



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

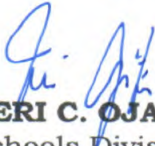
MLA-2023- 026

TO : **JOSEPH R. GEMINA**
Project Development Officer II - DRRM

Through the Respective PSDS/DIC

BENJIE B. EPIS
Principal I, Nasipit ES

JOHNREY F. LEGARA
Head Teacher I, Bago-bago ES

FROM : 
NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

SUBJECT : **INVITATION TO ALL SHORTLISTED/SCREENED SCHOOL
DISASTER RISK REDUCTION TRAINER (SDRRT) APPLICANTS
AND SCHOOL DISASTER RISK REDUCTION TASK FORCE
(SDRR-RF) MEMBERS FOR DEMONSTRATION AND INTERVIEW**

DATE : 12 May 2023

1. Enclosed is a copy of Regional Memorandum No. 288 s. 2023 titled "**INVITATION TO ALL SHORTLISTED/SCREENED SCHOOL DISASTER RISK REDUCTION TRAINER (SDRRT) APPLICANTS AND SCHOOL DISASTER RISK REDUCTION TASK FORCE (SDRR-RF) MEMBERS FOR DEMONSTRATION AND INTERVIEW**", for information and guidance of all concerned.
2. In preparation for the demonstration and interview, the shortlisted/screened SDRRT applicants from this Division are requested to attend the coordination meeting on May 16-19, 2023, 8AM – 5PM at DepEd Negros Oriental SGOD Office.
3. Travelling, Meals (breakfast, lunch, & dinner), snacks (AM & PM), accommodation, transportation & other incidental expenses incurred during the conduct of the meeting shall be charged against School MOOE / DRRM Funds subject to the usual accounting and auditing rules and regulations.
4. This serves as your travel authority.
5. For your information and strict compliance.

NCO/APA-FCL-NLR /SGOD /RFB/jrg
12 May 2023

12 MAY 2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-0667 / 422-7644
Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAY 11 2023

REGIONAL MEMORANDUM

No. **0288**, s. 2023

INVITATION TO ALL SHORTLISTED/SCREENED SCHOOL DISASTER RISK REDUCTION TRAINER (SDRRT) APPLICANTS AND SCHOOL DISASTER RISK REDUCTION TASK FORCE (SDRR-TF) MEMBERS FOR DEMONSTRATION AND INTERVIEW

To: Schools Division Superintendents
All Others Concerned

1. Enclosed is a copy of the communication from SEEDS Asia in coordination with the Department of Education RO7 and School Disaster Risk Reduction Task Force, announcing the following shortlisted/screened School Disaster Risk Reduction Trainer (SDRRT) applicants:

NAME	DIVISION	POSITION
Mr. Johnrie Empeynado	Bayawan City	Principal-I, C.C.Fortugaleza MES
Mr. Felix A. Añasco Jr	Bohol	School In-Charge, Inabanga North Central IS
Mr. Kenneth Regene B. Blasco	Bohol	School Head, Candungao High School
Mr. Jaime B. Quinga Jr	Bohol	Principal I, Cambayaon ES
Mr. Anthony Gene G. Yap	Cebu Province	Head Teacher III, Paculob E
Mr. Vincent A. Padron	City of Naga	PDO II, Division DRRM Coordinator
Mr. Renato Tabilon	Guihuingan City	School Head, Sandayaon ES
Mr. Neciforo A. Olivar	Mandaue City	School Head, Leonard Wood ES
Mr. Benjie B. Epis	Negros Oriental	Principal-I, Nasipit ES
Mr. Johnrey F. Legara	Negros Oriental	Head Teacher I
Mr. Joseph Gemina	Negros Oriental	PDO II, Division DRRM Coordinator
Mr. Rey M. Lubguban	Siquijor	Teacher In-Charge, Pisong A. ES
Ms. Leilani E. Jansalin	Siquijor	PDO II, Division DRRM Coordinator
Mr. Brendo B. Torres	Tanjay City	ESP-I
Mr. Jomarie V. Catubig	Tanjay City	TIC-School Head, Lamwas ES

2. As we move to the next step in the School Disaster Risk Reduction Trainer (SDRRT) applicants selection process, an actual demonstration and interview with the shortlisted SDRRT applicants are set to happen online via Microsoft Teams (link to be sent to their respective email address).



