



ACTIVITY ACCOMPLISHMENT REPORT

Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT PLANNING
Date Implemented	September 8 to 12, 2025
Rationale	<p>The Local Disaster Risk Reduction and Management Plan (LDRRMP) serves as a strategic framework that guides local government units (LGUs) in reducing disaster risks, enhancing preparedness, and ensuring an effective response and recovery during emergencies. However, the successful implementation of the LDRRMP depends greatly on the capacity, knowledge, and coordination of the local DRRM officers, committee members, and partner stakeholders.</p> <p>In this regard, the LDRRMP Training is being conducted to strengthen the competencies of local officials and DRRM personnel in formulating, updating, and implementing their respective LDRRM Plans. The training aims to ensure that all sectors are aligned with the national DRRM framework and are capable of developing evidence-based, risk-informed, and gender-responsive plans that address local hazards and vulnerabilities.</p> <p>Moreover, this capacity-building initiative provides participants with the necessary tools and practical approaches in disaster risk assessment, contingency planning, resource management, and monitoring and evaluation of DRRM programs. It also fosters inter-agency collaboration and promotes a proactive culture of safety and resilience within the community.</p> <p>Through this training, the LGU is expected to enhance its institutional readiness, improve its local DRRM governance, and ensure that disaster preparedness and risk reduction are mainstreamed into local development planning and decision-making processes.</p>
Activity Narrative Report	<p>The LDRRMP Training aims to enhance the knowledge, skills, and competencies of local disaster risk reduction and management (DRRM) personnel and stakeholders in developing and implementing an effective Local DRRM Plan. Specifically, it seeks to:</p> <ol style="list-style-type: none">1. Enhance understanding of the legal framework, concepts, and principles of disaster risk reduction and management in line with RA 10121 and the National DRRM Framework;2. Equip participants with the necessary knowledge and skills to formulate, update, and operationalize their Local DRRM Plan (LDRRMP) based on local hazard, risk, and vulnerability assessments;3. Promote integration of DRRM and climate change adaptation (CCA) strategies into local development and land use plans;



4. **Strengthen coordination and collaboration** among LGU offices, barangays, and partner agencies in implementing DRRM programs and activities;
5. **Develop participants' capacity** to monitor, evaluate, and sustain DRRM initiatives at the local level; and
6. **Foster a culture of preparedness and resilience** by ensuring that local leaders and responders are proactive in managing disaster risks within their respective communities.

III. Activity Details

Date Conducted: September 8 – 12, 2025

Venue: Blue Lotus Hotel, Davao City

Participants: Department Heads of Various Offices of LGU of Cotabato, MILG, OCD, COLIGHT, MCWD and CDRRM Personnel

I. Introduction and Orientation

1. Overview of the Training Objectives and Expected Outputs
2. Overview of RA 10121 – The Philippine Disaster Risk Reduction and Management Act of 2010
3. The National Disaster Risk Reduction and Management Framework (NDRRMF) and Plan
4. The Role of LGUs in DRRM and Climate Change Adaptation

II. Understanding Disaster Risk

5. Basic Concepts and Terminologies in DRRM and CCA
6. Hazard, Vulnerability, and Risk Assessment (HVRA)
7. Tools and Techniques for Community-Based Risk Assessment
8. Understanding Local Hazard Maps and Historical Data

III. The LDRRM Plan Framework

9. Structure and Components of the Local DRRM Plan (LDRRMP)
10. The Four Thematic Areas of DRRM:
 - Prevention and Mitigation
 - Preparedness
 - Response
 - Rehabilitation and Recovery
11. Aligning the LDRRMP with the Comprehensive Development Plan (CDP) and Comprehensive Land Use Plan (CLUP)

IV. Planning Workshop

12. Step-by-Step Process in Formulating the LDRRMP
13. Setting Goals, Objectives, and Key Results (GOKRs)
14. Developing the DRRM Programs, Projects, and Activities (PPAs)
15. Prioritization and Resource Allocation
16. Workshop: Drafting or Updating the LDRRMP



V. Implementation and Monitoring

17. Institutional Arrangements and Roles of the Local DRRMC
18. Integration of Gender and Social Inclusion (GAD) in DRRM
19. Monitoring, Evaluation, and Updating of the LDRRMP
20. Resource Mobilization and Financial Planning (LDRRM Fund Utilization)
21. Documentation, Reporting, and Sustainability Measures

VI. Special Topics (Optional / Advanced)

22. Early Warning Systems and Emergency Communication Planning
23. Contingency Planning and Incident Command System (ICS) Overview
24. Community-Based DRRM Best Practices and Case Studies
25. Developing a DRRM Information and Education Campaign Plan

VII. Output Presentation and Evaluation

26. Presentation of Draft LDRRMPs / Action Plans by Participants
27. Synthesis, Feedback, and Way Forward
28. Closing Program and Awarding of Certificates

IV. Highlights of Implementation

The **LDRRMP Training** was conducted for 5 days and was attended by representatives from various Department Heads of LGU of Cotabato, Private Sectors (Water District, Colight), MILG. The activity was facilitated through a series of lectures, discussions, and workshops.

