



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

August 18, 2025

DIVISION MEMORANDUM

No. 271, s. 2025

**PARTICIPATION IN THE CONDUCT OF RAPID DAMAGE ASSESSMENT AND
NEEDS ANALYSIS (RDANA) TRAINING**

To: Education Program Supervisors
Public Schools District Supervisors/ Principal-in-charge
Public Elementary & Secondary School Heads
School & District DRRM Coordinators
All Others Concerned

1. This is in reference to the letter received from the Disaster Risk Reduction & Management Officers League of Northern Samar (DRAGONS) regarding the conduct of Rapid Damage Assessment and Needs Analysis (RDANA) training scheduled on August 25-29, 2025, in Etsu Hotel Tacloban City.
2. Invited participants in this activity are the District Heads, District DRRM coordinators, and DRRM school coordinators. Interested participants may refer to the attached communication letter received by this office for guidance and reference.
3. Immediate dissemination of this Memorandum is desired.


GAUDENCIO C. ALJIBE JR. PhD., CESO VI
Schools Division Superintendent

DepEd Northern Samar

RELEASED

By: 

Date: AUG 28 2025



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Republic of the Philippines
**Disaster Risk Reduction & Management
Officers League of Northern Samar
(DRAGONS), Inc.** in coordination with the
Office of Civil Defense (OCD)



19 August 2025

GAUDENCIO C. ALJIBE, JR. PhD, CESO VI

Schools Division Superintendent
Department of Education
Province of Northern Samar

Dear Superintendent Aljibe,

Warm greetings!

Disaster preparedness and response are fundamental responsibilities of every municipality. In times of crisis, the ability to conduct **Rapid Damage Assessment and Needs Analysis (RDANA)** can significantly impact the effectiveness of relief efforts and long-term recovery. To further strengthen local capacities, we are pleased to invite your **District Heads** to participate in the **RDANA Training** scheduled on **August 25-29, 2025**, in **Etsu Hotel Tacloban City**.

This crucial training will equip School Heads with the knowledge, tools, and methodologies necessary to rapidly assess disaster impacts, prioritize urgent needs, and mobilize coordinated responses. Their participation will ensure that every district school is well-prepared to manage and mitigate disaster risks effectively.

With the ever-present threat of natural hazards, every district school must be ready to act swiftly and decisively.

To defray the cost of training expenses, there will be a Registration Fee of **FIFTEEN THOUSAND PESOS (P 15,000.00)** per participant, payable to the **Disaster Risk Reduction and Management Officers League of Northern Samar (DRAGONS), Inc.** **on or before August 18, 2025** for confirmation of participants.

As a **Regular Member of the MDRRMC**, the Local Government Unit (LGU) can sponsor the registration costs for all participating District Heads. This gesture underscores our shared responsibility and commitment to institutionalizing disaster risk reduction and management practices across all sectors.


Should there be any concerns regarding the amount of the registration fee, please be advised that the php 2,000.00 limit per day mentioned in DBM National Budget Circular No. 563 dated 22 April 2016 only refers to conventions, seminars, conferences, symposia and similar **non-training gatherings**. ***It does not cover those conducted for training purposes where participants are expected to gain or strengthen skills and technical or management expertise in their areas of endeavor.***

For coordination and clarifications, kindly reach us through the following contact persons:

1. **Jeremy Alexandre O. Evardone (Secretary) – 09171166420 / 09096081364**
2. **Joe Louis B. Gajutos (President) - 09054147316**

We look forward to your positive response and to working together in fostering a more disaster-resilient future.\

Thank you and best regards,


JOE LOUIS B. GAJUTOS
MGDH - LDRMO
President, DRAGONS, Inc.