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399
Email Address: region7@deped.gov.ph

3. In view thereof, the shortlisted SDRRT applicants shall:

- a) Prepare a Session Guide and Slide Deck (Power Point) with the topic **“Conducting Hazard and Vulnerability Assessment and Risk Analysis (Structural and Non-structural)”** and send through email address seedsasia.cebulooffice@gmail.com on or before May 19, 2023.
- b) Participate a demonstration and interview on the following batches:

Batch	SDRRT Applicants	Date and Time
1	Mr. Felix A. Añasco Jr	May 24, 2023 (2:00-5:00 PM)
	Mr. Kenneth Regene B. Blasco	
	Mr. Jaime B. Quinga Jr	
	Mr. Rey M. Lubguban	
	Ms. Leilani E. Jansalin	
2	Mr. Vincent A. Padron	May 25, 2023 (2:00-5:00 PM)
	Mr. Renato Tabilon	
	Mr. Johnrie Empeynado	
	Mr. Anthony Gene G. Yap	
	Mr. Neciforo A. Olivar	
3	Mr. Benjie B. Epis	May 26, 2023 (2:00-5:00 PM)
	Mr. Johnrey F. Legara	
	Mr. Joseph Gemina	
	Mr. Brendo B. Torres	
	Mr. Jomarie V. Catubig	

- c) Participate in an online dry run session on May 23, 2024 (3:00-5:00 PM).
- d) Have a stable internet connection and ensure that their audio and video equipment functions well during the demonstration and interview.


4. Furthermore, the following DepEd RO7 personnel and School Disaster Risk Reduction Task Force (SDRR-TF) members are requested to be the Interviewers of the shortlisted SDRRT applicants and participate in an online dry run session on May 22, 2023 (4:00-5:00 PM):

Name	Position	Office	Remarks
Dr. Helen Sabino	EPS	RO-HRDD	Required to participate for all batches of SDRRT applicant's demonstrations and interviews
Mr. Ranilo L. Edar	Regional DRRM Coordinator	RO-ESSD	
Dr. Jocelyn Conta	CID	Bogo City	
Mr. Tony Aplacador	PSDS	San Remigio District 1	
Mr. Randy Watin	Div. DRRM Coor	Carcar City	

Ms. Anna Liza Sardovia	Div. DRRM Coor	Toledo City	Requested to participate for all batches of SDRRT applicant's demonstrations and interviews
Ms. Ma. Elena Berame	Div. DRRM Coor	Lapu-lapu City	
Mr. Giovanni Almendras	Div. DRRM Coor	Talisay City	
Dr. Lyra Illaga	SGOD Chief/OIC-ASDS	Cebu City	
Dr. Ricardo Cayacap Jr.	School Head-Babag NHS	Lapu-lapu City	Required to participate for all batches of SDRRT applicant's demonstrations and interviews

5. For questions or clarifications, demonstration mechanics and interview guidelines, refer to the attached communication or you may contact Mr. Edwin Marquez through his mobile phone no. 0945-186-2384 or contact Mr. Ranilo L. Edar through his email address ranilo.edar@deped.gov.ph

6. Immediate and wide dissemination of this Memorandum to all concerned is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
 Director IV
 Regional Director



May 05, 2023

DR. SALUSTIANO JIMENEZ, Ed.D., JD, CESO V
Regional Director
DepEd Regional Office VII

**SUBJECT: REQUEST FOR INVITATION OF SCREENED SDRRT APPLICANTS AND
SDRR-TF MEMBERS FOR DEMONSTRATION AND INTERVIEW**

Dear **DR. JIMENEZ,**

Greetings from SEEDS Asia!

In line with the selection of School Disaster Risk Reduction Trainers (SDRRT) applicants, we conducted an initial online screening on April 13, 2023, with the members of the SDRR-Task Force.