Day 1:

- Registration and Opening Program
- Welcome Remarks and Statement of Purpose
- Overview of RA 10121 and the NDRRM Framework
- Discussion on Basic Concepts of DRRM and Climate Change Adaptation
- Presentation of Local Hazard, Vulnerability, and Risk Assessment (HVRA)

Day 2:

- Components and Structure of the LDRRMP
- Thematic Areas: Prevention and Mitigation, Preparedness, Response, and Rehabilitation & Recovery
- Workshop: Identifying Local Hazards and Setting DRRM Goals and Objectives
- Presentation of Group Outputs

Day 3:

- Integration of DRRM and CCA in Local Development Plans
- Monitoring and Evaluation of LDRRMP Implementation
- Presentation of Draft LDRRMPs / Action Plans
- Synthesis, Evaluation, and Closing Program



Interactive sessions and workshops allowed participants to apply their learning in developing practical and context-based DRRM strategies for their respective localities.

V. Output

- Draft / Updated **Local Disaster Risk Reduction and Management Plan (LDRRMP)**
- Identified priority DRRM Programs, Projects, and Activities (PPAs)
- Strengthened coordination among DRRMC members and partner agencies
- Increased awareness and technical capacity of participants on DRRM planning

VI. Issues and Challenges

- Limited data for hazard and risk assessment in some barangays
- Need for further training on contingency planning and GIS mapping
- Constraints in fund allocation for DRRM implementation
- Need for continuous inter-office coordination and monitoring

VII. Conclusion

The **LDRRMP Training** successfully enhanced the knowledge and skills of local DRRM officers and stakeholders in developing a comprehensive, risk-informed, and community-based DRRM Plan. The activity emphasized the importance of preparedness, prevention, and collaboration in achieving a resilient and disaster-ready community.

The outputs produced during the training serve as essential inputs for the completion and adoption of the updated Local DRRM Plan of City of Cotabato.

PREPARED BY:

SHANARIZA C. DIMACISIL

Admin and Training Section Chief

NOTED BY:

RASHMAN NAZER D. LIM, RN, EMT, CTN, MPA

Action Officer - CDRRMO



LOCAL RISK REDUCTION AND MANAGEMENT PLAN TRAINING





ACTIVITY ACCOMPLISHMENT REPORT

Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	3rd Quarter NSED Coordination Meeting
Date Implemented	September 4, 2025
Rationale	<p>The 3rd Quarter Nationwide Simultaneous Earthquake Drill (NSED) Coordination Meeting was conducted by the City Disaster Risk Reduction and Management Office] on September 4, 2025 at CDRRM Office. The activity aimed to ensure effective planning, coordination, and execution of the upcoming drill within the local government's jurisdiction.</p> <p>The meeting brought together representatives from various offices, response agencies, and partner institutions involved in disaster preparedness and response, particularly in earthquake preparedness activities.</p>
Activity Narrative Report	<p>II. OBJECTIVES</p> <p>The coordination meeting aimed to:</p> <ol style="list-style-type: none">1. Review the guidelines and objectives of the 3rd Quarter NSED.2. Identify the roles and responsibilities of each participating office and agency.3. Finalize logistical, communication, and safety arrangements for the conduct of the drill.4. Strengthen coordination and collaboration among stakeholders for an effective NSED implementation. <p>III. PARTICIPANTS</p> <p>The meeting was attended by representatives from:</p> <ul style="list-style-type: none">• City DRRM Officer• Bureau of Fire Protection (BFP)• Philippine National Police (PNP)• City Health Office• Philippine Red Cross• Office of Civil Defense – BAR• CTTMC• Public Safety Office <p>IV. HIGHLIGHTS OF DISCUSSION</p> <ul style="list-style-type: none">• Presentation of the 3rd Quarter NSED Schedule and national directive from the Office of Civil Defense (OCD).



- Review of the **Earthquake Drill Scenario**, including the time, signal, and sequence of activities.
- Assignment of specific tasks such as warning dissemination, evacuation management, emergency medical response, and documentation.
- Discussion on **safety precautions**, coordination points, and deployment of responders during the drill.
- Confirmation of communication flow and reporting mechanisms before, during, and after the NSED.
- Agreement to conduct a **final briefing** a few days before the drill to ensure readiness.

