



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 19, 2025

DIVISION MEMORANDUM

No. 430, s. 2025

**CRAFTING OF LOCALIZED INFORMATION, EDUCATION,
AND COMMUNICATION (IEC) MATERIALS**

To: OIC Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors, Principals-In-Charge of the District,
Head Teacher-in-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary/Integrated/Secondary Schools
District DRRM Coordinators
All Others Concerned

1. Following the Disaster Risk Reduction and Management Service (DRRMS) mandate to institutionalize disaster risk reduction and management (DRRM) in the basic education sector and to increase the resilience of both learners and personnel to hazards, the Schools Division Office of Aklan, through the School Governance and Operations Division – DRRM Section, will conduct a **Crafting of Localized Information, Education, and Communication (IEC) Materials** on August 24–28, 2025 at Ati-Atihan Festival Hotel, Kalibo, Aklan.
2. The workshop aims to:
 - a. Enhance the capacity of participants in developing localized IEC materials relevant to DRRM;
 - b. Ensure that DRRM information is tailored to the cultural, linguistic, and hazard context of Aklan; and
 - c. Craft localized IEC materials for validation and reproduction.
3. Participants are reminded of the following:
 - a. **Participants:** Each district is required to send two (2) participants, who must possess basic *Canva* and *Video* editing skills to effectively contribute to the development of localized IEC materials.
 - b. **Pre-registration:** All participants must pre-register and confirm their attendance using the link <https://forms.office.com/r/NC52nEguYA> no later than August 22, 2025. Late registration is strictly not encouraged as this may affect the event logistics preparations.
 - c. **Required Materials:** Participants must bring individual laptops and extension cords.
4. All expenses relative to this activity shall be charged against DRRM downloaded fund, School Maintenance and Other Operating Expenses (MOOE), local funds or other available funds subject to the usual accounting and auditing rules and regulations.



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53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to teachers. On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) for their services rendered during weekends and holidays as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.

6. Immediate dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

CALAMITY

ENVIRONMENTAL EDUCATION

/MATG



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Enclosure No. 1 to Division Memo No. 430 s. 2025

Training Matrix

Day 1- August 24, 2025		
Time	Activity	Person-in-charge
8:00 AM-12:00 NN	Arrival of Participants	
12:00 NN	Lunch/Arrival of Participants	
1:00 PM – 1:30 PM	Preliminaries National Anthem Prayer Aklan Hymn	Pre-recorded Video
1:30 PM – 2:00 PM	Welcome Message	Feliciano C. Buenafe Jr., CESO VI <i>Schools Division Superintendent</i>
	Message of Support	Michael T. Rapiz Chief Education Supervisor
	House Rules	Denor D. Torres <i>Technical Support Assistant II</i>
	Presentation of Participants	Danica Joy M. Llanza <i>Administrative Officer II</i>
	Statement of Purpose and IEC Materials Content	Michael Angelo T. Garcia <i>Project Development Officer II</i> Connie A. Nagrama <i>Principal II</i>
2:00 PM – 3:00 PM	Basic Canva Skills	Mahnnie Q. Tolentino <i>Education Program Supervisor</i>
3:00 PM – 5:00 PM	Bureau of Learning Resources Standards on IEC Materials	
	a. Content and Language b. Design and Illustration	Hazel Joy L. Rabe Master Teacher II Kalibo Elementary School Aljon I. Arevalo Head Teacher I Kalibo Integrated special Education Center



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Day 2 – August 25, 2025		
8:00 AM – 12:00 NN	c. Non-Print Materials	Josie T. Legaspi T-III Catalino M. Prado National High School
8:00 AM – 12:00 NN	Development of IEC Materials (Printed)	Elyn M. Bersales MT-I, Naisud Central School
12:00 NN – 1:00 PM	Lunch Break	
1:00 M – 5:00 PM	Development of Printed IEC Materials	Workshop Proper
Day 3 – Aug 26, 2025		
8:00 AM -12:00 NN	Development of IEC Video-based Materials	Mahnne Q. Tolentino Education Program Supervisor
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	Development of IEC Video-based Materials	Workshop Proper
Day 4 – August 27, 2025		
8:00 AM – 12:00 NN	Division Memo on Submission of LR for Certificate of Utilization	Aljon I. Arevalo Head Teacher I Kalibo Integrated special Education Center
12:00 – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	Quality Assurance (QA) of Materials	LR Facilitators
Day 5 – August 28, 2025		
8:00 AM – 10:00 NN	Presentation of Outputs	Participants
10:00 AM – 11:00 NN	Critiquing of Outputs	LR Facilitators
11:00 AM- 12:00 NN	Closing Program	



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Working Committee

MICHAEL ANGELO T. GARCIA

Project Developer Officer II
Chairperson

Program Committee

AR. MAR BIEN GREGORY G. PAREL
Senior Education Program Specialist

DENOR D. TORRES
Technical Support Assistant II

CHURCHILL C. GUMBOC
Head Teacher I

TERRY JOHN I. NALDOZA
School Principal I

Monitoring and Evaluation

Souvenir Program and Attendance

JUNE R. PATRICIO
Senior Education Program Specialist

CHRISTINE LANE I. VILLANUEVA
Administrative Officer II

Documentation

ICT

DANICA JOY M. LLANZA
Administrative Officer II

JEAN ANTHONETTE R. DELA CRUZ
Administrative Officer II

KENNELYN LEE C. GARCIA
Administrative Assistant III



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