



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0348

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Chief, Education Supervisor, SGOD
Education Program Supervisors, CID
Education Program Supervisor, SGOD
Public Schools District Supervisors
All Public School Heads, Integrated, Elementary and Secondary Schools

Subject: **PARTICIPATION IN THE TRAINING OF TRAINERS (TOT) ON CAMP COORDINATION AND CAMP MANAGEMENT AND INTERNALLY DISPLACED PERSONS PROTECTION (IDPP)**

Date: August 29, 2025

1. This has reference to the Invitation Letter from the Provincial Governor's Office regarding the conduct of the **TRAINING OF TRAINERS (TOT) ON CAMP COORDINATION AND CAMP MANAGEMENT AND INTERNALLY DISPLACED PERSONS PROTECTION (IDPP)** on **September 1-5, 2025** at **Cris Inn, Apokon Road, Tagum City**. This 5-day training aims to strengthen the province's disaster preparedness and response capacity, particularly in managing evacuation camps and ensuring the protection of IDPs during emergencies.
2. In this regard, **Mr. Oliver P. Ponsades, School Head of La Paz National High School** will represent this Office in the said training. For attendance confirmation and seamless coordination with the PRC, all participants are required to register using this link: <https://docs.google.com/forms/d/e/1FAIpQLSflh6Bx6ijPGKF9fxJSkYDMNY0piBg4zL-1vTSE8-MEgkXtzQ/viewform?pli=1>.
3. Moreover, participants are requested to arrive promptly and strictly follow the training schedule (see attached detailed program flow). For further information, you may contact Ms. Jonnah Mae Pasilbas at 0946-992-3528.
4. Incidental and travel expenses incurred shall be chargeable against the school Maintenance and Other Operating Expenses (MOOE)/local funds while meals and accommodation during the activity will be provided by the host organization subject to the usual accounting and auditing rules and regulations.
5. Everyone is encouraged to continually support and recognize the value of equality and diversity of all personnel (Equal Opportunity Principle) while complying with the directives set forth by this office.
6. For dissemination and compliance.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

DR. EDUARD C. AMOGUIS
Chief Education Supervisor, CID

Enclosed: as stated
SGOD/jaac



TRAINING OF TRAINERS ON CAMP COORDINATION
AND CAMP MANAGEMENT AND INTERNALLY
DISPLACED PERSON (CCCM-IDP) PROTECTION
1-5 SEPTEMBER 2025 | TAGUM CITY, DAVAO DEL NORTE

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	RESPONSIBLE PERSON
8:00 PM – 10:30 AM	OPENING PRELIMINARIES <ul style="list-style-type: none">• Opening Prayer• Philippine National Anthem• Acknowledgment of Participants• Welcome Remarks	Learning Management Team (LMT) ROSALINDA O. RAPISTA, RSW, MPA PG Department Head, PSWDO Cluster Head, CCCM-IDP Cluster EDWIN A. PALERO, MPA, MHRM PG Department Head, PHRMO
	<ul style="list-style-type: none">• Message• Getting To Know You Activity• Leveling Off Expectation• Message of Support• Presentation of 4Ps (Purpose, Product, Process, and People)• Activity Norm• Hotel Safety Protocols• Pre-Test• Know Your Teammates• Announcements and creation of teams	LMT HON. EDWIN I. JUBAHIB, MMPA Governor DSWD – Training Team PSWDO – Secretariat All Participants LMT
10:30 AM – 12: 00PM	MODULE 1: SESSION 1 <i>International and National DRRM Frameworks, NDRP, and the Cluster System Approach</i> <ul style="list-style-type: none">• Activity 1 – Concept Mapping	LENNON A. REMOTIGUE Social Welfare Officer II - Disaster Response Information Section (DRIMS) Staff
12:00 PM – 1:00 PM	LUNCH BREAK	
1:00 PM – 2:00 PM	MODULE 1: SESSION 2 <i>Core Humanitarian Principles and Standards</i> <ul style="list-style-type: none">• Activity 1 – Case Scenario• Activity 2 – Picture Perfect	LENNON A. REMOTIGUE Social Welfare Officer II - Disaster Response Information Section (DRIMS) Staff



