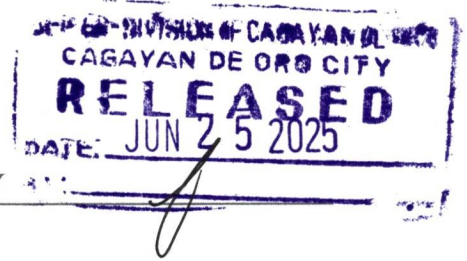




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

20 June 2025

DIVISION MEMORANDUM
No. 497 s.2025

CONDUCT OF DRR INFRASTRUCTURE ASSESSMENT, MONITORING & EVALUATION, AND TRAINING OF TRAINERS UNDER THE MASTER OF DISASTER (MOD) PROGRAM

TO: Public Schools District Supervisors
Elementary School Heads
Concerned Teachers
All Others Concerned

1. In support of the ongoing implementation of the Master of Disaster (MOD) program, the Asia Society for Social Improvement and Sustainable Transformation (ASSIST) will conduct the following activities in selected schools within the Division:

A. **Training of Trainers (ToT)** – to be held on **June 28, 2025 (Saturday), 8:00 AM–12:00 NN** at **CDO-NHS-Junior High Campus Gym**, for the final six (6) pilot schools:

- o Sacred Heart Village Elementary School
- o Camaman-An Elementary School
- o Canito-An Elementary School
- o Iponan Elementary School
- o Pagatpat Elementary Integrated School
- o Pedro "Oloy" N. Roa, Sr. Elementary School

B. **DRR Infrastructure Assessment, Monitoring and Evaluation (M&E), and Impact Documentation** – for fifteen (15) previously trained schools. Activities will include assessments and interviews with selected students and teachers to measure the impact and effectiveness of the MOD program.

C. **Schedule of Activities is stated in the request letter.**



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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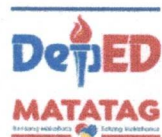
2. All participating schools are advised to extend full support and provide the necessary assistance to the ASSIST team during the conduct of the activities. Selected students and teachers will be tapped for participation and data gathering. Strict compliance with ethical standards and consent protocols will be observed.
3. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment shall be accorded to all concerned/participants regardless of disability, sexual orientation, gender, age, religion and ethnicity.
4. For immediate and appropriate dissemination.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

DRRM TRAINING

DM-042-SGOD-SMN-RQB/conduct of drr infrastructure assessment, monitoring & evaluation, and training of trainers under the master of disaster (mod) program
June 10, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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Asia Society for Social Improvement
and Sustainable Transformation



Unit 1404 - 1405 Pacific Star Bldg.
Sen. Gil Puyat Ave., cor Makati Ave.,
1209, Makati City, Philippines



info@assistasia.org



www.assistasia.org



(+632) 8403 8668

Roy Angelo E. Gazo, PHD, Ceso V
Schools Division Superintendent
Department of Education - Schools Division Office of CDO
Cagayan de Oro City

June 11, 2025

Dear Dr. Gazo,

Warm greetings from ASSIST!

The Asia Society for Social Improvement and Sustainable Transformation (ASSIST) is a nonprofit organization focused on capacity-building, promoting sustainable practices, and achieving social impact. We also work across the country to forward our social impact programs.

Our original initiative, Master of Disaster (MOD), is an inclusive, informative, and fun-filled board game that aims to teach children aged 9 years old and above how to prepare and actively respond to the most common disasters such as earthquakes, floods, cyclones, and fires.

In line with our MOD program in CDO, this letter of intent expresses our request to conduct a **Training of Trainers (ToT)** session on **June 28, 2025** (Saturday), from **8:00 AM to 12:00 NN**, for the remaining six (6) schools. This session will complete the training of teachers from all twenty-one (21) pilot schools for the program's first year. Here is the list of the schools for the last training session:

- Sacred Heart Village Elementary School
- Camaman-An Elementary School
- Canito-An Elementary School
- Iponan Elementary School
- Pagatpat Elementary Integrated School
- Pedro "Oloy" N. Roa, Sr. Elementary School

In addition, we will be conducting the DRR Infrastructure Assessment, Monitoring & Evaluation, and Impact Documentation in the fifteen (15) schools where the training sessions were previously conducted.

Below are brief descriptions of the activities to be implemented:

- **DRR Infrastructure Assessment:** This assessment will consist of a set of questions designed to evaluate the school's readiness in terms of awareness, attitudes, equipment, and communication systems. It will be administered to selected teachers and students.
- **Monitoring and Evaluation (M&E):** This component will involve a Q&A assessment for fifteen (15) selected students who have already played MOD, to evaluate their knowledge and the impact of MOD on their disaster preparedness. Additionally, a focused group discussion (FGD) with three (3) teachers who have implemented MOD will be conducted to assess the quality of the rollout and the tool's effectiveness in disaster preparedness education.
- **Impact Documentation:** This will involve interview-style sessions with two (2) students and one (1) teacher to gather their insights and experiences with MOD. These interviews will be used as part of the project video to be showcased during the culmination activity. Consent forms will be provided to all interviewees to ensure proper documentation and compliance with ethical standards.



**Asia Society for Social Improvement
and Sustainable Transformation**



Unit 1404 -1405 Pacific Star Bldg.
Sen. Gil Puyat Ave., cor Makati Ave.,
1209, Makati City, Philippines



info@assistasia.org



www.assistasia.org



(+632) 8403 8668

See below the proposed schedule for the said activities for each school:

Date	Activities	Time	School
June 23, 2025	● M&E (Students & Teachers) ● DRR Assessment ● Impact Documentation ● MOD Boards Delivery	9:00 AM - 11:00 AM	Macabalan ES
		1:00 PM - 3:00 PM	North City Central ES
		3:00 PM - 5:00 PM	St. John ES
June 24, 2025		8:00 AM - 10:00 AM	Corrales ES
		10:30 AM - 12:30 NN	Bonbon ES
		1:00 PM - 3:00 PM	East City ES
June 25, 2025		3:00 PM - 5:00 PM	Consolacion ES
		8:00 AM - 10:00 AM	Kauswagan ES
		10:30 AM - 12:30 NN	Macasandig ES
		1:00 PM - 3:00 PM	West City Central ES
June 26, 2025		3:00 PM - 5:00 PM	Macanhan ES
		8:00 AM - 10:00 AM	City Central ES
		10:30 AM - 12:30 NN	South City Central ES
		1:00 PM - 3:00 PM	Fr. Masterson ES
	3:00 PM - 5:00 PM	Upper Carmen ES	

In this light, we would like to request your support for these activities, as they will serve as the assessment of the MOD program and form the basis for the project report to be prepared and presented during the culmination event.

Once again, we are sincerely grateful for the continued support that SDO Cagayan de Oro has extended to us for this initiative. Thank you, and we look forward to your positive response.

Sincerely,

Louise Baccay
Special Projects Associate
Asia Society for Social Improvement and Sustainable Transformation