued by Atty. Christian E. Rivero EdD, Director IV of Disaster Risk Reduction and Management Services (DRRMS), dated September 19, 2023, citing Memorandum No. DRRMS-08-04-2023-0004, which pertains to the conduct of the "Research Agenda Workshop and Capacity Building on the Use of DRRM Information System Application Manuals", the Office, through the Education Support Services Division (ESSD), informs all Division DRRM Coordinators that the aforementioned activity shall be held at Development Academy of the Philippines (DAP), Tagaytay City.

2. Relative to this, the participants are reminded to register and confirm their engagement to the workshop by completing the registration link at <https://bit.ly/DRRMISCapB> before September 27, 2023.

3. For the information and guidance of all concerned.


EVELYN R. FETALVERO, CESO IV
Regional Director

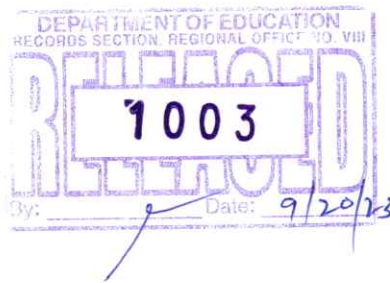
Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects:

CAPACITY BUILDING DRRMIS

ESSD-SPPS-TJCP





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

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ADVISORY

Research Agenda Workshop and Capacity Building on the Use of DRRM Information System Application Manuals

September 19, 2023

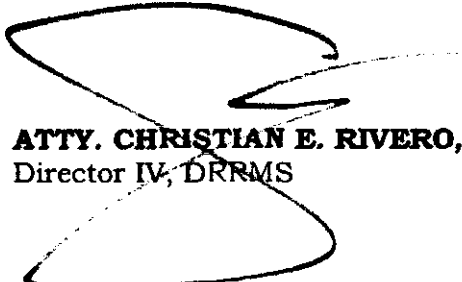
Event Date: October 2 to 6, 2023

Venue: Development Academy of the Philippines, Tagaytay City

Registration Deadline: September 27, 2023

1. The Disaster Risk Reduction and Management Service (DRRMS) issues this advisory for the "**Research Agenda Workshop and Capacity Building on the Use of DRRM Information System Application Manuals.**" This event as referred in DRRMS Memorandum No. DRRMS-08-04-2023-0004 is scheduled to take place from October 2 to 6, 2023.
2. The activity will be held at Development Academy of the Philippines, Tagaytay City (See Annex A. Indicative Program).
3. To register and confirm your participation, please access the registration link: <https://bit.ly/DRRMISCapB> before September 27, 2023.
4. Participants are reminded of the following:
 - a. Check-in of participants starts on October 2, 2023 2:00 PM with lunch as the first meal. Check-out is on October 6, 2023 12:00 PM with lunch as the last meal.
 - b. Participants will be required to wear smart casual attire on Day 0, business casual attire on days 1 to 3, and business attire on day 4 of the activity. (See Annex B. Sample Attire)
 - c. The activity will end on October 6, 2023 5:00 PM. If a participant needs to leave before the end of the activity, they are required to present a written justification signed by their respective immediate supervisor.
 - d. Please note that transportation services from the airport to the venue, and vice versa, will not be provided. Transportation and incidental expenses for participants may be charged to:
 - i. Their respective local funds, subject to the existing accounting and auditing rules; **OR**
 - ii. DPRP FY 2023 downloaded funds. Please refer to OUOPS Memorandum dated July 25, 2023, Annex A. Implementing Guidelines on the Use of FY 2023 Disaster Preparedness and Response Program Funds for Disaster Risk Reduction and Management (DRRM) Programs, Projects, and Activities: 2.a. **Travel expenses necessary for the conduct of DRRM PPAs, such as face-to-face workshops, capacity building training, monitoring and evaluation, and school visits.**
5. Before the activity, participants are required to complete pre-work assignments.
6. Participants are advised to bring their laptops and extension cords for the duration of the event.

For further concerns regarding this matter, you may communicate with DRRMS through email drmo@deped.gov.ph or 8637-4606.

