



**Republic of the Philippines**  
**Department of Education**  
 Schools Division of Negros Oriental

**RELEASED**  
 NO.: 023-2696  
 DATE: 20 SEP 2023  
 BY: [Signature]  
 RECORD SECTION

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>Name</b>	<b>JOSEPH R. GEMINA, PDO II – DRRM</b>
<b>Position/ Designation</b>	Project Development Officer II – DRRM
<b>Permanent Station</b>	Division Office
<b>Purpose of Travel</b> (must be supported by attachments)	To attend the Research Agenda Workshop and Capacity Building on the use of the DRRM Information System Application Manuals
<b>Host of Activity</b>	DepEd – DRRMS (CO)
<b>Inclusive Dates</b>	October 2-6, 2023
<b>Destination</b>	Development Academy of the Philippines, Tagaytay City
<b>Fund Source</b>	DRRM Funds / Division MOOE

*I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.*

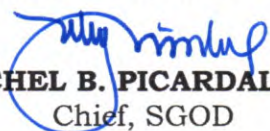
  
**JOSEPH R. GEMINA**  
 Project Development Officer II - DRRM

**20 September 2023**

\_\_\_\_\_  
 Name and Signature of Requesting Employee

\_\_\_\_\_  
 Date

*This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for the purpose stated herein.*

  
**RACHEL B. PICARDAL EdD**  
 Chief, SGOD

SEP 20 2023

\_\_\_\_\_  
 Name and Signature of Recommending Authority

\_\_\_\_\_  
 Date

**APPROVED**

  
**NERI C. OJASTRO EdD, CESE**  
 Schools Division Superintendent

9/20/23

\_\_\_\_\_  
 Name and Signature of Approving Authority

\_\_\_\_\_  
 Date



**DEPARTMENT OF EDUCATION****DISASTER RISK REDUCTION AND MANAGEMENT SERVICE**

Room 201, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City

Telephone Nos: + (632) 635.3764, + (632) 637.4933

Email Address: drrms@deped.gov.ph

**MEMORANDUM****No: DRRMS-08-04-2023-0004**

**FOR** : **Regional Directors**  
**School Division Superintendents**  
**Regional and Division DRRM Coordinators**

**FROM** : **ATTY. CHRISTIAN E. RIVERO, Ed.D.**  
Director IV, Disaster Risk Reduction & Management Service

**SUBJECT** : **INVITATION TO THE RESEARCH AGENDA WORKSHOP AND CAPACITY BUILDING ON THE USE OF THE DRRM INFORMATION SYSTEM APPLICATION MANUALS**

**DATE** : AUGUST 8, 2023

The Disaster Risk Reduction and Management Service (DRRMS) invites all Regional and Division DRRM coordinators to join the upcoming Research Agenda Workshop and Capacity Building on the Use of DRRM Information System Application Manuals. The event is scheduled to take place from October 2 to 6, 2023, at a venue that will be communicated through a future advisory.

In response to the significant social, economic, and environmental risks posed by disasters and climate change, the education sector plays a crucial role in empowering individuals and communities to better handle these challenges. Recognizing this importance, the DRRMS has planned the said workshop and capacity building activities that are essential for the DRRM Regional and Division Coordinators for 2023 and beyond.

These efforts lay the groundwork for future projects aligned with the Basic Education Development Plan (BEDP). They aim to ensure that human resources at all levels are competent, resilient, and continuously improving. Additionally, internal systems and processes will be modernized to ensure efficient and responsive delivery of basic education services. Moreover, these initiatives foster collaboration with key participants, ensuring alignment with the Department of Education's priorities.

Below are the expected participants:

Office	Expected Participants
Central Office (CO)	Selected DRRMS personnel
Regional Office (RO)	Regional DRRM Coordinators
Schools Division Office (SDO)	Division DRRM Coordinators

In this regard, we extend an invitation to the DepEd DRRM Coordinators listed in **Annex B** to actively participate in this activity.