In total, we received 41 applications for SDRRT coming from different SDOs in DepEd Region VII. Based on our initial screening, we have shortlisted the following **fifteen (15) applicants** who passed the selection criteria and documents screening process:

NAME	DIVISION	POSITION
1. Mr. Johnrie Empeynado	Bayawan City	Principal-I, C.C.Fortugaleza MES
2. Mr. Felix A. Añasco Jr.	Bohol	School In Charge, Inabanga North Central IS
3. Mr. Kenneth Regene B. Blasco	Bohol	School Head, Candungao High School
4. Mr. Jaime B. Quinga Jr.	Bohol	Principal I, Cambayaon ES
5. Mr. Anthony Gene G. Yap	Cebu Province	Head Teacher III, Paculob ES
6. Mr. Vincent A. Padron	City of Naga	PDO II, Division DRRM Coordinator
7. Mr. Renato Tabilon	Guihulngan City	School Head, Sandayao ES
8. Mr. Neciforo A. Olivar	Mandaue City	School Head, Leonard Wood ES
9. Mr. Benjie B. Epis	Negros Oriental	Principal-I, Nasipit ES
10. Mr. Johnrey F. Legara	Negros Oriental	Head Teacher I
11. Mr. Joseph Gemina	Negros Oriental	PDO II, Division DRRM Coordinator
12. Mr. Rey M. Lubguban	Siquijor	Teacher In-Charge, Pisong A. ES
13. Ms. Leilani E. Jansalin	Siquijor	PDO II, Division DRRM Coordinator
14. Mr. Brendo B. Torres	Tanjay City	ESP-I
15. Mr. Jomarie V. Catubig	Tanjay City	TIC-School Head, Lamwas ES

As we move to the next step in the SDRRT selection process, an actual demonstration and interview with the shortlisted applicants are set to happen online via Microsoft Teams. With this regard, we humbly request the issuance of a Regional Memorandum (RM) for the following:

1. Shortlisted applicants will prepare a **Session Guide and Slide Deck (PowerPoint)** based on the topic **“Conducting Hazard and Vulnerability Assessment and Risk Analysis**

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Email: rep@seedsasia.org

PHILIPPINE REPRESENTATIVE OFFICE:
Unit 1401, La Guardia Flats 2, 1st Street, Apas,
CEBU CITY 6000
Telefax No.: +63-995-873-5257
Email: nana.sugaya@seedsasia.org



(Structural and Non-structural) for a School with Community Participation” that SEEDS Asia and the SDRR-TF agreed to assign to the SDRRT applicants.

2. Submission of the Session Guide and Slide Deck to seedsasia.cebucity@gmail.com on or before **May 19, 2023, or five (5) to seven (7) working days after the release of the RM.** The date is subject to change depending on the date of the release of the RM. The confirmed date will be emailed to the SDRRT applicants.
3. Actual demonstration will be conducted via **Microsoft Teams for 10 minutes and another 10 minutes for the Q&A and the interview** per applicant.
4. Applicants must have a stable internet connection and ensure that their audio and video equipment functions well during the demonstration and interview.
5. SEEDS Asia will send the Microsoft Teams link and password to the applicants' email addresses.
6. Sixteen (16) SDRRT Applicants will be divided into three batches with different schedules of demonstration and interview.

Below are the following demonstration and interview schedules for three batches of the SDRRT applicants:

Batch No.	Date	Time
Batch 1	May 24, 2023	2:00 - 5:00 p.m.
Batch 2	May 25, 2023	2:00 - 5:00 p.m.
Batch 3	May 26, 2023	2:00 - 5:00 p.m.

The names of the SDRRT applicants per batch are listed in the Demonstration Mechanics and Interview Guidelines document attached to this request letter.

As part of the technical preparation before the demonstration and interview, SEEDS Asia will conduct a dry run session on **May 22, 2023, at 4:00-5:00 PM** for the SDRR-TF members and **May 23, 2023, at 3:00-5:00 PM** for the SDRRT applicants.

