



Republic of the Philippines
Department of Education

National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 08 2022

MEMORANDUM

3-HOUR SESSION OF ONLINE TRAINING ON DISASTER PREPAREDNESS AWARENESS PROGRAM

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is a letter from Mr. Erwin O. Alfonso, Department Head, Muntinlupa City Department of Disaster Resilience and Management (MCDRRM), dated March 2, 2022, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please refer to the list of participating schools and matrix of activities, for reference. Likewise, all participants are advised to register to the said training through: <https://forms.gle/BwWiaS7rp9knNC4N7>
3. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

COMMUNICATION SAFETY EDUCATION SCHOOLS PREPAREDNESS

ELK/DM/3-Hour Session of Online Training on Disaster Preparedness Awareness Program
092 /March 04, 2022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,
Muntinlupa City
 8805-9935, 8805-9940
 sdo.muntinlupa@gmail.com



030403C



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
City of Muntinlupa



DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT
(Formerly Muntinlupa City Disaster Risk Reduction Management Office)

Hall of Justice Compound, Resilience Building, Susana Heights, Tunasan, Muntinlupa City
Tel. No.: 8925-43-82

March 2, 2022

HON. JAIME R. FRESNEDI
City Mayor
Muntinlupa City

THRU: DOMINICO C. IDANAN, CESO V
Schools Division Superintendent
Muntinlupa City

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CITY GOVERNMENT OF MUNTINLUPA
MAYOR'S OFFICE
RECEIVED
DATE/TIME MAR 02 2022 3:08
SIGNATURE [Signature]
Contact # 862-6436

Dear Sir:

Warm greetings from Muntinlupa City Department of Disaster Resilience and Management!

To continue our efforts on Disaster Preparedness Awareness information dissemination, we would like to request for your approval to conduct a **3-HOUR SESSION OF ONLINE TRAINING ON DISASTER PREPAREDNESS AWARENESS PROGRAM** that will include short topics on (1) **Family Preparedness Plan**, (2) **Fire Safety Tips** and (3) **Basic First Aid and CPR** to different public and private schools in Muntinlupa City targeting **One Hundred (100) participants** each school that comprises of teaching/non-teaching personnel and students preferably from all levels.

The program will be a half-day session with time allotment as follows:

AM Session	9:00am to 12:00nn
PM Session	2:00pm to 5:00pm

Attached herewith are the schedule, course curriculum and program of the online training for your perusal.

Moreover, all participants are advised to register for the said training using the link <https://forms.gle/BwWiaS7rp9knNC4N7> (Training Registration Form) until one day before their scheduled date.

Certificate of Attendance will be given to those who will complete the Attendance Sheet and Evaluation Form that will be given during the webinar.

The zoom meeting link will be provided and communicated accordingly.

Thank you and God Bless!

Respectfully,

ERWIN O. ALFONSO
Department Head
Muntinlupa City DDRM

[Signature]

SDO-CITY OF MUNTINLUPA
Received _____
Date 3/3/2022
Time 4:22



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SCHEDULE OF DISASTER PREPAREDNESS AWARENESS ONLINE PROGRAM
For Private and Public Schools

MARCH

No	Name of School	Target Date of Training	Target Number of Participants
1	Victoria Homes ES	March 17, 2022 (AM Session)	100
2	Schools Division Office (National)	March 17, 2022 (PM Session)	100
3	MNHS/SHS	March 18, 2022 (AM Session)	100
4	Poblacion NHS	March 18, 2022 (PM Session)	100
5	Itaas ES	March 23, 2022 (AM Session)	100
6	Servite School	March 23, 2022 (PM Session)	100
7	Southernside Montessori School	March 24, 2022 (AM Session)	100
8	Our Lady of the Abandoned Catholic School	March 24, 2022 (PM Session)	100
9	Sto. Niño School of Muntinlupa	March 25, 2022 (AM Session)	100
10	Muntinlupa Cosmopolitan School	March 29, 2022 (AM Session)	100
Subtotal			1,000

APRIL

No	Name of School	Target Date of Training	Target Number of Participants
1	Putatan ES	April 18, 2022 (AM Session)	100
2	Soldiers Hills ES	April 18, 2022 (PM Session)	100
3	Lakeview Integrated ES	April 19, 2022 (AM Session)	100
4	Lakeview Integrated School HS	April 19, 2022 (PM Session)	100
5	F De Mesa ES	April 20, 2022 (AM Session)	100
6	Bayanan ES Main	April 20, 2022 (PM Session)	100
7	Bayanan Unit ES	April 21, 2022 (AM Session)	100
8	Muntinlupa Institute of Technology	April 21, 2022 (PM Session)	100
9	Living Light Academy	April 22, 2022 (AM Session)	100
10	Christ the King College	April 22, 2022 (PM Session)	100
Subtotal			1,000