To secure your participation, all attendees must complete the online registration through <http://bit.ly/DRRMISCapB> no later than August 15, 2023. You may also scan the QR code below:



Attached, you will find the supporting documents for the implementation of the said activities, as detailed below:

- *Annex A – Concept Note and Indicative Program*
- *Annex B – List of Target Participants*

Travelling expenses of participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations. An advisory will be issued soon to provide additional information on administrative and logistical arrangements for this event.

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

Thank you very much.



## **Annex A. CONCEPT NOTE: RESEARCH AGENDA WORKSHOP AND CAPACITY BUILDING ON THE USE OF THE DRRM INFORMATION SYSTEM APPLICATION MANUALS**

Building Resiliency through Responsive Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM) Interventions

### **I. RATIONALE**

Disasters and climate change have negative social, economic, and environmental consequences. In response to these challenges, the education sector plays a vital role in equipping individuals and communities to act more effectively. However, the current strategies may lack cohesion and practicality, as the emphasis is on raising awareness, without sufficient attention to research, integration, and evidence-based approaches.

To address these gaps, the Disaster Risk Reduction and Management Service (DRRMS) has planned the conduct of Research Agenda Workshop and Capacity Building on the Use of the DRRM Information System Application Manuals in 2023, initially as two separate activities outlined in the Work and Financial Plan.

However, with the directive to maximize resources and achieve better outcome, DRRMS proposes that these workshops and capacity building be merged, with a focus on the development of participants, namely the DepEd Regional and Division DRRM Coordinators, with the objective to tackle the gap between knowledge and action.

A critical area of emphasis is the comprehensive understanding and proficient utilization of the Disaster Risk Reduction and Management Information System (DRRMIS) applications. Providing training and capacity-building opportunities for DRRM coordinators will enable them to navigate and leverage the system efficiently, facilitating streamlined access, analysis, and sharing of critical information. This will contribute to enhanced resiliency, evidence-based decision-making, and targeted DRRM and CCAM interventions.

### **II. OBJECTIVES**

#### ***General Objectives:***

1. Build knowledge and understanding of the Systems Innovation approach to DRRM and CCAM in education.
2. Identify gaps and challenges in current functions and processes in DRRM and CCAM, and to develop a research agenda to address them.
3. Promote collaboration and exchange of ideas among participants.
4. Equip the coordinators with necessary skills in navigating and troubleshooting the DRRM Information System.
5. Foster the development of inquiry-based learning activities that integrate DRRM and CCAM in education.

#### ***Specific Objectives:***

1. Assess the current state of DRRM and CCAM in the basic education sector.
2. Understand the issues, challenges, and opportunities in DRRM and CCAM.

3. Prioritize research topics and develop a research agenda for the Department of Education.
4. Gain proficiency in navigating and troubleshooting the DRRMIS applications.

### **III. EXPECTED OUTPUT**

The expected outputs at the end of the implementation of the Research Agenda workshop shall be:

1. A research agenda that identifies key research questions and areas of inquiry related to DRRM and CCAM.
2. Proficiency in navigating and troubleshooting the DRRMIS applications demonstrated by coordinators.
3. A collection of inquiry-based learning activities that integrate DRRM and CCAM in education.

### **IV. PARTICIPANTS**

<b>Target Participants</b>
<ul style="list-style-type: none"><li>• Regional DRRM Coordinators</li><li>• Division DRRM Coordinators</li></ul>