**PROVINCIAL SOCIAL WELFARE AND
DEVELOPMENT OFFICE**



BAGONG PILIPINAS

TIME	ACTIVITY	RESPONSIBLE PERSON
2:00 PM – 3: 00 PM	MODULE 1: SESSION 3 Internally Displaced Persons, Protection Services, and Philippine Laws and Policies on Children and Women's Protection	RACHEL M. GUERRERO <i>Social Welfare Officer III - Disaster Response and Rehabilitation Section (DRRS) Head</i>
3:00 PM – 3: 15 PM	Health Break	
3:15 PM – 4: 30 PM	<i>Continuation...</i> MODULE 1: SESSION 3 Internally Displaced Persons, Protection Services, and Philippine Laws and Policies on Children and Women's Protection • Activity 1 – Problem Identification	RACHEL M. GUERRERO <i>Social Welfare Officer III - Disaster Response and Rehabilitation Section (DRRS) Head</i>
4:30 PM – 5: 00 PM	Daily Synthesis Reminders/Announcements	
8:00 AM – 8: 30 AM	Opening Prayer Management of Learning (MoL)	LMT
8:30 AM – 10:30 AM	MODULE 2: SESSION 1 CCCM and Internally Displaced Persons Activity 1 – World Café: Do's and • Don'ts in Evacuation Center	EMMALYN R. MANOAY <i>Social Welfare Officer II - Preparedness Unit Head</i>
10:30 AM – 12:00 PM	MODULE 2: SESSION 2 Camp Facilities and Services Activity 1 – Site Mapping	LENNON A. REMOTIGUE <i>Social Welfare Officer II - Disaster Response Information Section (DRIMS) Staff</i>
12: 00 PM – 1:00 PM	Lunch Break	
1:00 PM – 2: 30 PM	MODULE 2: SESSION 3 Camp Life Phases	EMMALYN R. MANOAY <i>Social Welfare Officer II - Preparedness Unit Head</i>
2:30 PM – 4: 45 PM	MODULE 2 SESSION 4 Roles and Responsibilities of Key Actors in CCCM Activity 1 – CCCM and IDP • Protection Structure	RACHEL M. GUERRERO <i>Social Welfare Officer III - Regional Resource Operation Section Head</i>
4: 45 PM – 5: 00 PM	Daily Synthesis Reminders/Announcements	



**PROVINCIAL SOCIAL WELFARE AND
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8:00 AM – 8:30 AM	Opening Prayer Management of Learning (MoL)	LMT
8:30 AM – 10:00 AM	MODULE 3 SESSION 1 Information Management in CCCM and IDP Protection • Activity 1 – Message Relay	LENNON A. REMOTIGUE <i>Social Welfare Officer II - Disaster Response Information Section (DRIMS) Staff</i>
10:00 AM – 11:00 AM	MODULE 3 SESSION 2 Reporting Tools in CCCM • Activity 1 – Familiarization of Reporting Tools	LENNON A. REMOTIGUE <i>Social Welfare Officer II - Disaster Response Information Section (DRIMS) Staff</i>
11:00 AM – 12:00 PM	MODULE 3: SESSION 3 Reporting, Referral System, and Grievance Mechanism Activity 1 – Referral System	RACHEL M. GUERRERO <i>Social Welfare Officer III - Disaster Response and Rehabilitation Section (DRRS) Head</i>
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 4:00 PM	FUNCTIONAL EXERCISE • Scenario 1: Planning • Scenario 2: Deployment • Scenario 3: Operations Center	All Resource Persons
4:00 PM – 4:15 PM	Health Break	
4:15 PM – 4:45 PM	Functional Exercise Processing	All Resource Persons
4:45 PM – 5:00 PM	Daily Synthesis Reminders/Announcements	LMT
8:00 AM – 8:30 AM	Opening Prayer Management of Learning (MoL)	LMT
8:30 AM – 12:00 NN	MODULE 4: SESSION 1 Basic Presentation Skills Activity 1 – Impromptu Speaking Exercise "Tell a Photo Story"	RACHEL M. GUERRERO <i>Social Welfare Officer III - Regional Resource Operation Section Head</i>
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 4:45 PM	Coaching for Return Demonstration	All Resource Persons
4:45 PM – 5:00 PM	Daily Synthesis Reminders/Announcements	LMT
8:00 AM – 8:30 AM	Opening Prayer Management of Learning (MoL)	LMT
8:30 AM – 12:00 PM	MODULE 4: SESSION 2 Return Demonstration and Feedbacking	All Resource Persons
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	CLOSING • Formulation of Re-Entry Plan • Post-Test • Impression • Activity Evaluation • Awarding of Certificates • Closing Remarks	