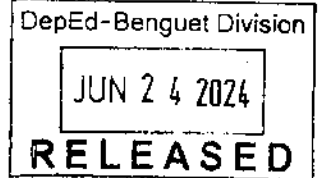




Republic of the Philippines
Department of Education
Schools Division of Benguet



20 June 2024


DIVISION MEMORANDUM

No. 207 s. 2024

**ADDENDA AND CORRIGENDA TO OFFICE MEMORANDUM NO. 11, S. 2024
(SDO-LEVEL CONTINGENCY PLANNING WORKSHOP, Phases 1 and 2)**

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
All Concerned SDO Personnel

1. The SDO-Level Contingency Planning – Phase 2 originally scheduled on June 24 – 26, 2024, is rescheduled to **June 26 – 28, 2024**.
2. Due to unavailability of speakers for the Emergency Operations Center (EOC) Orientation, Phase 2 topic will be on Training in Psychological First Aid (PFA) Provision to Learners/Personnel in times of emergencies. PFA provision is one of the response activities that DepEd is expected to deliver immediately after a disaster/emergency. Hence, it is one of the Response Clusters that is organized as reflected in the Contingency Plans.
3. All participants are encouraged to bring comfortable clothes with them for the workshop activities that will be conducted. Attached are the Activity Matrix and the list of participants for reference and guidance.
4. Transportation will be provided chargeable against DPRP Funds. Assembly time will be 6:00am – 6:30am in front of the SDO Office. For queries, please contact the Division DRRM Coordinator via messenger or at 09203446730.
5. All other provisions stated in the previous Memo remains.
6. Immediate dissemination and compliance of all concerned is desired.


SALLY L. BANAKEN – ULLALIM, CESO V
Schools Division Superintendent

References:

RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)
DBEDP 2030 (DepEd Basic Education Development Plan 2030)

SGOD/LBA/DRRM-nib



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**LIST OF PARTICIPANTS TO THE SDO-LEVEL CONTINGENCY PLANNING-WORKSHOP
Phase 2 (Training on PFA Provision during Emergencies)**

Functional Division	Name of Participants	Section/Unit/School
OSDS	1 Yolanda T. Agustin	Records
	2 Charmaine Nonog	Office of the AO V
	3 Wynn Darryl S. Laop	Legal Unit
	4 Nadia Ossic	Personnel
	5 Sheila Marie Ocampo	Personnel
	6 Janelle Sibayan	Personnel
	7 Jordan Fianza	Asset Mngt
	8 Rose Ann Beliano	Office of the ASDS
CID	9 Sonia Dupagan	LRMDS
	10 Merlyn Conchita de Guzman	Instructional Mngt
	11 Erlinda Quinuan	Instructional Mngt
SGOD	12 Genar Tony	Office of the Chief ES
	13 Murphy Liswid	YF
	14 Lorna Yaco	SMN
	15 Denver Sin-ot	EFS
	16 Ide Liwanen	HRD
	17 Marty Deion Estacio	CRSHS
	18 Lorna Kinnud	Atok NHS
	19 Rochelle Cuyan	Benguet NHS

Speakers/Facilitators

20	Joan Hertimia B. Wagang	GC III, Ampusongan NHS, Bakun
21	Joven B. Agtani	EPS II, SDO Benguet/ Div. PFA Team Leader
22	Roselle Kristine D. Waguiz	Nurse II, SDO Benguet/ Div. PFA Team Asst. Leader
23	Nerissa I. Barbosa	PDO II, SDO Benguet/ Div. DRRM Coordinator
24	Denis D. Dinangwatan	TIII, Taloy Sur NHS/ Division-trained PFA Facilitator
25	Harold W. Moncion	TIII, Tocmo IS/ Division-trained PFA Facilitator



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ACTIVITY MATRIX

DAY 1: JUNE 26, 2024			
8:00-8:45	Registration	c/o Program Management Team	
8:45-9:00	Expectation Setting		
9:01-10:00	Opening Program Nationalistic Song Opening Prayer Welcome Remarks Recognition of Participants, Rationale and Program Flow Message	AVP AVP LUCIO B. ALAWAS , Chief Education Supervisor- SGOD NERISSA I. BARBOSA , PDO II-DRRM SALLY L. BANAKEN-ULLALIM, CESO V School Division Superintendent	
10:01-10:15	Health Break- Uninterrupted		
		<i>Session Objectives</i>	<i>Resource Person</i>
10:15-11:00	Session 1: PFA Key Concepts and MHPSS	<ul style="list-style-type: none"> To understand the basic key concepts and core principles of PFA and its relation to MHPSS and importance in crisis intervention To determine the difference between PFA and Psychosocial Support (PSS) 	ROSELLE KRISTINE D. WAGUIS Nurse II SDO Benguet
11:00-12:00	Session 2: Ethical Guidelines in Providing PFA	<ul style="list-style-type: none"> To define ethical principles that guide the provision of PFA To present the importance of ethical behavior in crisis intervention and support 	
12:01-1:00	Lunch Break		
1:01- 3:00	Session 3: The Concept of Grief (in relation to PFA)	<ul style="list-style-type: none"> To understand the concept of grief and its common stages (denial, anger, bargaining, depression and acceptance) To explore how grief affects daily functioning and overall well-being To provide scenarios or case studies where PFA is applied to support learners in grief 	JOVEN B. AGTANI EPS II- SMME
3:01- 3:15	Health Break- Uninterrupted		
3:16- 4:30	Session 4: Empathic Listening and Facilitating Skills	<ul style="list-style-type: none"> To teach active listening and therapeutic communication techniques for supporting learners in crisis To understand Do's and Don'ts in facilitating PFA interventions to learners in crisis 	JOAN HERTIMIA B. WAGANG Guidance Counselor III Ampusongan NHS



