



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 Oct 2023

DIVISION MEMORANDUM  
No. 586 s. 2023

**STORY BOOK WRITING WORKSHOP FOR SCHOOLS DISASTER RISK  
REDUCTION AND MANAGEMENT (DRRM) COORDINATORS**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In relation to Republic Act 10121, the DRRM is charged in empowering DepEd personnel, offices schools and particularly the learners to understand the DRRM advocacy and gained information from school learning materials that they employed inside each classroom. Thus, this office will conduct **Story Book Writing Workshop for School DRRM Coordinators on November 10-12, 2023, at Nawawalang Paraiso Hotel and Resort from 8:00 A.M. to 5:00 P.M.**
2. The goal of this seminar workshop on writing short stories and big books is to improve writing abilities within the framework of short story writing. Specifically, to utilize writing as a vehicle to teach participants the information, skills, and attitude necessary in developing practical DRRM techniques that are appropriate for communities before, during, and after catastrophes.
3. Teaching personnel who will render services to this activity shall be given Service Credits while the non-teaching personnel shall be given Compensatory Time Off (CTO).
4. This memorandum will serve as travel order to all the participants of this activity.
5. Attached are Enclosure 1- List of Participants, Enclosure 2 - Training Matrix and Enclosure 3 – Technical Working Committee.
6. For further queries and clarification, you may contact Ariel C. Cabuyao, PDO II at 09338177135 or [ariel.cabuyao@deped.gov.ph](mailto:ariel.cabuyao@deped.gov.ph)
7. Immediate dissemination and of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent



Address: PotoI, Tayabas City  
Telephone No.: (042) 785-9615 or (042) 710-0329  
Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: <https://depedtayabas.ph>

By:



**ANTONIO P. FAUSTINO JR.**  
OIC-Assistant Schools Division Superintendent  
Officer-In-Charge

Encl.: As stated  
Reference: Republic Act 10121  
To be indicated in the Perpetual Index  
Under the following subject:

STORY BOOK  
WRITING WORKSHOP  
DRRM COORDINATORS

SGOD/ - story book writing workshop for schools disaster risk reduction and management (drrm) coordinators  
*Tracking Number/DTS/October 27, 2023*



**Enclosure 1 – List of Participants**

No.	Name of School's DRRM Coordinator	Designation
1	John Menard R. Lavadia	ALSAM ES SDRRM COORDINATOR
2	Novie Jenelee P. Zeta	BUSAL ES SDRRM COORDINATOR
3	Nalinda R. Casino	EPES SDRRM COORDINATOR
4	Maricel J. Magtibay	ILASAN ES SDRRM COORDINATOR
5	Marissa D. Yacaba	DAPDAP IS SDRRM COORDINATOR
6	Denver A. Tabernilla	LAKAWAN ES SDRRM COORDINATOR
7	Edellyn B. Matre	LAWIGUE ES SDRRM COORDINATOR
8	Haeizel C. Jasmin	MASIN ES SDRRM COORDINATOR
9	Kris Anne A. Capistrano	MATE ES SDRRM COORDINATOR
10	Aries Lawrence Cuare	DAPDAP IS DRRM COORDINATOR
11	Mark Anthony Z. Tadosa	PANDAKAKI IS DRRM COORDINATOR
12	Macleo Parro	POTOL ES DRRM COORDINATOR
13	Sarah Jane C. Romero	NORTH PALALE ES DRRM COORDINATOR
14	Veronica Quirante	ALSAM ES DRRM COORDINATOR
15	Dessa Lian C. Manzanarez	MATE ES DRRM COORDINATOR
16	Jesette O. Cabriga	EPES DRRM COORDINATOR
17	Maricel L. De Rama	KAES DRRM COORDINATOR
18	Ginalyn C. Sales	KALUMPANG ES DRRM COORDINATOR
19	Sherwen T. Ferreras	MAYUWI CS SDRRM COORDINATOR
20	Ashley Loraine C. Cabuyao	SPES SDRRM COORDINATOR
21	Renato P. Villa	TECS SDRRM COORDINATOR
22	Bryan R. Argete	VALENCIA ES SDRRM COORDINATOR
23	Fritzie C. Pareja	WAKAS ES SDRRM COORDINATOR
24	Manolito C. Plasuelo	WPES SDRRM COORDINATOR
25	Lyra R. Nanez	EFES SDRRM COORDINATOR
26	Jaymark C. Pabelonia	SDRRM COORDINATOR
27	Leuvin D. Naynes	GIBANGA ES SDRRM COORDINATOR
28	Lester S. Salumbides	IPILAN ES SDRRM COORDINATOR
29	George Vehnex P. Sabornido	FELES SDRRM COORDINATOR
30	Mark Kevin P. Ranillo	LALO ES SDRRM COORDINATOR
31	Jundee C. Rivadinera	MALAO-A/ CALANTAS SDRRM COORDINATOR

32	Inrico A. Jalbuena	TWCS I SDRRM COORDINATOR
33	Rainier Roie M. Rea	TWCS II SDRRM COORDINATOR
34	Marc Dennis G. Capistrano	TWCS III SDRRM COORDINATOR
35	William V. Rondilla	TWCS IV SDRRM COORDINATOR
36	Ruel Cabuyao	RQINHS SDRRM COORDINATOR
37	Roderick Baasis	WPNHS SDRRM COORDINATOR
38	Isabelo P. Cuarto	LPIHS SDRRM COORDINATOR
39	Wareen L. Cablaida	BANHS SDRRM COORDINATOR
40	Jomari D. Recto	ALS DRRM COORDINATOR