We would also like to request the following DepEd Region VII personnel and members of the SDRR-TF to be present during the demonstration and the interview of SDRRT applicants:

Name	Position	Office
1. Ms. Helen Sabino	Senior Education Program Specialist	HRDD, DepEd RO VII
2. Mr. Ranilo Edar	Regional DRRM Coordinator	DepEd RO VII
3. Dr. Jocelyn Conta	CID Chief	DepEd Division of Bogo City
4. Mr. Tony Aplacador	San Remigio District I	DepEd Division of Cebu Province
5. Mr. Randy Watin	Division DRRM Coordinator	DepEd Division of Carcar City

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Email: rep@seedsasia.org

PHILIPPINE REPRESENTATIVE OFFICE:
Unit 1401, La Guardia Flats 2, 1st Street, Apas,
CEBU CITY 6000
Telefax No.: +63-995-873-5257
Email: nana.sugaya@seedsasia.org



6. Ms. Anna Liza Sardovia	Division DRRM Coordinator	DepEd Division of Toledo City
7. Ms. Ma. Elena Berame	DRRM Coordinator	DepEd Division of Lapu-Lapu City
8. Mr. Giovanni Almendras	DRRM Coordinator	DepEd Division of Talisay City
9. Dr. Lyra Illaga	SGOD Chief	DepEd Division of Cebu City
10. Dr. Ricardo Cayacap Jr.	School Head – Babag NHS	DepEd Division of Lapu-Lapu City

Furthermore, to ensure organized conduct of the interview of SDRRT applicants, we want to request the following representatives of SDRR-TF and DepEd Region 7 to be the interviewers:

NAME	POSITION	OFFICE
1. Ms. Helen Sabino	Senior Education Program Specialist	HRDD, DepEd RO VII
2. Mr. Ranilo Edar	Regional DRRM Coordinator	DepEd RO VII
3. Dr. Jocelyn Conta	CID Chief	DepEd Division of Bogo City
4. Dr. Ricardo Cayacap Jr.	School Head – Babag NHS	DepEd Division of Lapu-Lapu City

We truly appreciate your time and collaborative efforts in realizing our school-based DRR projects. Should you need further information and clarifications, kindly contact us through email at edwinmarquez.seedsasia@gmail.com or our contact number at (+63) 995 837 6038.

Thank you very much.

Respectfully,

NANA SUGAYA

Philippine Country Representative
SEEDS Asia



1.6 Announcement of the Selected SDRRT

1.6.1 Announcement of the selected SDRRT will follow through a Regional Memorandum.

2.0 Interview Guidelines

2.1 Interviewers

2.1.1 To ensure an organized interview process, there will be a selected list of interviewers representing SEEDS Asia (1 representative), SDRR-Task Force (3 representatives), and DepEd Region 7 (1 representative). There will be a total of five (5) interviewers.

3.0 Schedule of Activities for the SDRRT Selection Process

For your reference and guidance.

Date	Time	Activity
<ul style="list-style-type: none"> ○ May 17, 2023 (Monday) or five (5) to seven (7) days after the release of the DepEd Regional Memorandum <p><i>The confirmed date will be emailed to the SDRRT applicants.</i></p>		Deadline for the submission of the Slide Deck (PowerPoint) and Session Guide to SEEDS Asia at seedsasia.cebuoffice@gmail.com <i>Note: Late submissions will automatically be disqualified</i>
<ul style="list-style-type: none"> ○ May 18, 2023 	3:00 – 5:00 p.m.	Dry run for SDRRT Applicants via Microsoft Teams (<i>link and password will be sent to your email addresses</i>)
<ul style="list-style-type: none"> ○ May 19, 2023 	2:00 – 5:00 p.m.	First Batch of SDRRT Applicants' Demonstration and Interview
<ul style="list-style-type: none"> ○ May 23, 2023 	2:00 – 5:00 p.m.	Second Batch of SDRRT Applicants' Demonstration and Interview
<ul style="list-style-type: none"> ○ May 24, 2023 	2:00 – 5:00 p.m.	Third Batch of SDRRT Applicants' Demonstration and Interview
<ul style="list-style-type: none"> ○ June 8 or 9, 2023 		Announcement of Results through a Regional Memorandum

Note: The demonstration and interview process will be conducted fairly and impartially, giving each applicant an equal opportunity to showcase their abilities. The panel will follow established guidelines and procedures to ensure a transparent and objective selection process.



SDRRT Applicants Selection Process – Phase 2

Organized by SEEDS Asia, in collaboration with the SDRR-TF and DepEd Region 7 (HRDD & ESSD)

Demonstration Mechanics and Interview Guidelines

1.0 Demonstration Mechanics

1.1 Topic

- 1.1.1 Each applicant will be given a topic for demonstration. The SDRRT Applicants will prepare a **10-minute demonstration** for the topic below. The topic will be provided in advance to give the applicants ample time to prepare for their Slide Decks (PPT Presentations) and Session Guides.

