

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

May 13, 2025

REGIONAL MEMORANDUM

No.

s.2025

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

To:

Schools Division Superintendents

School Governance & Operations Division Chiefs

Division DRRM Coordinators

Division Engineers All Others Concerned

- 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.
- link registration accessing the register by Participants shall 2. https://bit.ly/DepEdPDNATemplate no later than May 15, 2025.
- Participants are required to bring laptops and extension cords for the duration of 3. 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.
- Immediate dissemination of and compliance with this Memorandum are desired. 4.

Regional Director

Enclosures: None References: As stated

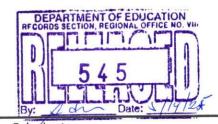
To be indicated in the Perpetual Index under the following subjects:

CONTEXTUALIZED TEMPLATE

PDNA

WORKSHOP DRRM

ESSD-SPPS-BCSA







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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 drrmo@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







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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
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FOR

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Director IV

Information and Communications Technology Service

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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

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SUBJECT

CONDUCT OF DEVELOPMENT

CONSULTATION WORKSHOP OF DEPARTMENT OF

SHOP ON THE OF EDUCATION

CONTEXTUALIZED POST DISASTER NEEDS ASSESSMENT

(PDNA) TEMPLATE

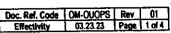
DATE

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



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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 drrmo@deped.gov.ph or via telephone number (02) 8637-4933.

For information and appropriate action.

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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		<u> </u>	/	/	/	2:00 PM
Day 2	/	/	/	/	/	
Day 3	1	1	/	/	/	
Day 4	1	/	/	1	/	
Day 4 Day 5	/	1	/			12:00 PM

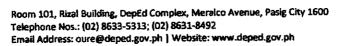
Annex B. Pre-registration

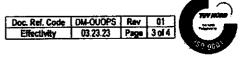
All participants are instructed to send their confirmation of attendance by accessing the link for pre-registration below. Late registration is strictly not encouraged as this might affect the event logistics preparation. Please wait for the official advisory of the workshop before purchasing any plane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



bit.ly/DepEdPDNATemplateWorkshop







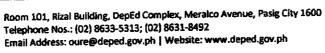
Annex C. List of PDNA Trained Participants

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 Offfice 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.







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REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION



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INDICATIVE PROGRAM

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

	Arrival and	une 3, 2025 (Tuesday) Registration of Participants TWG Meeting ne 4, 2025 (Wednesday)	
Time	Activity	Remarks	Person In-Charge
8:00 AM- 8:15 AM	Preliminaries	National Anthem Prayer Quality Policy Mindfulness Activity	TWG
8:15 AM- 8:30 AM	Opening Remarks		Regional Director
8:30 AM- 8:45 AM	Message of Support		Felino O. Castro V Director IV, DRRMS
8:45 AM- 9:00 AM	Objective Setting		Orlando Barachina Project Development Officer IV, DRRMS
9:00 AM- 9:15 AM	Heart Contract		TWG
9:15 AM-10:30 AM	PDNA for Basic Education	Introduction to PDNA Revisiting the PDNA Guidance Notes developed by UNDP	Office of Civil Defense
10:30 AM-12:00 PM		Overview of PDNA in the Basic Education PDNA Process in the Basic Education Sector PDNA Template use for Education Sector	DRRMS
1:00 PM-3:00 PM		Presentation of Challenges during the conduct of PDNA in the field	Experienced PDNA DRI Coordinators (Tentative) SDO CAR

			SDO Sigrago
3:00 PM-4:50 PM	Facilitated Plenary Discussion	Highlight: Challenges in the following: 1. Use of Template 2. Coordination 3. Conduct of PDNA Guide questions on salient discussions on PDNA	SDO Siargao SDO Albay Gallery Walk
	Assignment	Review of existing Basic Education Sector PDNA template and other baseline relevant data	
4:50 PM-5:00 PM	Administrative Announcement		
	Day 3- Ju	ine 5, 2025 (Thursday)	
8:00 AM-8:15 AM	Preliminaries	Nationalistic Song Prayer Management of Learning (Group Assignment)	TWG
8:15 AM- 8:30 AM		Workshop Mechanics	DRRMS
8:30 AM- 10:00 AM	Workshop 1: Infrastructure damages	Presentation of template base on DO 65 Instructional and Non- Instructional	Group Presentation
10:00 AM- 12:00 PM	Workshop 2: Non- infrastructure damages	a. School Furniture b. Learning Resources (SLM) c. DepEd Computerized Program d. TechVoc/Heal th	
1:00 PM- 2:00 PM	Workshop 3: Human Recovery Needs Assessment		
2:00 PM- 3:00 PM	Workshop 4: RDANA and PDNA	-	Gallery Walk

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3:00 PM- 5:00 PM		Brief introduction on the ICT-	
		1	
		enabled PDNA and its	!
		demonstration (2	
		hours)	
		nours,	
		Observations on	
		the quality of data	
		submitted to OCD	
		before	
		formulating the	
		PDNA report by	Office of Civil Defense
		the different	
		agencies.	
		Data	
	:	requirements for	
		the Sendai	
		Framework	
		Monitor should be	
		aligned with the	
		data from DepEd	
	Day	4- June 6, 2025 (Friday)	
	Closing	Closing Message	TWG
	Program	Photo	
		Opportunity	
		Awarding of	
		Tokens to the	
		Resource	
		Person/s	
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