



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

May 13, 2025

**REGIONAL MEMORANDUM**

No. **545** s.2025

**REITERATION ON THE CONDUCT OF WORKSHOP ON THE DEVELOPMENT  
OF DEPARTMENT OF EDUCATION CONTEXTUALIZED POST  
DISASTER NEEDS ASSESSMENT TEMPLATE**

To: Schools Division Superintendents  
School Governance & Operations Division Chiefs  
Division DRRM Coordinators  
Division Engineers  
All Others Concerned

1. Attached is an Advisory from Malcolm S. Garma, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations dated May 5, 2025 for the schedule of the Conduct of Workshop on the Development of Department of Education Contextualized Post Disaster Needs Assessment Template on June 3 to 6, 2025 at Baguio Teacher's Camp, Baguio City.
2. Participants shall register by accessing the registration link <https://bit.ly/DepEdPDNATemplate> no later than May 15, 2025.
3. Participants are required to bring laptops and extension cords for the duration of the activity. Transportation and incidental expenses may be charged against their local funds (FY 2025 Current and Continuing Funds) subject to the existing accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: None

References: As stated

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

CONTEXTUALIZED TEMPLATE

PDNA

WORKSHOP DRRM

ESSD-SPPS-BCSA



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
Website: [region8.deped.gov.ph](http://region8.deped.gov.ph)





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

## ADVISORY

May 5, 2025

In reference to the Office of the Undersecretary for Operations (OUOPS) Memorandum **OM-OUOPS-2025-04-7100**, dated April 10, 2024, the Disaster Risk Reduction and Management Service issues the Advisory for the New Schedule of the **“Conduct of Workshop on the Development of Department of Education Contextualized Post Disaster Needs Assessment Template”**. Please be informed that due to unforeseen circumstances, including scheduling conflicts and resource constraints, the DRMMS will be adjusting the schedule of conduct of the workshop. The activity will take place from June 3 to 6, 2025, at Baguio Teachers Camp. (Refer to Annex A. Indicative Program)

Participants are reminded to register and confirm by accessing the registration link <https://bit.ly/DepEdPDNATemplate> no later than May 15, 2025. Check-in of participants start on June 3, 2025 2:00 p.m. with lunch as the first meal. Check-out is on June 6, 2025, 12:00 p.m. with lunch as the last meal.

Participants are required to bring laptops and extension cords for the duration of the activity. Transportation and incidental expenses may be charged to their local funds (FY 2025 Current and Continuing Funds), subject to existing accounting and auditing rules.

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

For your guidance and information. Thank you

**MALCOLM S. GARMA**

Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Operations





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**  
**OM-OUOPS-04 - 01100**

**FOR :** **SIDNEY A. ZOSA JR.**  
*Director IV*  
*Information and Communications Technology Service*

**ARIZ DELSON ACAY D. CAWILAN**  
*Director IV, Bureau of Learning Resources*

**MICHAEL OLIVER M. DE GUZMAN**  
*Director III, Education Facilities Division*

**MARJORIE H. TIBURCIO**  
*Engineer IV, Officer-In-Charge*  
*Education Facilities Division*

**ALL REGIONAL DIRECTORS**  
**ALL REGIONAL DRRM COORDINATORS**  
**ALL REGIONAL DRRM ENGINEERS**

**FROM :** **MALCOLM S. GARMA**  
*Assistant Secretary, Officer-In-Charge*  
*Office of the Undersecretary for Operations*

**SUBJECT :** **CONDUCT OF CONSULTATION WORKSHOP ON THE  
DEVELOPMENT OF DEPARTMENT OF EDUCATION  
CONTEXTUALIZED POST DISASTER NEEDS ASSESSMENT  
(PDNA) TEMPLATE**

**DATE :** **April 10, 2025**

In line with the Department of Education (DepEd) initiative to ensure learning continuity through rehabilitation and recovery efforts by building back better infrastructure and non-infrastructure resources, the Disaster Risk Reduction and Management Service (DRRMS) in coordination with the Office of Civil Defense (OCD) Central Visayas had conducted the Post Disaster Needs/ Conflict Assessment Training last November 2024. To further support the said training, the DRRMS is set to conduct a **Workshop on the Development of the Department of Education Contextualized Post Disaster Needs Assessment (PDNA) Template and Reporting Protocols** scheduled on April 27-30, 2025, at Ecotech Center, Cebu City. The objective of the workshop is to establish reporting protocols and develop a contextualized post-disaster needs assessment template that effectively identifies the needs of affected learners and personnel. Additionally, this training will focus on addressing cross-cutting issues (gender, inclusion, and psychosocial support) that

are crucial for the successful implementation of recovery and rehabilitation initiatives.