## V. INDICATIVE PROGRAM OF ACTIVITIES

SCHEDULE	ACTIVITIES AND TOPICS	DESCRIPTION
<b>DAY 0</b>	<b>REGISTRATION</b>	
08:00 AM – 05:00 PM	<b>Arrival, Registration, and Technical Rehearsals</b>	On Day 0, participants will arrive and complete the registration process. This day is dedicated to administrative tasks and technical rehearsals to ensure a smooth event.
<b>PART 1. RESEARCH AGENDA WORKSHOP</b>		
<b>DAY 1</b>	On Day 1, the focus will be on Systems Inquiry to thoroughly explore the education system's complexity. Using visual models, data analysis, and stakeholder engagement, the facilitators will gain a comprehensive understanding of the interactions, functions, and components of programs and processes related to DRRM and CCAM in education. This understanding will help researchers identify patterns, leverage points, and intervene effectively, leading to informed decision-making, problem-solving, and the design of impactful interventions.	
08:00 AM – 08:30 AM	<b>Preliminaries:</b> <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• Quality Policy</li> <li>• Mindfulness Exercise / Icebreaker</li> <li>• Opening Remarks</li> </ul>	
08:30 AM – 09:00 AM	<b>Activity 1: The First Five Minutes of the Future</b> ----- <b>Topic 1: Workshop Objectives and Expectation Setting</b>	<p>The activity will begin with a future forecasting game to inspire a foresight-insight-action approach to Systems Innovation. This game is designed to encourage participants to anticipate the future, gain valuable insights, and translate them into practical actions.</p> <p>The facilitators will emphasize the significance of adopting a Systems Innovation approach and how it will guide participants in extracting relevant research questions and formulating impactful research topics to foster innovative and transformative research endeavors.</p>
09:00 AM – 10:00 AM	<b>Lecture: Introduction to Systems Innovation</b> ----- <b>Outline:</b> <ul style="list-style-type: none"> <li>• Historical Context</li> <li>• Wicked Problems</li> <li>• New Approaches</li> <li>• Scaling</li> </ul>	<p>The facilitators will provide a lecture on the essential principles of Systems Innovation, emphasizing its critical role in understanding the complexities of the education system.</p> <p>The participants will learn about the importance and relevance of Systems Innovation in effectively addressing the inherent complexities of education.</p>
10:00 AM – 10:15 AM	<b>Morning Break</b>	
10:15 AM – 12:00 PM	<b>Activity 2: Draw Toast</b> ----- <b>Topic 2: Systems Modelling</b> <b>Outline:</b>	The activity will start with a creative exercise in which participants will draw a picture of toast to explore the concept of systems thinking. By considering the interconnected elements and processes involved in creating toast, participants will develop a holistic perspective and enhance their problem-solving skills.



SCHEDULE	ACTIVITIES AND TOPICS	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Abstraction</li> <li>• Systems Model</li> <li>• Systems Functioning</li> <li>• System Environment</li> <li>• Behavior Over-Time</li> </ul>	<p>The facilitators will utilize these visual models to establish the System Environment, which includes the functions and processes within a specific boundary.</p>
12:00 PM – 01:00 PM	<b>Lunch Break</b>	
01:00 PM – 03:00 PM	<p><b>Activity / Topic 3: Systems Mapping</b> -----</p> <p><b>Outline:</b></p> <ul style="list-style-type: none"> <li>• Causal Mapping</li> <li>• Feedback Loops</li> <li>• System Archetypes</li> </ul>	<p>The facilitators will start the activity by citing the cause-and-effect relationships within a system and how its components influence one another. These causal maps, represented through visual diagrams, illustrate the connections and dependencies between variables, using arrows to indicate positive or negative feedback loops.</p> <p>The participants will identify leverage points for intervention and formulating effective strategies to address challenges and achieve desired outcomes.</p>
03:00 PM – 03:15 PM	<b>Afternoon Break</b>	
03:15 PM – 04:45 PM	<p><b>Activity / Topic 4: Multi-level Mapping</b> -----</p> <p><b>Outline:</b></p> <ul style="list-style-type: none"> <li>• Actor Mapping</li> <li>• Environmental, Technological, Economic, and Social Factors</li> <li>• Transitions and Evolutions</li> </ul>	<p>The activity will start as the facilitators examine and represent the relationships and interactions between different levels or scales within the education system.</p> <p>The participants will gain a holistic understanding of the system by considering various levels of governance simultaneously. The activity will aid in tackling systemic challenges and designing more effective strategies for sustainable and impactful solutions.</p>
04:45 PM – 05:00 PM	<b>Administrative Announcements</b>	
<b>DAY 2</b>	<p>On Day 2, the discussions will focus on the concept of Systems Change, by exploring the transforming the very foundation of the education system. The discussions will be on modifying fundamental structures, rules, and relationships that shape the system, to generate thought-provoking research questions and impactful topics.</p> <p>Participants will engage in in-depth discussions, that address the underlying elements that influence the system, they will identify novel avenues for research and innovative solutions to longstanding challenges. They will be encouraged to think beyond conventional methods, opening doors to new possibilities and groundbreaking approaches that can drive meaningful change.</p>	
08:00 AM – 08:15 AM	<b>Morning Exercise</b>	
08:15 AM – 08:30 AM	<b>Management of Learning</b>	