**Enclosure 2 – Program Matrix**

Day 1		
Time	Activities/Topics	Speaker
8:00 – 8:30	Opening Program	AVP
8:30 – 12:00	Maikling Kasaysayan ng Panitikang Pambata sa Pilipinas	Genaro R. Gojo Cruz
	Mga Elemento ng Kuwentong-Pambata	
	Sino ang bata?	
	Sino ang batang mambabasa?	
	Bakit mahalaga ang pagbabasa sa sinumang nais magsulat?	
Lunch		
1:00 – 5:00	Ang Iba’t Ibang Aklat Pambata	Genaro R. Gojo Cruz
	Ano ang mahusay na kuwentong-pambata?	
	Ano ang epektibong simula at wakas?	
	Saan kumukuha ng isusulat?	
	Sino ang tauhan mo?	
	Ano ang problema ng tauhan mo?	
	Paghahanda ng unang burador ng kuwento	
Day 2		
8:00 – 8:30	MOL	
8:30 – 12:00	Critiquing ng mga kuwentong naisulat	Genaro R. Gojo Cruz
Lunch		
1:00 – 5:00	Pagsasagawa ng rebisyon ng kuwento batay sa napakinggang mga mungkahi.	Genaro R. Gojo Cruz
	Bakit mahalaga ang rebisyon?	
	Saan maaaring dalhin ang kuwentong naisulat?	
Day 3		
8:00 – 8:30	MOL	
8:30 – 9:30	General Elements of Text Based Learning Resources	Generosa F. Zubieta
9:30 – 10:30	Intellectual Property Rights	Edna E. Eclavea
10:30 – 11:30	General Rules in Lay outing and illustrations	Ermelo Escobiñas
11:30 – 12:30	Social Content Guidelines	Jerome A. Chavez
Lunch		
1:30 – 5:00	Showcasing of finished Story Book	

**Enclosure 3 – Technical Working Committee**

**Technical Working Committee (TWC)**

November 10, 11, 12, 2023

**Over-all Chairperson: CELEDONIO B. BALDERAS JR.**

Schools Division Superintendent

**Co- chairperson: ANTONIO P. FAUSTINO JR.**

OIC-Assistant Schools Division Superintendent

**IMELDA C. RAYMUNDO**

SGOD Chief

<b>Committee</b>	<b>Person/s In-charge</b>	<b>Terms of Reference</b>
Program Preparation/ Completion Report	Ariel C. Cabuyao	<ul style="list-style-type: none"> <li>• Prepares Training Design and other Training Package requirements.</li> <li>• Coordinates with SEPS-M&amp;E on other activity requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SEPS-M&amp;E</li> <li>• Prepares and submits complete report (narrative report) to SGOD Chief</li> </ul>
Over-all L&D Management including (Logistics)	Jean Rose A. Rabano	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyses gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Leads the debriefing sessions.</li> <li>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> <li>• Oversees the cleanliness, sanitation, and orderliness in the venue/s .</li> <li>• Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.</li> </ul>
QAME	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs and L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyses harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Medical/First Aid	Dr. Cris John Supetran	<ul style="list-style-type: none"> <li>• Ensures observance/compliance of health protocols including but not limited to conduct of Triage.</li> </ul>



		<ul style="list-style-type: none"> <li>Administers first aid and health services during the event.</li> <li>Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.</li> </ul>
Resource Speakers/Facilitators	c/o LGU Edna E. Eclavea Ermelo Escobiñas Jerome A. Chavez Generosa F. Zubieta Genaro R. Gojo Cruz	<ul style="list-style-type: none"> <li>Lead/s the discussion of topics</li> <li>Facilitate/s workshop.</li> <li>Attend/s engages in the debriefing sessions</li> </ul>
Support Staff	John Frederick Mendoza	<ul style="list-style-type: none"> <li>Take/s pictures from the opening until closing programs.</li> <li>Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>Assist/s the session facilitators/s</li> <li>Ensure/s that sound system and projectors are properly set up.</li> <li>Manage/s unexpected system glitches.</li> </ul>
Certificate and Registration	Arjoy C. Demandante  Ian Neric O. Ilao	<ul style="list-style-type: none"> <li>Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants</li> <li>Ensure that all forms (training meals, registration and attendance sheet) are accomplished</li> </ul>
Moderator	Jean Rose A. Rabano Nicole May R. Lagar	<ul style="list-style-type: none"> <li>Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>- Present Agenda outline</li> <li>- Discuss relevant session protocol.</li> <li>- Moderate Q&amp;A sessions</li> <li>- Close out conference</li> </ul> </li> </ul>
Utility/Physical Plant	N/A	<ul style="list-style-type: none"> <li>Prepares and maintains cleanliness and orderliness of session hall.</li> <li>Ensures that left-over food and used food packs are properly disposed. (N/A)</li> <li>Ensures that comfort room have enough supply of water..</li> </ul>
Process Observer/s	N/A	<ul style="list-style-type: none"> <li>Observe/s the processes being employed by the speaker/facilitator.</li> <li>Engage/s in the debriefing sessions.</li> </ul>

Class Managers	N/A	<ul style="list-style-type: none"><li>• Monitor attendance of the participants and assist speakers on the whole durations.</li><li>• Assist the speaker/facilitator throughout the session.</li><li>• Take over the session when the speaker/facilitator attends to an emergency call/ matter.</li><li>• Conducts the MOL.</li></ul>
----------------	-----	--