



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. 235, s. 2026

**TRAINING NEEDS ASSESSMENT FOR SCHOOL DRRM COORDINATORS AND ALTERNATES**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with the continuous strengthening of Disaster Risk Reduction and Management (DRRM) programs in the Schools Division of Vigan City, this Office announces the conduct of a Training Needs Assessment for all DRRM Coordinators and Alternates.
2. The assessment aims to:
  - a. Identify capacity gaps and training needs of DRRM Coordinators and Alternates.
  - b. Gather relevant data to guide the development of DRRM-related training and interventions; and
  - c. Enhance preparedness, response, and resilience of schools in times of emergencies and disasters.
3. All School DRRM Coordinators and Alternates are hereby requested to accomplish the online Training Needs Assessment through this link <https://bit.ly/4rOxt0i> on or before March 27, 2026, at 5:00 PM.
4. For clarifications, kindly contact Mr. Raymart Q. Quedado, Division DRRM Coordinator at the SGOD Office.
5. For information and compliance of all concerned.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent

SGOD/DRRM/rqq  
March 23, 2026



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# SDO VIGAN CITY (DRRM) TRAINING NEEDS ASSESSMENT

For DRRM Coordinators of DepEd Vigan City

\* Indicates required question

1. Email \*

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2. NAME (FIRST M.I. LAST) \*

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3. SCHOOL \*

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4. POSITION \*

*Check all that apply.*

- SCHOOL HEAD
- PROJECT DEVELOPMENT OFFICER I
- ADMINISTRATIVE OFFICER II
- ADMINISTRATIVE ASSISTANT
- ADMINISTRATIVE AIDE

5. DESIGNATION \*

*Check all that apply.*

- DRRM COORDINATOR
- ALTERNATE DRRM COORDINATOR

## 6. AGE \*

*Check all that apply.*

- 50 - ABOVE  
 40 - 49  
 30 - 39  
 20 - 29

## 7. LENGTH OF SERVICE AS DRRM COORDINATOR \*

*Check all that apply.*

- 0 - 6 MONTHS  
 7 MONTHS - 1 YEAR  
 1 - 3 YEARS  
 3 - 5 YEARS  
 MORE THAN 5 YEARS

## 8. PREVIOUS EXPERIENCE RELATED TO DRRM \*

*Check all that apply.*

- ATTENDED 1 - 2 DRRM TRAININGS (UNDER DEPED/PDRRMO/CDRRMC)  
 PARTICIPATED IN 1 - 2 DRRM RELATED ACTIVITIES (TREE PLANTING, CLIMATE CHANGE AWARENESS CAMPAIGN, SOLID WASTE MANAGEMENT, CLEAN-UP DRIVES)  
 NONE

## CURRENT KNOWLEDGE AND SKILLS

9. RATE YOUR KNOWLEDGE OF THE FOLLOWING AREAS ON A SCALE OF 1-5; 1 = NO KNOWLEDGE, 5 = EXPERT
-

10. DepEd's Comprehensive DRRM Framework \*

*Check all that apply.*

- 1
- 2
- 3
- 4
- 5

11. Roles and Functions of DepEd DRRM Coordinators \*

*Check all that apply.*

- 1
- 2
- 3
- 4
- 5

12. Relevant laws and policies (e.g. RA No. 10121) \*

*Check all that apply.*

- 1
- 2
- 3
- 4
- 5

13. Incident Management Report System (IMRS) \*

*Check all that apply.*

- 1
- 2
- 3
- 4
- 5

14. Relevant laws and policies (e.g. RA No. 10121) \*

*Check all that apply.*

- 1
- 2
- 3
- 4
- 5

15. Risk Assessment and Hazard Mapping \*

*Check all that apply.*

- 1
- 2
- 3
- 4
- 5

16. Student-led watching and hazard mapping. \*

*Check all that apply.*

- 1
- 2
- 3
- 4
- 5

17. Basic Life Support \*

*Check all that apply.*

- 1
- 2
- 3
- 4
- 5

18. Emergency Response Training \*

Check all that apply.

- 1
- 2
- 3
- 4
- 5

19. Community Engagement Strategies (Barangay, City, Province) \*

Check all that apply.

- 1
- 2
- 3
- 4
- 5

20. Monitoring and Evaluation of DRRM initiatives. \*

Check all that apply.

- 1
- 2
- 3
- 4
- 5

TRAINING PREFERENCES

21. Which of the following training topics would you find most beneficial? (Check max \* of 5 priorities) Topics that should be given priority.

*Check all that apply*

- Overview of DepEd's DRRM Framework
- Roles and Functions of DepEd DRRM Coordinators
- Relevant Laws and Policies (e.g., Republic Act No. 10121)
- Incident Management Report System (IMRS)
- Risk Assessment and Hazard Mapping; Student-led watching and hazard mapping
- Basic Life Support
- Emergency Response Training
- Community Engagement Strategies (barangay, city, province)
- Monitoring and Evaluation of DRRM initiatives

22. What format of training do you prefer? Choose a max of 2. \*

*Check all that apply*

- In-person workshops
- Online courses/webinars
- Hands-on practical sessions
- Group discussions and forums

23. How long do you think a training session should be? \*

*Check all that apply*

- Full day
- Multiple days

24. What other DRR trainings should be offered/implemented by the SDO/CDRRMC/PDRRMO? \*

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