SCHEDULE	ACTIVITIES AND TOPICS	DESCRIPTION
08:30 AM – 09:15 AM	<p><b>Lecture: Introduction to Systems Change</b> -----</p> <p><b>Outline:</b></p> <ul style="list-style-type: none"> <li>• Constructive Change</li> <li>• Conditions for Change</li> <li>• Guiding Change</li> <li>• Characteristics and Nature of Transitions</li> <li>• Structural and Qualitative Changes</li> <li>• Sustainability</li> </ul>	<p>The facilitators will provide a lecture that recognizes several challenges we face today that are deeply rooted in the underlying systems and structures that shape our societies, economies, and environments.</p> <p>The participants will learn that instead of solely addressing symptoms or making incremental changes, future research endeavors must aim to address the root causes of these issues.</p>
09:15 AM – 10:00 AM	<p><b>Activity 5: Urgent Optimism Score</b> -----</p> <p><b>Topic 5: Horizon Scanning</b></p> <p><b>Outline:</b></p> <ul style="list-style-type: none"> <li>• Understanding the Three Horizons Model</li> <li>• Trend Analysis</li> <li>• Exploration</li> </ul>	<p>The activity will start with a writing prompt that sets a mindset that emerges in individuals when they are engaged in a challenging task or facing a difficult situation within a real-life scenario. The facilitators will identify and analyze emerging trends, developments, and potential opportunities or threats that could significantly impact the education system.</p> <p>The participants will gain insights into potential shifts and disruptions on the horizon, allowing proactive planning and decision-making.</p>
10:00 AM – 10:15 AM	<b>Morning Break</b>	
10:15 AM – 12:00 PM	<p><b>Activity 6: Scenario Stress Testing</b> -----</p> <p><b>Topic 6: Working with Transitions</b></p> <p><b>Outline:</b></p> <ul style="list-style-type: none"> <li>• Inclusive Change</li> <li>• Connecting the Past and Present</li> <li>• Understanding Counterintuitive Manifestations</li> </ul>	<p>This activity will involve challenging the existing scenarios by introducing alternative perspectives, unexpected events, or disruptive forces. The participants will be divided into small groups and will be assigned with a specific scenario.</p> <p>The facilitators will instruct them to identify weaknesses or blind spots in the scenario and brainstorm alternative outcomes or developments that could challenge or invalidate the existing assumptions.</p> <p>This activity will encourage critical thinking and discussion around the potential implications and actions that may arise from these alternative scenarios.</p>
12:00 PM – 01:00 PM	<b>Lunch Break</b>	
01:00 PM – 03:00 PM	<p><b>Lecture: Scenario Building</b> -----</p> <p><b>Outline:</b></p> <ul style="list-style-type: none"> <li>• Driving Forces</li> </ul>	<p>The facilitators will provide a lecture that will revolve in a strategic and imaginative process used to explore and envision alternative futures for a particular system. It is a tool and methodology that helps stakeholders understand the potential implications of different</p>