In view of this, the DRRMS request the attendance of all PDNA-trained (preferably) DRRM Coordinators, DepEd Engineers and identified representatives from the Central Office to attend the abovementioned activity. All participants shall complete the pre-registration form **on or before April 20, 2025**.

Attached to this memorandum are **Annex A: Administrative Arrangements, Annex B: Pre-registration Details, and Annex C: List of PDNA Trained Participants**. Travel expenses shall be charged to the Disaster Preparedness and Response Program (DPRP) or to local funds, subject to existing accounting and auditing rules and regulations.

For consideration of Compensatory Time-Off (CTO) for April 27, 2025, please refer to the Joint Circular of Civil Service Commission and Department of Budget and Management (CSC-DBM JC) no. 2 series of 2004, which addresses the Non-Monetary Remuneration for Overtime Services Rendered.

For clarifications and/ or questions, please contact DRRMS through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) or via telephone number (02) 8637-4933.

For information and appropriate action.

C.O\_20250304

## Annex A. Administrative Arrangement

### 1. Logistical Arrangement

Particular	Participants	Fund Source
Board and Lodging	All participants	FY 2025 DPRP Continuing Fund
Supplies and Materials	All participants	FY 2025 DPRP Continuing Fund
Contingencies	All participants	FY 2025 DPRP Continuing Fund
Transportation and other allowable expenses	Concerned Central Office Participant	Local Fund
Transportation and other allowable expenses	DRRM Regional Coordinators and Engineers and/ or representative	FY 2025 DPRP Continuing Fund Local Fund

### 2. Check-in/out and Meal Arrangement

Day	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Check-in/out Time
Day 1			/	/	/	2:00 PM
Day 2	/	/	/	/	/	
Day 3	/	/	/	/	/	
Day 4	/	/	/	/	/	
Day 5	/	/	/			12:00 PM

## Annex B. Pre-registration

All participants are instructed to send their confirmation of attendance by accessing the link for pre-registration below. **Late registration is strictly not encouraged** as this might affect the event logistics preparation. Please wait for the **official advisory** of the workshop before purchasing any plane tickets to avoid any inconvenience.



[bit.ly/DepEdPDNATemplateWorkshop](https://bit.ly/DepEdPDNATemplateWorkshop)

### Annex C. List of PDNA Trained Participants

No.	Last Name	First Name	Middle Name	Office
1	Aspiras	Ma. Eden	Galleto	DepEd Regional Office IX
2	Bacani	Amiel John	Samapang	DepEd Regional Office III
3	Bautista	Raymund	Perez	SDO Lipa City
4	David	Robert	Subradil	DepEd- Central Office- ICTS
5	Dawal	Marjun	Tiempo	SDO Tagum City
6	Edar	Ranilo	Lerasan	DepEd Regional Office VII
7	Guillen	Noime	Condontol	DepEd Regional Office VII
8	Landao	Catherine	Berol	DepEd Regional Office CARAGA
9	Nardo	Philip	Malano	DepEd Regional Office I
10	Orozco	Marc Christian	Pablo	DepEd Regional Office NCR
11	Padron	Vincent	Anoba	SDO Naga City
12	Rabago	Rafael	Cayabyab	SDO Urdaneta City
13	Seng	Jairus	Gaddi	DepEd Regional Office III
14	Subaan	Wilfredo	Peña	DepEd Regional Office IV-A
15	Villaprudente	Wendyl Mae	Napuo	DepEd Regional Office VI
16	Almendras	Giovanni	Lim	SDO Talisay City
17	Berame	Ma. Elena	Daño	SDO Lapu-lapu City
18	Sardovia	Anna Liza	Elpedang	SDO Toledo City

*Note: The names indicated above are the DRRM Coordinators and DepEd Engineers trained during the PDNA Cluster I Training conducted last November 18-22, 2024.*





REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
**DISASTER RISK REDUCTION AND MANAGEMENT SERVICE**  
 Rm206MABINI BLDG., DEPED COMPLEX, MERALCO AVENUE, PASIG CITY  
 Tel. Nos. +632-635-3764; +632-637-4933  
 Mobile Nos. +63908-2630382; +63915-5153138  
 Email address: drmo@deped.gov.ph



### INDICATIVE PROGRAM

#### *Workshop on the Development of DepEd Contextualized Post-Disaster Needs Assessment (PDNA) Template*

<b>Day 1- June 3, 2025 (Tuesday)</b> Arrival and Registration of Participants TWG Meeting			
<b>Day 2- June 4, 2025 (Wednesday)</b>			
<b>Time</b>	<b>Activity</b>	<b>Remarks</b>	<b>Person In-Charge</b>
8:00 AM- 8:15 AM	Preliminaries	National Anthem Prayer Quality Policy Mindfulness Activity	TWG
8:15 AM- 8:30 AM	Opening Remarks		<b>Regional Director</b>
8:30 AM- 8:45 AM	Message of Support		<b>Felino O. Castro V</b> Director IV, DRRMS
8:45 AM- 9:00 AM	Objective Setting		<b>Orlando Barachina</b> Project Development Officer IV, DRRMS
9:00 AM- 9:15 AM	Heart Contract		TWG
9:15 AM-10:30 AM	<b>PDNA for Basic Education</b>	<ul style="list-style-type: none"> <li>• Introduction to PDNA</li> <li>• Revisiting the PDNA Guidance Notes developed by UNDP</li> </ul>	<b>Office of Civil Defense</b>
10:30 AM-12:00 PM		<ul style="list-style-type: none"> <li>• Overview of PDNA in the Basic Education</li> <li>• PDNA Process in the Basic Education Sector</li> <li>• PDNA Template use for Education Sector</li> </ul>	<b>DRRMS</b>
1:00 PM-3:00 PM		<ul style="list-style-type: none"> <li>• Presentation of Challenges during the conduct of PDNA in the field</li> </ul>	<b>Experienced PDNA DRR Coordinators</b> (Tentative)  SDO CAR

		Highlight: Challenges in the following: 1. Use of Template 2. Coordination 3. Conduct of PDNA	SDO Siargao SDO Albay
3:00 PM-4:50 PM	<b>Facilitated Plenary Discussion</b>	Guide questions on salient discussions on PDNA	Gallery Walk
	<b>Assignment</b>	Review of existing Basic Education Sector PDNA template and other baseline relevant data	
4:50 PM-5:00 PM	<b>Administrative Announcement</b>		
<b>Day 3- June 5, 2025 (Thursday)</b>			
8:00 AM-8:15 AM	<b>Preliminaries</b>	Nationalistic Song Prayer Management of Learning (Group Assignment)	TWG
8:15 AM- 8:30 AM		Workshop Mechanics	<b>DRRMS</b>
8:30 AM- 10:00 AM	<b>Workshop 1: Infrastructure damages</b>	Presentation of template base on DO 65  Instructional and Non- Instructional	Group Presentation
10:00 AM- 12:00 PM	<b>Workshop 2: Non- infrastructure damages</b>	a. School Furniture b. Learning Resources (SLM) c. DepEd Computerized Program  d. TechVoc/Heal th	
1:00 PM- 2:00 PM	<b>Workshop 3: Human Recovery Needs Assessment</b>		
2:00 PM- 3:00 PM	<b>Workshop 4: RDANA and PDNA</b>	<ul style="list-style-type: none"> <li>• Implementation plan of the identified Recovery and Rehabilitation Needs</li> <li>• Monitoring and Evaluation</li> </ul>	Gallery Walk



3:00 PM- 5:00 PM		<ul style="list-style-type: none"> <li>• Brief introduction on the ICT-enabled PDNA and its demonstration (2 hours)</li> <li>• Observations on the quality of data submitted to OCD before formulating the PDNA report by the different agencies.</li> <li>• Data requirements for the Sendai Framework Monitor should be aligned with the data from DepEd</li> </ul>	Office of Civil Defense
<b>Day 4- June 6, 2025 (Friday)</b>			
	<b>Closing Program</b>	<ul style="list-style-type: none"> <li>• Closing Message</li> <li>• Photo Opportunity</li> <li>• Awarding of Tokens to the Resource Person/s</li> </ul>	TWG