



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF BOHOL**  
City of Tagbilaran



December 1, 2015

**UNNUMBERED MEMORANDUM**

To : Schools District Supervisors & School Heads of Loon South, Loon North & Maribojoc


Subject: **PROJECT PROPOSAL DEVELOPMENT WRITESHOP**

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Attached please find a Letter from Jen Paul B. Relacion, Program Coordinator-Save the Children, Bohol Program Office which is self-explanatory.

The Project Brief, Target Participants and Schedule of the Write shop are also attached for your ready reference.

Immediate dissemination of this Memorandum is desired.

*fw:*   
**WILFREDA D. BONGALOS, Ph.D.**  
Schools Division Superintendent *12/1/2015*

SGOD/dvd

November 18, 2015

**DR. WILFREDA BONGALOS**

Schools Division Superintendent  
Division of Bohol  
Province of Bohol

Dear Dr. Bongalos,

Greetings!

Save the Children (SC), the world's leading, independent organization for children, has been providing assistance to the Province of Bohol since October 2013 as part of its emergency response to population affected by the earthquake. We dispatched non-food items (household, hygiene, and water kits), temporary learning and child friendly spaces (TLS/CFS), children's back to school and teachers' kits, and soccer balls during the acute phase of the emergency and in early recovery response. Likewise, SC has been extending support to the areas of education and child protection. Currently, we are implementing a 30-month School-based Disaster Risk Reduction Project to the province, particularly in the Municipalities of Loon and Maribojoc, covering 25 public schools and 26 barangays.

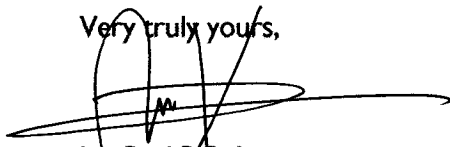
Save the Children will launch a competition, dubbed as "A search for the best child-led school-based DRR/CCA project/activity in schools". This will enable children in school DRRM Group to develop and implement the most creative, relevant, timely, needs-responsive and child-led project or activity in schools supported by Save the Children in Maribojoc and Loon. Since this is a competition, each targeted participating schools has to develop and submit their project/activity proposal following a simple prescribe format and criteria.

Attached is a project brief for your reference.

In line with this, we would like to request your support by sending potential pupils/students to attend a **Project Proposal Development writeshop on December 4 (Loon South and North Districts), and December 5 (Maribojoc District)**. In this process, children and their teacher-adviser will be able to identify possible child - led DRR project/activities, and set this all in a written activity proposals for each covered school.

Here's hoping for your affirmative response. You can call me during business hours at (038) 422-8295 or 09153850206 should you have clarification.

Very truly yours,



Jen Paul B. Relacion  
Program Coordinator  
Save the Children - Bohol Program Office

## **“Search for the Best Child-led Disaster Risk Reduction and Climate Change Adaptation Project/Activity in School”**

### **A Project Brief**

A search for the best child-led school-based DRR/CCA project/activity will be launched. This will enable children in school DRRM Group to develop and implement the most creative, relevant, timely, needs-responsive and child-led project or activity in schools supported by Save the Children in Maribojoc and Loon. Since this is a competition, each targeted participating schools has to develop and submit their project/activity proposal following a simple prescribe format and criteria. Each members of the municipal technical working must contribute in setting the said criteria and dynamics of the competition. A select members of the TWG will serve as the screening committee to choose the best project/activity proposal.

The ceiling cost for each small project/activity is Php 7,000. Therefore, costing should be based on this amount to qualify. Since we have limited budget on this particular activity, Save the Children staff should ensure that this will be observed and followed before the project/activity development. Initially, the screening committee shall choose the top 5 best activity/project proposal through scoring system based on the criteria which includes: creativity: 30%; relevance/timeliness 30%; needs-responsiveness 40%, a total of 100 percent. The criteria is described in a separate document as attached. The top 5, once choose, will revised their proposal and costing up to Php 15,000. Deadline of submission for the activity proposals is on December 14, 2015.

Save the Children will not directly give the seed-grant fund to the children’s group. The items or materials identified in the proposed activity/project will be procured following the Save the Children procurement policy, and will be facilitated by the project team. This is to ensure that financial and logistics documentation are properly kept, and policies are followed.

In line to support the participating schools, Save the Children will conduct a one day competition orientation, and project development writeshop to be participated by student leaders and their teacher-adviser from the covered schools in Loon and Maribojoc.

To come up with a good proposal, Bohol Program Team will conduct and facilitate a project proposal development writeshop. In this process, children and their teacher-adviser will be able to identify possible child - led DRR project/activities and set this all in a written activity proposals for each covered school. The projects to be identified by each children’s group per school will be supported by Save the Children through a seed-grant, as stated above.

The objective of the writeshop were, as follows:

1. Enhance their knowledge on basic project development cycle; and
2. Identify and develop an appropriate child-led disaster risk reduction activities or projects in school.
3. Draft an initial concept note/project or activity proposal.

## Target Participants

<b>Participants</b>	<b>No.</b>
School DRRM Group Leaders (3 per school)	
<i>Children (1<sup>st</sup> Batch, Loon South and North District)</i>	<b>42</b>
Teacher-Adviser	<b>14</b>
Facilitators	<b>2</b>
SC Staff/Secretariat	<b>3</b>
Documenter	<b>1</b>
<b>Sub-total for Batch 1</b>	<b>62</b>
<i>Children (2nd batch, Maribojoc District)</i>	<b>33</b>
Teacher-Adviser	<b>11</b>
Facilitators	<b>2</b>
SC Staff/Secretariat	<b>3</b>
Documenter	<b>1</b>
<b>Sub-total for Batch 2</b>	<b>50</b>
<b>Total</b>	<b>112</b>

## Agenda of the Writeshop

<b>Time</b>	<b>Topic / Particular</b>
8:00 – 9:00 am	Arrival & Registration
9:01 – 9:30 am	Preliminaries / Opening Ceremonies / Workshop Overview
9:31 – 10:00 am	Presentation of the consolidated school HVCA output
10:01-10:30am	Overview of the competition
10:31 – 11:30 noon	Overview: The project cycle and Project identification and development
11:30 – 12:00 noon	Workshop: Identifying Gaps and Needs in Schools on risk reduction, and prioritization
12:01 – 1:00 pm	Lunch Break
1:01-1:30	(Continuation) Workshop: Identifying Gaps and Needs in Schools on risk reduction, and prioritization
1:31-2:00	Plenary presentation and critiquing
2:01 – 3:00 pm	Writeshop: In identifying possible and feasible child-led projects and priorities in school
3:01- 3:45	Plenary presentation/Open Forum
3:46- 4:00	Next steps
4:01-4:15pm	Closing