MAY

No	Name of School	Target Date of Training	Target Number of Participants
1	Alabang ES	May 23, 2022 (AM Session)	100
2	Filinvest Alabang ES	May 23, 2022 (PM Session)	100
3	Pedro E. Diaz HS	May 24, 2022 (AM Session)	100
4	Cupang ES Main	May 24, 2022 (PM Session)	100
5	Cupang ES Annex	May 25, 2022 (AM Session)	100
6	Cupang SHS	May 25, 2022 (PM Session)	100
7	Buli ES	May 26, 2022 (AM Session)	100
8	MBHS Main	May 26, 2022 (PM Session)	100
9	MBHS Annex	May 27, 2022 (PM Session)	100
10	Our Lady of the Lake School	May 30, 2022 (AM Session)	100
Subtotal			1,000

JUNE

No	Name of School	Target Date of Training	Target Number of Participants
1	Sucat ES Main	June 13, 2022 (AM Session)	100
2	Sucat ES Zone 3	June 14, 2022 (AM Session)	100
3	Sucat ES Zone 4	June 15, 2022 (AM Session)	100
4	Bagong Silang ES	June 16, 2022 (AM Session)	100
5	MBHS Annex	June 17, 2022 (AM Session)	100
Subtotal			500



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Course Curriculum – DPA Program for Public and Private Schools

TRAINING	TOPIC	OBJECTIVES	ACTIVITY	DURATION	ASSIGNED PERSONNEL	RESOURCES	MODE OF TRAINING
Disaster Preparedness Awareness	Family Preparedness Plan - What to do before, during and after disasters - How to prepare your own go bag	To provide awareness, identify resources and supplies to prepare for an emergency situation	Lecture on Family Preparedness	1 Hour	1. Leonardo Sese, Jr. 2. Marlon Alano 3. Emelio Jacinto	- Zoom room - AVP Presentation	Online Training
Fire Safety	Fire Safety tips at Home - Common Causes of Fire - Basic Concepts and Principles of Fire Behavior - Extinguishing Fire - Fire Safety Tips at School	- To understand the basic concepts and principles of fire including behavior, classes, causes, elements and how to extinguish fire - To orient the participants with fire safety tips at school	- Lecture on Fire Safety - Demonstration of Fire Extinguisher (Parts and P.A.S.S)	45 minutes to 1 Hour	1. Christopher Lorica	- Zoom room - AVP Presentation - Fire Extinguisher (Sample for Demo)	Online Training
Basic First Aid and CPR	Common Emergencies and Management - Fainting - Wound Management - Splinting - Cardiac Arrest and CPR	To orient the participants about the management of common emergencies usually encountered in schools especially CPR for cardiac arrest patients.	- Lecture of Common Emergencies and Management - Demonstration of Wound Management, Splinting and CPR	45 minutes to Hour	1. Andro Orapa 2. Kristoffer Romm de Leon	- Zoom room - AVP Presentation - Bandages - Splints - Mannequin for Demo	Online Training



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COURSE SCHEDULE

**Disaster Preparedness Awareness Program
for Public and Private Schools of Muntinlupa City
Online Orientation
March 2022 – June 2022**

AM SESSION

TIME ALLOTMENT	TOPIC/ACTIVITY	PERSON-IN-CHARGE
8:30am – 8:50am	Briefing Run Through	Training Division
8:50am – 9:00am	Registration Open Waiting Room	Training Division
9:00am – 9:02am	Doxology	AVP Presentation
9:02am – 9:05am	Welcoming Remarks	Erwin O. Alfonso Department Head – DDRM
9:05am – 9:15am	Course Orientation and Introduction of Resource Speakers	Amalia T. de Alday Head – Training Division/DDRM
9:15am – 10:15am	Family Preparedness Plan (Discussion of measures on what to do before, during and after disasters)	Leonardo Sese, Jr. Marlon Alano Emelio Jacinto DPA Training Officers
10:15am – 11:00am	Fire Safety Tips	Christopher Lorica Safety Officer/DPA Training Officer
11:00am – 11:45am	Basic First Aid and CPR (Lecture on Common Emergencies and Management)	Andro Orapa Kristoffer Romm de Leon EMS Training Officer
11:45am – 12:00nn	Recap/ Evaluation and Closing	Amalia T. de Alday Head – Training Division/DDRM

PM SESSION

TIME ALLOTMENT	TOPIC/ACTIVITY	PERSON-IN-CHARGE
1:30pm – 1:50pm	Briefing Run Through	Training Division
1:50pm – 2:00pm	Registration Open Waiting Room	Training Division
2:00pm – 2:02pm	Doxology	AVP Presentation
2:02pm – 2:05pm	Welcoming Remarks	Erwin O. Alfonso Department Head – DDRM
2:05pm – 2:15pm	Course Orientation and Introduction of Resource Speakers	Amalia T. de Alday Head – Training Division/DDRM
2:15pm – 3:15pm	Family Preparedness Plan (Discussion of measures on what to do before, during and after disasters)	Leonardo Sese, Jr. Marlon Alano Emelio Jacinto DPA Training Officers
3:15pm – 4:00pm	Fire Safety Tips	Christopher Lorica Safety Officer/DPA Training Officer
4:00pm – 4:45pm	Basic First Aid and CPR (Lecture on Common Emergencies and Management)	Andro Orapa Kristoffer Romm de Leon EMS Training Officer
4:45pm – 5:00pm	Recap/ Evaluation and Closing	Amalia T. de Alday Head – Training Division/DDRM