



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulung Bulu, Angeles City

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RELEASED

SEP 18 2017

September 18, 2017

DIVISION MEMORANDUM

No. 342 s. 2017

By

DapED Angeles City
Division of City Schools

EVACUATION CENTER MANAGEMENT TRAINING-WORKSHOP

To: DRRM Coordinators of Angeles City National High School, Angeles City National Trade School and Francisco G. Nepomuceno Memorial HS; Administrative Officer V (Enrique D. Pangilinan); and Youth Formation Focal Person (Clarissa A. Lagman)

1. Angeles City Disaster Risk Reduction & Management Office (ACDRRMO) in cooperation with the People's Disaster Risk Reduction Network (PDRRN) and Department of Social Welfare and Development Region 3 (DSWD3) will be conducting Evacuation Center Management Training-Workshop on September 27-29, 2017 (3 days); 8:00 AM-5:00PM at Azzurro Hotel, Balibago, Angeles City.
2. The participants to the said training are the DRRM coordinators of Angeles City National High School, Angeles City National Trade School and Francisco G. Nepomuceno Memorial HS; the Administrative Officer V and Youth Formation Focal Person of this division.
3. Attached is the Training Needs Assessment (TNA) form to be filled-out by the participants. Please submit at the SGOD (DRRM) Office or ACDRRMO Office on or before September 20, 2017. For further queries, you may contact Mr. Ricky L. Pinlac, Administrative & Training Officer of ACDRRMO at 09253587452 or 09056882520.
4. Wide dissemination of this Memorandum to all concerned is desired.

LEILANI S. CUNANAN, CESO VI

Officer-In-Charge

Office of the Schools Division Superintendent

9/18/17/MCS/SGOD



TRAINING NEEDS ASSESSMENT
Evacuation Center Management Training-Workshop
Angeles City

I. Personal Information

Name:		Nickname:	
Sex: Male <input type="checkbox"/>		Female <input type="checkbox"/>	
Age: 20 - 25 <input type="checkbox"/>		26 - 30 <input type="checkbox"/>	
41 - 49 <input type="checkbox"/>		50 - 59 <input type="checkbox"/>	
31 - 40 <input type="checkbox"/>		60 - up <input type="checkbox"/>	
Home Address:			
Mobile Number:		Email address:	
Civil Status: Single <input type="checkbox"/>		Married <input type="checkbox"/>	
		Widow/ Widower <input type="checkbox"/>	
Educational Background:			
Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Vocational <input type="checkbox"/> Tertiary <input type="checkbox"/> Masters <input type="checkbox"/> Others: <input type="checkbox"/>			
Course: Course: Field:			
Office/Organization/Agency:			
Office Address:			
Position:			
Three (3) major duties & responsibilities:			
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•			
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PDRN

II. Knowledge on Disaster Risk Reduction and Management

A. Please list major trainings attended related to disaster risk reduction, climate change, gender and other related course in the last 5 years.

Title of Training	Month & Year	Sponsoring Agency

B. Describe your experience in conducting seminar/orientation, workshops, training and the likes.

Brief Title of the Activity	Your Role/s in the activity

C. How familiar or knowledgeable are you with Evacuation Center Management in emergencies?

☐ Not Familiar

☐ Slightly Familiar

☐ Very Familiar

D. Please check your knowledge and skills level of the following:

Area of Concerns	No knowledge at all	Fairly Knowledgeable	Very Knowledgeable
1. I am familiar with the concept of disaster risks, hazards and vulnerability.			
2. I can differentiate mitigation, preparedness, response and rehabilitation.			
3. I know what disaster resiliency means.			
4. I know the salient provisions of the Philippine Evacuation Center Management Guidelines.			
5. I know and understand humanitarian imperative.			
6. I know what impartiality in humanitarian work means.			
7. I know what neutrality in humanitarian work means.			
8. I know what independence in humanitarian work is about.			
9. I know the Standards in Humanitarian Response.			
10. I know and can facilitate risk assessment/analysis.			



PDRN

Area of Concerns	No knowledge at all	Fairly Knowledgeable	Very Knowledgeable
11. I know and can facilitate risk assessment/analysis.			
12. I know and can articulate common problems in evacuation centers.			
13. I know and can facilitate planning to manage evacuation centers.			
14. I know and can manage evacuation centers in times of emergencies.			

III. Relevance of DRRM and Evacuation Center Management in your work.

In your own understanding, what is the relevance of DRRM and Evacuation Center Management to your work and communities? How can this be useful to you, your work and communities?

IV. Expectations

1. What are your expectations from this training-workshop?
2. What can you contribute to the success of this training-workshop?
3. Do you have any particular question or concerns that you think should be included in the training-workshop?
4. Any suggestions on the conduct of the training-workshop?

V. Other Concerns

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signature over printed name

Date: _____