Demonstration Topic:	Conducting hazard and vulnerability assessment and risk analysis (structural and non-structural) for a school with community participation
Deadline of Slide Deck (PPT) & Session Guide:	*May 15, 2023 (Monday) or five (5) to seven (7) days after the release of the DepEd Regional Memorandum *The confirmed date will be emailed to the SDRRT applicants.

Note: The applicants must submit their PPT Presentations and Session Guides on or before the deadline. Late submissions will be automatically disqualified.

- 1.1.2 The applicants must explain the chosen topic. They can use PowerPoint Presentations, videos, or other visual aids to enhance their presentation but must **not exceed the allocated 10 minutes per applicant**.
- 1.1.3 The applicants must ensure their demonstration follows local and international Disaster Risk Reduction (DRR) concepts, principles, and applications.

1.2 Online Platform

- 1.2.2 The demonstration will be conducted online via **Microsoft Teams**. The link and password will be sent to the applicants' email addresses.
- 1.2.3 The applicants must have a stable internet connection and ensure that their audio and video equipment functions well during the demonstration and interview. The applicants will be given access to share their screens during the demonstration.
- 1.2.4 When joining **Microsoft Teams** via the link, applicants must wait in the **Lobby** (the equivalent of the **Waiting Room in Zoom**). When it's their turn for the demonstration and interview, the SEED Asia technical team will allow the applicant to enter the Room. After their turn, they will be requested to leave the Room for the remaining applicants to join.

1.3 Applicants and Schedule Per Batch

- 1.3.2 SEEDS Asia will divide the applicants into **three (3) batches** to give ample time for the panel members to score each applicant.
- 1.3.3 SEEDS Asia will give the **sequence of the applicants per batch** for the demonstration and interview.



1.3.4 Each batch will have a different schedule to be attended by the panel members. Below are the names, sequence of the demonstration and interview, and schedules per batch:

Batch No.	Sequence (No.) followed by the Names of the Applicants per Batch	Date and Time of Demonstration and Interview - (10 mins for the demo and 10 mins for the interview = 20 mins per applicant)
Batch 1	1. Mr. Felix A. Añasco Jr.	BATCH No. 1 May 19, 2023, @ 2:00-5:00 PM
	2. Mr. Kenneth Regene B. Blasco	
	3. Mr. Jaime B. Quinga Jr.	
	4. Mr. Rey M. Lubguban	
	5. Ms. Leilani E. Jansalin	
Batch 2	1. Mr. Vincent A. Padron	BATCH No. 2 May 23, 2023, @ 2:00-5:00 PM
	2. Mr. Renato Tabilon	
	3. Mr. Johnrie Empeynado	
	4. Mr. Anthony Gene G. Yap	
	5. Mr. Neciforo A. Olivar	
Batch 3	1. Mr. Benjie B. Epis	Batch No. 3 May 24, 2023, @ 2:00-5:00 PM
	2. Mr. Johnrey F. Legara	
	3. Mr. Joseph Gemina	
	4. Mr. Brendo B. Torres	
	5. Mr. Jomarie V. Catubig	

1.4 Q&A Session

- 1.4.1 A Q&A session will happen after the demonstration to allow the panel members to clarify any doubts or concerns about the presentation. The interview will follow, where the panel will ask further questions about the applicant's experience, qualifications, and skills based on the Scoring Guide/Matrix provided by SEEDS Asia.
- 1.4.2. The Q&A and interview will last another **10 minutes per applicant**. Hence, each applicant will have **20 minutes** for the demonstration, Q&A, and interview.

1.5 Scoring Guide

- 1.5.1 Each applicant will be evaluated based on demonstration and interview performance.
- 1.5.2 The panel will use the Scoring Guide/Matrix form to score each applicant's performance.
- 1.5.3 Each panel member will submit one copy of the Scoring Guide/Matrix form per applicant.
- 1.5.4 SEEDS Asia will collect and consolidate all Scoring Guide/Matrix forms after all panel members have given their scores for each applicant.