



Republic of the Philippines
DEPARTMENT OF EDUCATION

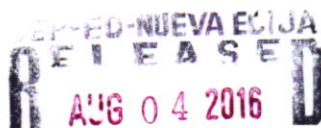
Region III

SCHOOLS DIVISION OF NUEVA ECJA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100



August 2, 2016



DIVISION MEMORANDUM

No. 196, s. 2016

RECORDS SECTION

**To: All District Supervisors
All School Heads, Public and Private Secondary and Elementary Schools
DRRM School (Elementary & Secondary) and District Coordinators**

[Signature]
From: RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

**RE: CONDUCT OF STORY WRITING ON DISASTERS AND RECOVERY
EFFORTS AS PART OF THE OBSERVANCE OF THE WORLD
HUMANITARIAN DAY**

1. In support to the DRRMS activity of creating an Information, Education and Communication (IEC) material that compile personal stories from different schools and divisions of the country accounting the application of best practices during and after a disaster and recovery efforts made in order to attain return to normalcy, the Schools Division of Nueva Ecija through the School Governance and Operations Division (SGOD) encourages all schools/districts to take part through our localized implementation of the said activity.
2. Enclosure No. 1 discusses in detail the Guidelines on the Implementation of the Story Writing Activity on Disasters and Recovery Efforts.
3. This activity supports DepEd order No. 37, s. 2015 entitled *The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework* which seeks to guide DRRM efforts in the basic education sector towards resilience-building of offices and schools, and to ensure that quality education is continuously provided and prioritized even during disasters and/or emergencies.
4. All stories together with pictures (optional) must be submitted **not later than August 26, 2016.**
5. Public School District Supervisors and School Heads shall enjoin their District and School DRRM Coordinators to plan and enlist all learners and teachers with experience of any type of disaster and encourage them to participate in the story writing activity.
6. Immediate wide-dissemination of this Memorandum is desired.

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SGOD_006_08_03_2016



**GUIDELINES ON THE IMPLEMENTATION OF THE STORY WRITING ACTIVITY ON
DISASTERS AND RECOVERY EFFORTS**

1. In light of the story writing activity of the Disaster Risk Reduction and Management Service (DRRMS), the following roles and responsibilities of the DRRM coordinators of all levels must be observed:

- identify schools which have experienced any kind of disaster in the past;
- coordinate with school heads in enlisting the learners and teachers who will write their personal accounts or accounts of friends/relatives about their experiences in disasters and recovery efforts;
- consolidate the stories submitted by the schools and endorse them to the District / Division DRRM Coordinator;
- monitor the completion of submissions relative to the enlisted schools.

2. For the purpose of documentation and monitoring of the activity, the enlisted schools are required to do the following:

- to avoid disruption of classes during the story writing activity, the school head can employ one of the following methods for the learners:
 - conduct the activity as a special project for chosen learners who shall participate in the aforementioned event; or
 - ask the learners to write their stories during their English or Filipino subject period.
- ask the learners, parents of learners under 18 years old, and/or teachers to sign a consent form which indicates their willingness to share their experiences and learning, and permission to take pictures of them, and have them compiled in an Information, Education, and Communication (IEC) material;
- learners and teachers may opt to change certain details of the story if they are uncomfortable with using the real names of community members or if the story may bring unwanted attention to themselves/their families and relatives;
- learners and teachers that gave their consent but suddenly had a change of heart must signify their desire to retract their stories by sending a letter of intent to retract submission addressed to the SDO DRRM Coordinator (using the contact details provided below) no later than 3 working days after the deadline indicated in this memorandum. The letter must contain all necessary details of the submission to be retracted including school ID, school name, title of submission, and name of writer to assist the DRRM in locating the said story/ies to be retracted. All letters of intent received by schools should then be forwarded to the SDO - SGOD by the indicated deadline for appropriate action. The SDO cannot guarantee the retraction of stories of learners and teachers who submit their letter after the 3 day leeway;
- each submission will represent the learner and/or teacher and shall be acknowledged afterwards through the published IEC material;
- handwritten submissions must be put in an A4-sized (8.27" x 11.69") paper using black colored ink and must be scanned and saved as a .pdf file; typewritten submissions must be saved as an MS Word file (.doc or .docx) in an A4-sized document using Arial font, size 12, and 1" margin on all sides;
- pictures of the learners and/or teachers, if any, must be included in the files as annexes