



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF NATIONAL DEFENSE**  
**OFFICE OF CIVIL DEFENSE MIMAROPA**  
PEO COMPOUND, KUMINTANG ILAYA, BATANGAS CITY, PHILIPPINES

Memorandum No. 071  
Series 2023

For : RDRRMC MIMAROPA MEMBER AGENCIES  
Subject : INVITATION TO POST – DISASTER NEEDS ASSESSMENT (PDNA) TRAINING FOR RDRRMC MEMBER AGENCIES  
Date : June 26, 2023

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The Office of Civil Defense MIMAROPA will be conducting a **Post – Disaster Needs Assessment (PDNA) Training for RDRRMC MIMAROPA Member Agencies** on **July 17 – 21, 2023** via **blended learning** (ie self – paced with online lectures).

In line with this, we would like to respectfully invite **two (2) representatives per agency** to attend the said training. Requirements for the nominated participants are as follows:


- Must NOT have completed PDNA Training Course before
- Must have knowledge and experience in the field of DRRM
- Must be willing to be deployed on disaster – stricken areas to conduct PDNA for long durations
- Must be willing to accomplish the course assignments and must be willing to participate in the video teleconference lectures
- Must be available to be tapped as instructor / facilitator to cascade the course

Confirmation of attendance can be made by registering on or before **July 10, 2023** through the following link (note: the link is case – sensitive): <https://bit.ly/RDRRMCPDNA2023>

Also attached herewith is the initial advisory for your reference. The final training advisory will be issued to the nominated participants through the contact details indicated in their registration details.

For questions and clarifications, our contact officer **Ms. JONALYN D. ESCARTIN** of OCD MIMAROPA can be reached at **(043) 723 – 4248 / (043) 702 – 9361**, mobile numbers **0917 533 0433 / 0908 820 5177**, or through email address [ocd4\\_mimaropa@yahoo.com](mailto:ocd4_mimaropa@yahoo.com) or [mimaropa@ocd.gov.ph](mailto:mimaropa@ocd.gov.ph).

Thank you very much, we look forward to the member agencies' continuous support in OCD – RDRRMC MIMAROPA and our DRRM efforts.

  
**DIR. EUGENE G. CABRERA**  
Regional Director, OCD MIMAROPA

Enclosure: as stated

**OFFICE OF CIVIL DEFENSE  
INITIAL ADVISORY FOR DRRM AND CIVIL DEFENSE  
CAPACITY-BUILDING AND TRAINING ACTIVITIES FOR 2023**

TRAINING COURSES	DATES AND REGISTRATION
<p><b>Post-Disaster Needs Assessment (PDNA) Training for RDRRMC MIMAROPA Member Agencies</b></p> <p><b>Objective:</b> At the end of the training, the participants will be able to obtain the knowledge, skills, and attitude required in the overall conduct of PDNA as fundamental for the implementation of disaster rehabilitation and recovery.</p> <p><b>Priority Participants:</b></p> <ul style="list-style-type: none"> <li>• Provincial / City / Municipal DRRM Officers of MIMAROPA</li> <li>• Employees holding permanent position under the Provincial / City / Municipal DRRM Offices of MIMAROPA</li> <li>• Note: The Training Secretariat reserves the right to choose the priority participants based on previously conducted OCD and technical assistance training activities</li> </ul> <p><b>Requirements for Participants:</b></p> <ul style="list-style-type: none"> <li>• Must NOT have completed the PDNA Training Course before</li> <li>• Must have knowledge and experience in the field of DRRM</li> <li>• Must be willing to be deployed on disaster-stricken areas to conduct PDNA for long durations</li> <li>• Must be willing to accomplish the course assignments and must be willing to participate in the video teleconference lectures and breakout group activities</li> <li>• Must be available to be tapped as instructor / facilitator to cascade the course</li> <li>• Note: Refer to end notes for additional general training requirements</li> </ul> <p><b>Certification:</b></p> <ul style="list-style-type: none"> <li>• The completion of the training is equal to 30 TECHNICAL TRAINING HOURS</li> <li>• Only participants who are able to participate in all sessions and are able to submit the assignments on time would receive the Certificate of Completion</li> </ul>	<p style="text-align: center;"><b>July 17 – 21, 2023</b></p> <p>Registration for expressions of interest:  <a href="https://bit.ly/RDRRMC PDNA2023">https://bit.ly/RDRRMC PDNA2023</a></p> <p>The final training advisory will be issued to the chosen participants through the contact details indicated in their registration.</p>

**Once successfully chosen as a participant for any training, the following are the general requirements for attending the training:**

- Laptop or desktop computer per participant (Note: mobile phones can be used for video teleconferencing purposes but laptop or desktop computers are preferred to properly accomplish the assignments)
- Functional laptop or desktop computer webcam and microphone
- Reliable internet connection

- Functional and active email address per participant
- Functional and active mobile number per participant
- Basic knowledge in Zoom Application
- Basic knowledge in Microsoft Word and Microsoft Excel
- OCD Training Information Management System (IMS) student number. Important: Take note of your student ID number and do not forget the email address associated to your IMS account. You may register via: <https://trainingims.oed.gov.ph/ims/register>

**Other Reminders:**

- All training activities are FREE (ie no registration fee required)
- For those training activities with limited slots per LGU, the slots allotted per province/city/municipality shall always be respected. Other participants will only be considered upon confirmation of unavailability of other expected participants. The Training Secretariat reserves the right to choose the priority participants based on previously conducted OCD and technical assistance training activities.