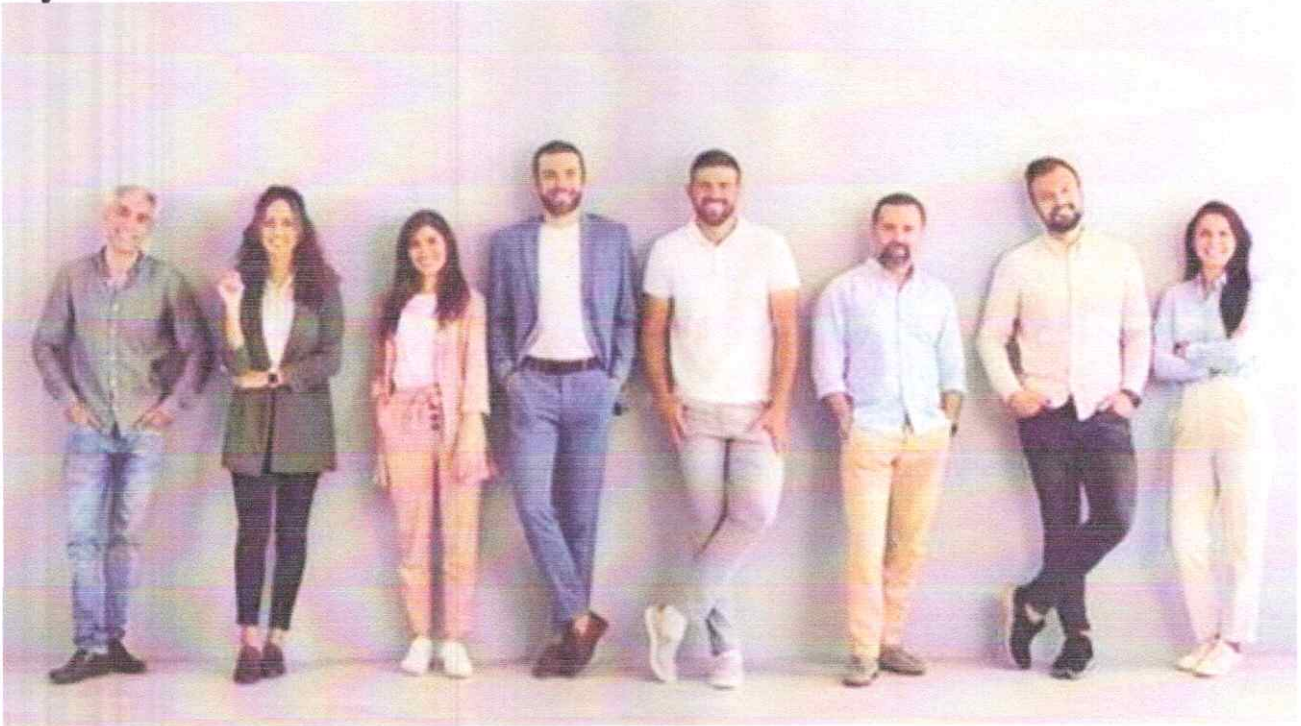

ATTY. CHRISTIAN E. RIVERO, EdD
Director IV, DRRMS

SCHEDULE	TOPICS
DAY 0	
08:00 AM – 05:00 PM	Arrival, Registration, and Technical Rehearsals
DAY 1	
08:00 AM – 08:30 AM	Preliminaries: <ul style="list-style-type: none"> • National Anthem • Prayer • Quality Policy • Mindfulness Exercise or Icebreaker • Opening Remarks
08:30 AM – 09:00 AM	Workshop Objectives and Expectation Setting
09:00 AM – 10:00 AM	Lecture: Introduction to Systems Innovation
10:00 AM – 10:15 AM	Morning Break
10:15 AM – 12:00 PM	Systems Modelling
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 03:00 PM	Systems Mapping
03:00 PM – 03:15 PM	Afternoon Break
03:15 PM – 04:45 PM	Multi-level Mapping
04:45 PM – 05:00 PM	Administrative Announcements
DAY 2	
08:00 AM – 08:15 AM	Morning Exercise
08:15 AM – 08:30 AM	Management of Learning
08:30 AM – 09:15 AM	Lecture: Introduction to Systems Change
09:15 AM – 10:00 AM	Horizon Scanning
10:00 AM – 10:15 AM	Morning Break
10:15 AM – 12:00 PM	Working with Transitions
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 03:00 PM	Lecture: Scenario Building
03:00 PM – 03:15 PM	Afternoon Break
03:15 PM – 04:45 PM	Narrative Making
04:45 PM – 05:00 PM	Administrative Announcements
DAY 3	
08:00 AM – 08:15 AM	Morning Exercise
08:15 AM – 08:30 AM	Management of Learning
08:30 AM – 10:00 AM	Generating Research Topics and Questions, and Developing Research Objectives and Timeline
10:00 AM – 10:15 AM	Morning Break
10:15 AM – 11:45 AM	Activity: Unraveling the Research Questions
11:45 AM – 12:00 PM	Takeaways and Next Steps
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 02:00 PM	Research Output 1: School Safety Context Analysis
02:00 PM – 03:00 PM	Research Output 2: Child-Centered Social Accountability
03:00 PM – 03:15 PM	Afternoon Break
03:15 PM – 04:45 PM	Live Demo and Capacity Building on School Watching App
04:45 PM – 05:00 PM	Administrative Announcements
DAY 4	
08:00 AM – 08:15 AM	Morning Exercise

SCHEDULE	TOPICS
08:15 AM – 08:30 AM	Management of Learning
08:30 AM – 10:00 AM	Live Demonstration and Capacity Building on RADaR App
10:00 AM – 10:15 AM	Morning Break
10:00 AM – 12:00 PM	Continuation of the Capacity Building on RADaR App
12:00 PM – 01:00 PM	Lunch Break
01:00 PM – 03:00 PM	Capacity Building on the Comprehensive School Safety App
03:00 PM – 03:15 PM	Afternoon Break
03:15 PM – 03:30 PM	Takeaways and Next Steps
03:30 PM – 05:00 PM	Closing Program: <ul style="list-style-type: none"> • Closing Remarks • Evaluation • Awarding and Distribution of Certificates • Picture Taking
05:00 PM Onwards	Departure

ANNEX B. SAMPLE ATTIRE

Day 0. Smart Casual



Days 1 to 3. Business Casual



Day 4. Business Attire