SCHEDULE	ACTIVITIES AND TOPICS	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Imagining the Future</li> <li>• In- and back-casting</li> <li>• Turning Ideas into Action</li> </ul>	<p>decisions, actions, and external factors on the system's development over time.</p> <p>The participants will learn a deeper understanding of the interconnected nature of systems and the need to consider multiple possibilities in the pursuit of meaningful and sustainable change.</p>
03:00 PM – 03:15 PM	<b>Afternoon Break</b>	
03:15 PM – 04:45 PM	<p><b>Activity 7: Collective Storytelling</b> -----</p> <p><b>Topic 7: Narrative Making</b> <b>Outline:</b></p> <ul style="list-style-type: none"> <li>• Importance of Storytelling</li> <li>• Futureproofing</li> <li>• Sense-making</li> </ul>	<p>The participants will be divided into small groups of 3-5 people. Each group will be given a starting prompt or theme.</p> <p>The facilitators will instruct each group to take turns building on the story, with each participant contributing a sentence or a paragraph to develop the narrative. After a set time, each group will share their collective story with the rest of the participants.</p>
04:45 PM – 05:00 PM	<b>Administrative Announcements</b>	
<b>DAY 3</b>	<p>On Day 3, the participants will engage in sessions focused on crafting concrete research questions and topics for the research agenda. Facilitators will guide the participants through the process of translating their ideas into a well-structured and articulate document. Through this collaborative exercise, participants will gain valuable insights, precision, and clarity in formulating research inquiries.</p> <p>In the afternoon, the learning experience will be further enriched with a live demonstration of the School Watching App. Facilitators will showcase the app's functionalities. By actively engaging with the app, participants will discover how teachers and learners can use it effectively for educational purposes. Participants will gain valuable hands-on experience and leave with a deeper understanding of how the School Watching app is administrated at the school level.</p>	
08:00 AM – 08:15 AM	<b>Morning Exercise</b>	
08:15 AM – 08:30 AM	<b>Management of Learning</b>	
08:30 AM – 10:00 AM	<p><b>Activity 8: Reverse Brainstorming</b> -----</p> <p><b>Topic 8: Generating Research Topics and Questions, and Developing Research Objectives and Timeline</b></p>	<p>The activity will start as the participants try to identify potential problems, gaps, or unresolved issues related to the research topic, instead of generating research questions directly. In this activity, the participants will brainstorm and discuss the challenges, limitations, or knowledge gaps that need to be addressed through research.</p>



SCHEDULE	ACTIVITIES AND TOPICS	DESCRIPTION
		The facilitators will guide the participants to work backward from these identified issues to formulate research questions that can help address them.
10:00 AM – 10:15 AM	<b>Morning Break</b>	
10:15 AM – 11:45 AM	<b>Activity 9: Unraveling the Research Questions</b>	The facilitators will guide the participants in translating the research topics and questions into a pre-filled template.
11:45 AM – 12:00 PM	<b>Takeaways and Next Steps</b>	
12:00 PM – 01:00 PM	<b>Lunch Break</b>	
01:00 PM – 02:00 PM	<b>Presentation of Research Output 1: School Safety Context Analysis</b>	The facilitators will share research output from the Education Safe from Disasters Project, a collaboration between Save the Children and Prudence Foundation. This research analyzes DepEd's programs contributing to the Comprehensive School Safety Framework (CSSF).
02:00 PM – 03:00 PM	<b>Presentation of Research Output 2: Child-Centered Social Accountability</b>	The facilitators will present a context study that aims to map hazards, risks, accountable authorities, and social accountability competencies of key actors in the CSSF, both before and during the pandemic. The study assessed children's participation levels and highlight priority areas for intervention.
03:00 PM – 03:15 PM	<b>Afternoon Break</b>	
03:15 PM – 04:45 PM	<b>Live Demonstration and Capacity Building on School Watching App</b>	The facilitators and Save the Children Philippines partners will demonstrate how the School Watching App can be used in Disaster Preparedness. The focus will be on children's participation in School-based Management and crafting hazard maps and School Improvement Plans. Participants will witness how the app empowers children in disaster preparedness efforts and promotes a collaborative approach to school safety.
04:45 PM – 05:00 PM	<b>Administrative Announcements</b>	
<b>DAY 4</b>	On Day 4, the focus will be on the capacity building of DRRM Information System Applications. The RADaR App is utilized for reporting damages following disasters, while the Comprehensive School Safety Monitoring App is used to assess the progress of school-level initiatives towards the Comprehensive School Safety Framework (CSSF).	
08:00 AM – 08:15 AM	<b>Morning Exercise</b>	
08:15 AM – 08:30 AM	<b>Management of Learning</b>	
08:30 AM – 10:00 AM	<b>Live Demonstration and Capacity Building on RADaR App</b>	The facilitators will provide training to the participants on using the RADaR App, with a specific focus on navigating the application and troubleshooting common issues. Participants will be guided through every feature, and the facilitators will update them on the development timeline for future improvements.



