



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 12 2024

MEMORANDUM

**COMMUNITY-BASED DISASTER RISK REDUCTION AND MANAGEMENT
TRAINING OF TRAINER (CBDRRM-TOT)**

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

1. Attached is a letter from the Department of Disaster Resilience and Management, Erwin O. Alfonso, Ph D., Department Head II, DRRM dated August 21, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please see the attached list of participants, for reference.
3. For more information, please contact Ms. Princess C. Callanta, Training Staff at 0995-4797-306 or 4797306 and 8925-4382 for inquiries.
4. Immediate and wide dissemination of this Memorandum is desired.

VIOLETA M. GONZALES
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

SAFETY EDUCATION COMMUNICATIONS TRAINING

ELK/DM/ COMMUNITY-BASED DISASTER RISK REDUCTION AND MANAGEMENT TRAINING OF TRAINER
(CBDRRM-TOT)

329 /September 12, 2024

UN-2024-329



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

August 21, 2024

VIOLETA M. GONZALES, CESO VI
 Assistant Schools Division Superintendent
 OIC – Schools Division Superintendent
 SDO – Muntinlupa City

ATTN : EDUARDO L. KONDO
 Project Development Officer II
 DRRM – SDO Muntinlupa City

Mam,

Greetings from Muntinlupa City Department of Disaster Resilience and Management!

This is to inform your good office that we will be initiating a **“COMMUNITY-BASED DISASTER RISK REDUCTION AND MANAGEMENT – TRAINING OF TRAINER (CBDRRM TOT) on September 16-20, 2024 at BP International Hotel, Los Banos, Laguna** in coordination with the **Office of Civil Defense – National Capital Region**. This is related to the initiative of our department in expanding our arms in disaster preparedness dissemination in order for us to reach as many constituents as possible. Given that we only have a few training officers who are conducting information drive to the public, it is high time that we trained and develop additional pool of manpower in the CBDRRM.

In line with this, we would like to invite **eight (8) SDRRM Coordinators/Other SDO personnel** to represent the **Schools Division Office – Muntinlupa City**. Their skills and talents will be honed as future disseminators of DRRM that can be beneficial for your office, schools and their communities.

May we request from your office for a **CONFIRMATION LETTER/ENDORSEMENT LETTER** with details such as (1) Name, (2) Position/Designation and (3) contact information for reference and **submit it on or before August 30, 2024** either thru email (eduardo.kondo@dmr.muntinlupa.gov.ph) or at our office at Resilience Building. You may contact our Training Staff, **Ms. Princess C. Callanta at 0995.4797306 or 8925.4382** for inquiries.

Your positive response on this matter will be highly appreciated.

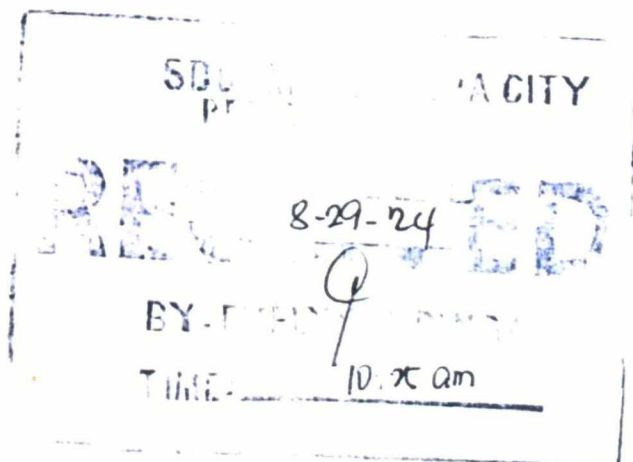
Thank you and God bless!

Respectfully,


ERWIN O. ALFONSO, Ph.D.
 Department Head II
 Muntinlupa City – DRRM

Noted by:


ROZZANO RUFINO B. BIAZON
 City Mayor
 Muntinlupa City



**COMMUNITY-BASED DISASTER RISK REDUCTION AND MANAGEMENT
TRAINING OF TRAINER (CBRRM-TOT)**

PARTICIPANTS

NO.	NAME	DESIGNATION
1.	Michael Domingo	Project Development Officer I
2.	Melanio San Jose Jr.	Project Development Officer I
3.	Eileen E. Sioao	Project Development Officer I
4.	John Lord Vivo	Project Development Officer I
5.	Nery Ann E. Lorenzo	Education Program Specialist II-ALS
6.	Lourdes D. Lumaad	Administrative Assistant III
7.	Maria Romma S. Pagador	Project Development Officer I-YFD
8.	Iris M. Rayos	Administrative Aide VI