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4:30-5:00	Open Forum and End of Day Evaluation	Participants	
5:30-6:00	After Session Debriefing	Program Management Team and Resource Persons	
DAY 2: JUNE 27, 2024			
8:00-8:30	Preliminaries/MOL	Program Management Team	
8:31-9:15	Session 5: Basic Activity Flow in Providing PFA	<ul style="list-style-type: none"> To present basic activity flow in providing support to learners at crisis To provide helpful tips in actual PFA provisions To provide guidance to participants (Facilitators vs Participants Hat) 	JOVEN B. AGTANI EPS II- SMME
9:16-10:00	Session 5: Unfreezing Activities/ Grounding (Dance exercises, cheering, physical and group games)	<ul style="list-style-type: none"> To provide basic unfreezing activities to establish order and rapport among learners at crisis 	NERISSA I. BARBOSA PDO II- DRRM
10:01-10:15	Health Break- Uninterrupted		
10:16-12:00	Session 6: Validating and Normalizing Feelings (Music Art, Puppet Art, Tableau, Mirroring Activities, and Action-Reaction) Session 7: Calming Down and Controlling One's Emotion (Breathing exercises, stretching and guided meditation)	<ul style="list-style-type: none"> To provide activities for participants to help learners in crisis express their feelings and emotions related to the recent disaster they experienced To provide activities for participants to help learners in crisis identify coping mechanisms (in control of their emotions) 	DENIS D. DINANGWATAN Teacher III, Taloy Sur NHS JOAN HERTIMIA B. WAGANG GC III, Ampusongan NHS
12:01- 1:00	Lunch Break		
1:00-2:00	Session 8: Linking: Identifying and Addressing Needs (<i>Kailangan Ko' y-</i>)	<ul style="list-style-type: none"> To provide activities for participants to help learners in crisis identify immediate needs to be addressed 	HAROLD W. MONCION Teacher III, Tocmo Integrated School
2:00-3:00	Session 9: Sources of Strength (<i>T-Shirt Art and Crossing the Hurdle</i>)	<ul style="list-style-type: none"> To provide activities for participants to help learners in crisis that they have multiple sources of strength to cope with the disaster they encountered 	DENIS D. DINANGWATAN Teacher III, Taloy Sur NHS
3:00-3:15	Health Break- Uninterrupted		
3:15-4:15	Session 10: Reframing Activity (<i>Dream School/ Community</i>)	<ul style="list-style-type: none"> To provide activities for participants to help learners in crisis to create a vision for themselves and redirect their perspectives 	ROSELLE KRISTINE D. WAGUIS Nurse II
4:15-5:00	Mechanics and Planning for Return Demonstration/ Actual Simulation	Participants and Program Management Team	
5:00-6:00	After Session Debriefing	Program Management Team	



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DAY 3: JUNE 28, 2024		
8:00-8:30	Preliminaries/MOL	Program Management Team
8:30-9:15	Preparation for Demo/Simulation	Participants
9:16-11:15	Actual Simulation Note: Breakout Sessions	Participants
11:16-12:00	Feedbacking	Facilitators In-charge
12:01-1:00	Lunch Break	
1:00-3:00	Post Test Ways Forward Closing Program	Program Management Team



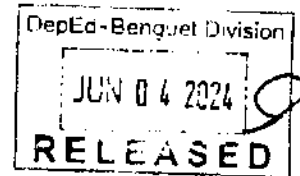
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Republic of the Philippines
Department of Education
 Schools Division Office of Benguet



03 June 2024

OFFICE MEMORANDUM

No. 11 s. 2024

SDO-LEVEL CONTINGENCY PLANNING WORKSHOP, Phases 1 and 2

To: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 All Concerned SDO Personnel

1. In compliance with Republic Act 10121 entitled, *The Philippine Disaster Risk Reduction and Management Act of 2010*, directing all government agencies to have their contingency plans to prepare for and respond efficiently and effectively in times of emergencies, disasters, or in planned big events the Schools Division Office of Benguet, conducts series of capacity-building activities under its disaster preparedness and response program.
2. Relative to this, there will be a series of SDO-Level Contingency Planning Workshops to orient and update the existing SDO contingency plans and prepare contingency plans for other hazards. Phase 1 will be conducted on June 5 - 7, 2024 while Phase 2 will be on June 24 - 26, 2024. Both activities will be conducted at Paradiso Beach Resort, Aringay, La Union.
3. Participants are identified personnel from each section/office/unit (*see attached*). In case the target 25 participants are not filled due to equally important activities to be attended by SDO personnel, the slot will be opened to school personnel who are from high-risk schools.
4. First meal is AM snack while last meal is PM snack. Meals, snacks, accommodation and transportation of participants and DepEd facilitators shall be charged against the Disaster Preparedness and Response Program (DPRP) Funds, while other incidental expenses incurred by the participants and facilitators may be charged to local funds (MOOE) subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance of all concerned is desired.

SALLY L. BANAKEN - ULLALIM, CESO V
 Schools Division Superintendent

References:

- RA 10121 (Philippine Disaster Risk Reduction and Management Act of 2010)
- DBEDP 2030 (DepEd Basic Education Development Plan 2030)

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