SCHEDULE	ACTIVITIES AND TOPICS	DESCRIPTION
10:00 AM – 10:15 AM	<b>Morning Break</b>	
10:00 AM – 12:00 PM	<b>Continuation of the Capacity Building on RADaR App</b>	By the end of the session, participants will have enhanced their proficiency in utilizing the RADaR App, empowering them to effectively report damages after disasters and improve their disaster response capabilities.
12:00 PM – 01:00 PM	<b>Lunch Break</b>	
01:00 PM – 03:00 PM	<b>Capacity Building on the Comprehensive School Safety Monitoring App</b>	<p>The facilitators will cover the latest updates on the Comprehensive School Safety indicators, which were revised in 2023. They will highlight the changes made to various DRRMS programs and discuss the dynamic development planned for the app. This development aims to accommodate future changes in the monitoring tool, ensuring its effectiveness and relevance over time.</p> <p>Participants will gain valuable insights into the improved monitoring system, enabling them to stay up-to-date with the evolving requirements for school safety and effectively assess progress towards the Comprehensive School Safety Framework.</p>
03:00 PM – 03:15 PM	<b>Afternoon Break</b>	
03:15 PM – 03:30 PM	<b>Takeaways and Next Steps</b>	
03:30 PM – 04:30 PM	<b>Closing Program:</b> <ul style="list-style-type: none"> <li>• Closing Remarks</li> <li>• Evaluation</li> <li>• Awarding and Distribution of Certificates</li> <li>• Picture Taking</li> </ul>	
04:30 PM Onwards	<b>Departure</b>	

**Annex B.** Detailed list of participants

## A. List of Regional and Division DRRM Coordinators

No.	Region	Office / Division	No. of Participants
1	CAR	CAR RO	1
2	CAR	Abra	1
3	CAR	Apayao	1
4	CAR	Baguio City	1
5	CAR	Benguet	1
6	CAR	Ifugao	1
7	CAR	Kalinga	1
8	CAR	Mt. Province	1
9	CAR	Tabuk City	1
10	CARAGA	CARAGA RO	1
11	CARAGA	Agusan del Norte	1
12	CARAGA	Agusan del Sur	1
13	CARAGA	Bayugan City	1
14	CARAGA	Bislig City	1
15	CARAGA	Butuan City	1
16	CARAGA	Cabadbaran City	1
17	CARAGA	Dinagat Island	1
18	CARAGA	Siargao	1
19	CARAGA	Surigao City	1
20	CARAGA	Surigao del Norte	1
21	CARAGA	Surigao del Sur	1
22	CARAGA	Tandag City	1
23	NCR	NCR RO	1
24	NCR	Caloocan City	1
25	NCR	City of San Juan	1
26	NCR	Las Piñas City	1
27	NCR	Makati City	1
28	NCR	Malabon City	1
29	NCR	Mandaluyong City	1
30	NCR	Manila	1
31	NCR	Marikina City	1
32	NCR	Muntinlupa City	1
33	NCR	Navotas	1
34	NCR	Paranaque City	1
35	NCR	Pasay City	1
36	NCR	Pasig City	1
37	NCR	Quezon City	1
38	NCR	Taguig City and Pateros	1
39	NCR	Valenzuela City	1
40	Region 1	Region 1 RO	1
41	Region 1	Alaminos City	1
42	Region 1	Batac City	1



No.	Region	Office/Division	No. of Participants
43	Region 1	Candon City	1
44	Region 1	Dagupan City	1
45	Region 1	Ilocos Norte	1
46	Region 1	Ilocos Sur	1
47	Region 1	La Union	1
48	Region 1	Laoag City	1
49	Region 1	Pangasinan I	1
50	Region 1	Pangasinan II, Binalonan	1
51	Region 1	San Carlos City	1
52	Region 1	San Fernando City	1
53	Region 1	Urdaneta City	1
54	Region 1	Vigan City	1
55	Region 2	Region 2 RO	1
56	Region 2	Batanes	1
57	Region 2	Cagayan	1
58	Region 2	Cauayan City	1
59	Region 2	City of Ilagan	1
60	Region 2	Isabela	1
61	Region 2	Nueva Vizcaya	1
62	Region 2	Quirino	1
63	Region 2	Santiago City	1
64	Region 2	Tuguegarao City	1
65	Region 3	Region 3 RO	1
66	Region 3	Angeles City	1
67	Region 3	Aurora	1
68	Region 3	Balanga City	1
69	Region 3	Bataan	1
70	Region 3	Bulacan	1
71	Region 3	Cabanatuan City	1
72	Region 3	Gapan City	1
73	Region 3	Mabalacat City	1
74	Region 3	Malolos City	1
75	Region 3	Meycauayan City	1
76	Region 3	Munoz Science City	1
77	Region 3	Nueva Ecija	1
78	Region 3	Olongapo City	1
79	Region 3	Pampanga	1
80	Region 3	San Fernando City	1
81	Region 3	San Jose City	1
82	Region 3	San Jose del Monte City	1
83	Region 3	Tarlac	1
84	Region 3	Tarlac City	1
85	Region 3	Zambales	1
86	Region 4A	Region 4A RO	1
87	Region 4A	Antipolo City	1



No.	Region	Office/Division	No. of Participants
88	Region 4A	Bacoor City	1
89	Region 4A	Batangas	1
90	Region 4A	Batangas City	1
91	Region 4A	Biñan City	1
92	Region 4A	Cabuyao City	1
93	Region 4A	Calamba City	1
94	Region 4A	Cavite	1
95	Region 4A	Cavite City	1
96	Region 4A	Dasmaringas City	1
97	Region 4A	General Trias City	1
98	Region 4A	Imus City	1
99	Region 4A	Laguna	1
100	Region 4A	Lipa City	1
101	Region 4A	Lucena City	1
102	Region 4A	Quezon	1
103	Region 4A	Rizal	1
104	Region 4A	San Pablo City	1
105	Region 4A	San Pedro City	1
106	Region 4A	Sta. Rosa City	1
107	Region 4A	Sto. Tomas City	1
108	Region 4A	Tanauan City	1
109	Region 4A	Tayabas City	1
110	Region 4B	Region 4B RO	1
111	Region 4B	Calapan City	1
112	Region 4B	Marinduque	1
113	Region 4B	Occidental Mindoro	1
114	Region 4B	Oriental Mindoro	1
115	Region 4B	Palawan	1
116	Region 4B	Puerto Princesa City	1
117	Region 4B	Romblon	1
118	Region 5	Region 5 RO	1
119	Region 5	Albay	1
120	Region 5	Camarines Norte	1
121	Region 5	Camarines Sur	1
122	Region 5	Catanduanes	1
123	Region 5	Iriga City	1
124	Region 5	Legazpi City	1
125	Region 5	Ligao City	1
126	Region 5	Masbate	1
127	Region 5	Masbate City	1
128	Region 5	Naga City	1
129	Region 5	Sorsogon	1
130	Region 5	Sorsogon City	1
131	Region 5	Tabaco City	1
132	Region 6	Region 6 RO	1



No.	Region	Office/Division	No. of Participants
133	Region 6	Aklan	1
134	Region 6	Antique	1
135	Region 6	Bacolod City	1
136	Region 6	Bago City	1
137	Region 6	Cadiz City	1
138	Region 6	Capiz	1
139	Region 6	Escalante City	1
140	Region 6	Guimaras	1
141	Region 6	Himamaylan	1
142	Region 6	Iloilo	1
143	Region 6	Iloilo City	1
144	Region 6	Kabankalan City	1
145	Region 6	La Carlota City	1
146	Region 6	Negros Occidental	1
147	Region 6	Passi City	1
148	Region 6	Roxas City	1
149	Region 6	Sagay City	1
150	Region 6	San Carlos City	1
151	Region 6	Silay City	1
152	Region 6	Sipalay	1
153	Region 6	Victorias City	1
154	Region 7	Region 7 RO	1
155	Region 7	Bais City	1
156	Region 7	Bayawan City	1
157	Region 7	Bogo City	1
158	Region 7	Bohol	1
159	Region 7	Canlaon City	1
160	Region 7	Carcar City	1
161	Region 7	Cebu	1
162	Region 7	Cebu City	1
163	Region 7	City of Naga, Cebu	1
164	Region 7	Danao City	1
165	Region 7	Dumaguete City	1
166	Region 7	Guihulngan City	1
167	Region 7	Lapu-Lapu City	1
168	Region 7	Mandaue City	1
169	Region 7	Negros Oriental	1
170	Region 7	Siquijor	1
171	Region 7	Tagbilaran City	1
172	Region 7	Talisay City	1
173	Region 7	Tanjay City	1
174	Region 7	Toledo City	1
175	Region 8	Region 8 RO	1
176	Region 8	Baybay City	1
177	Region 8	Biliran	1



No.	Region	Office/Division	No. of Participants
178	Region 8	Borongan City	1
179	Region 8	Calbayog City	1
180	Region 8	Catbalogan City	1
181	Region 8	Eastern Samar	1
182	Region 8	Leyte	1
183	Region 8	Maasin City	1
184	Region 8	Northern Samar	1
185	Region 8	Ormoc City	1
186	Region 8	Samar (Western Samar)	1
187	Region 8	Southern Leyte	1
188	Region 8	Tacloban City	1
189	Region 9	Region 9 RO	1
190	Region 9	Dapitan City	1
191	Region 9	Dipolog City	1
192	Region 9	Isabela City	1
193	Region 9	Pagadian City	1
194	Region 9	Zamboanga City	1
195	Region 9	Zamboanga del Norte	1
196	Region 9	Zamboanga del Sur	1
197	Region 9	Zamboanga Sibugay	1
198	Region 10	Region 10 RO	1
199	Region 10	Bukidnon	1
200	Region 10	Cagayan de Oro City	1
201	Region 10	Camiguin	1
202	Region 10	El Salvador	1
203	Region 10	Gingoog City	1
204	Region 10	Iligan City	1
205	Region 10	Lanao del Norte	1
206	Region 10	Malaybalay City	1
207	Region 10	Misamis Occidental	1
208	Region 10	Misamis Oriental	1
209	Region 10	Oroquieta City	1
210	Region 10	Ozamis City	1
211	Region 10	Ozamis City	1
212	Region 10	Tangub City	1
213	Region 10	Valencia City	1
214	Region 11	Region 11 RO	1
215	Region 11	Davao De Oro (Compostela Valley)	1
216	Region 11	Davao City	1
217	Region 11	Davao del Norte	1
218	Region 11	Davao del Sur	1
219	Region 11	Davao Oriental	1
220	Region 11	Digos City	1
221	Region 11	Island Garden City of Samal	1
222	Region 11	Mati City	1



No.	Region	Office/Division	No. of Participants
223	Region 11	Panabo City	1
224	Region 11	Tagum City	1
225	Region 11	Davao Occidental	1
226	Region 12	SOCCKSARGEN RO	1
227	Region 12	General Santos City	1
228	Region 12	Kidapawan City	1
229	Region 12	Kidapawan City - OIC	1
230	Region 12	Koronadal City	1
231	Region 12	North Cotabato	1
232	Region 12	Sarangani	1
233	Region 12	South Cotabato	1
234	Region 12	Sultan Kudarat	1
235	Region 12	Tacurong City	1



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](mailto:drmo@deped.gov.ph) or 8637-4606.

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



SCHEDULE	TOPICS
<b>DAY 0</b>	
08:00 AM – 05:00 PM	<b>Arrival, Registration, and Technical Rehearsals</b>
<b>DAY 1</b>	
08:00 AM – 08:30 AM	<b>Preliminaries:</b> <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• Quality Policy</li> <li>• Mindfulness Exercise or Icebreaker</li> <li>• Opening Remarks</li> </ul>
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
<b>DAY 2</b>	
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
<b>DAY 3</b>	
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
<b>DAY 4</b>	
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"> <li>• Closing Remarks</li> <li>• Evaluation</li> <li>• Awarding and Distribution of Certificates</li> <li>• Picture Taking</li> </ul>
05:00 PM Onwards	Departure



**ANNEX B. SAMPLE ATTIRE**

**Day 0. Smart Casual**



**Days 1 to 3. Business Casual**



**Day 4. Business Attire**