V. AGREEMENTS AND ACTION POINTS

- The Operations and Warning Section will lead the **sounding of alarms and issuance of warning signals**.
- The BFP and PNP will handle **security and crowd control** during evacuation.
- The Health and Medical Section will set up **first aid and triage areas**.
- Barangay officials will ensure **community participation** and evacuation drills in their respective areas.
- The Documentation Team will prepare **photo and video coverage** and post-activity reporting.

VI. CONCLUSION

The 3rd Quarter NSED Coordination Meeting successfully achieved its objectives, providing a clear framework for inter-agency collaboration and ensuring readiness for the upcoming drill. The active participation of stakeholders reflects the city/municipality's continuous commitment to promoting disaster preparedness and resilience among its constituents.

The **CDRRMO** will continue to monitor and guide all preparations to guarantee the successful and safe conduct of the **3rd Quarter Nationwide Simultaneous Earthquake Drill**.

PREPARED BY:

SHANARIZA C. DIMACISIL

Admin and Training Section Chief

NOTED BY:

RASHMAN NAZER D. LIM, RN, EMT, CTN, MPA

Action Officer – CDRRMO



3rd QUARTER NSED COORDINATION MEETING PHOTOS





ACTIVITY ACCOMPLISHMENT REPORT

Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	3rd Quarter Nationwide Simultaneous Earthquake Drill
Date Implemented	September 9, 2025
Rationale	<p>The 3rd Quarter Nationwide Simultaneous Earthquake Drill (NSED) was successfully conducted on September 9, 2025 through the leadership of the Cotabato City Disaster Risk Reduction and Management Office (CDRRMO). The activity was part of the national government's continuing effort to strengthen earthquake preparedness, promote community resilience, and ensure readiness among institutions, schools, and private sectors.</p> <p>This quarter's NSED aimed to enhance the capability of different sectors to respond effectively during an earthquake scenario by practicing proper evacuation procedures and emergency response coordination.</p>
Activity Narrative Report	<p>II. OBJECTIVES</p> <p>The conduct of the 3rd Quarter NSED aimed to:</p> <ol style="list-style-type: none">1. Promote public awareness on earthquake preparedness and safety measures.2. Evaluate the readiness and response capabilities of participating institutions.3. Strengthen inter-agency coordination and communication during emergencies.4. Instill a culture of safety and disaster resilience among students, employees, and the general public. <p>III. PARTICIPATING INSTITUTIONS</p> <p>The activity was actively participated in by the following institutions and organizations:</p> <ul style="list-style-type: none">• Notre Dame Village National High School• Cotabato Light and Power Company (CLPC)• L.R. Sebastian Elementary School• Cotabato City National High School (Main Campus)• Cotabato City Police Office• Office of Civil Defense – BAR• Red Cross Cotabato• City Health Office• Bureau of Fire Protection



These institutions conducted simultaneous earthquake drills within their respective premises following the national directive from the **Office of Civil Defense (OCD)**.

IV. HIGHLIGHTS OF THE ACTIVITY

- At exactly 9:00 am the **earthquake alarm** was sounded, signaling the start of the drill.
- Students, teachers, and employees promptly executed the “**Duck, Cover, and Hold**” procedure.
- Participants then proceeded to their designated **evacuation areas** in an orderly manner, following their respective evacuation plans.
- Each institution activated its **Emergency Response Team**, including first aid, communication, and security personnel.
- Observers from the **CDRRMO** and partner agencies monitored the drill implementation, providing feedback and technical guidance.
- After the evacuation, a **post-drill evaluation and debriefing** were conducted to assess performance, identify gaps, and recommend areas for improvement.

V. OBSERVATIONS AND RECOMMENDATIONS

- The participants demonstrated good coordination and awareness of earthquake response procedures.
- Evacuation routes were generally followed, although some institutions identified the need for additional **signages and assembly point markers**.
- Regular conduct of earthquake and fire drills is recommended to further strengthen preparedness and ensure safety among students and employees.
- Continuous partnership between **CDRRMO, DepEd**, and private institutions is encouraged to sustain disaster readiness initiatives.

VI. CONCLUSION

The **3rd Quarter Nationwide Simultaneous Earthquake Drill** in Cotabato City was successfully carried out with the active participation of educational institutions and private partners. The cooperation of **Notre Dame Village National High School, Cotabato Light and Power Company, L.R. Sebastian Elementary School, and Cotabato City National High School** contributed significantly to the success of the activity.

The event underscored the importance of preparedness, coordination, and public participation in reducing risks during disasters. The **Cotabato City DRRMO** remains committed to promoting a culture of safety and resilience among all sectors in the city.



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BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
CITY GOVERNMENT OF COTABATO
CITY DISASTER RISK REDUCTION AND MANAGEMENTN OFFICE
CDRRMO Compound, RH 10, Cotabato City
cdrmmcotabato@gmail.com / 064-552-10-85 / 0939-523-6106 / 0954-370-0697



PREPARED BY:

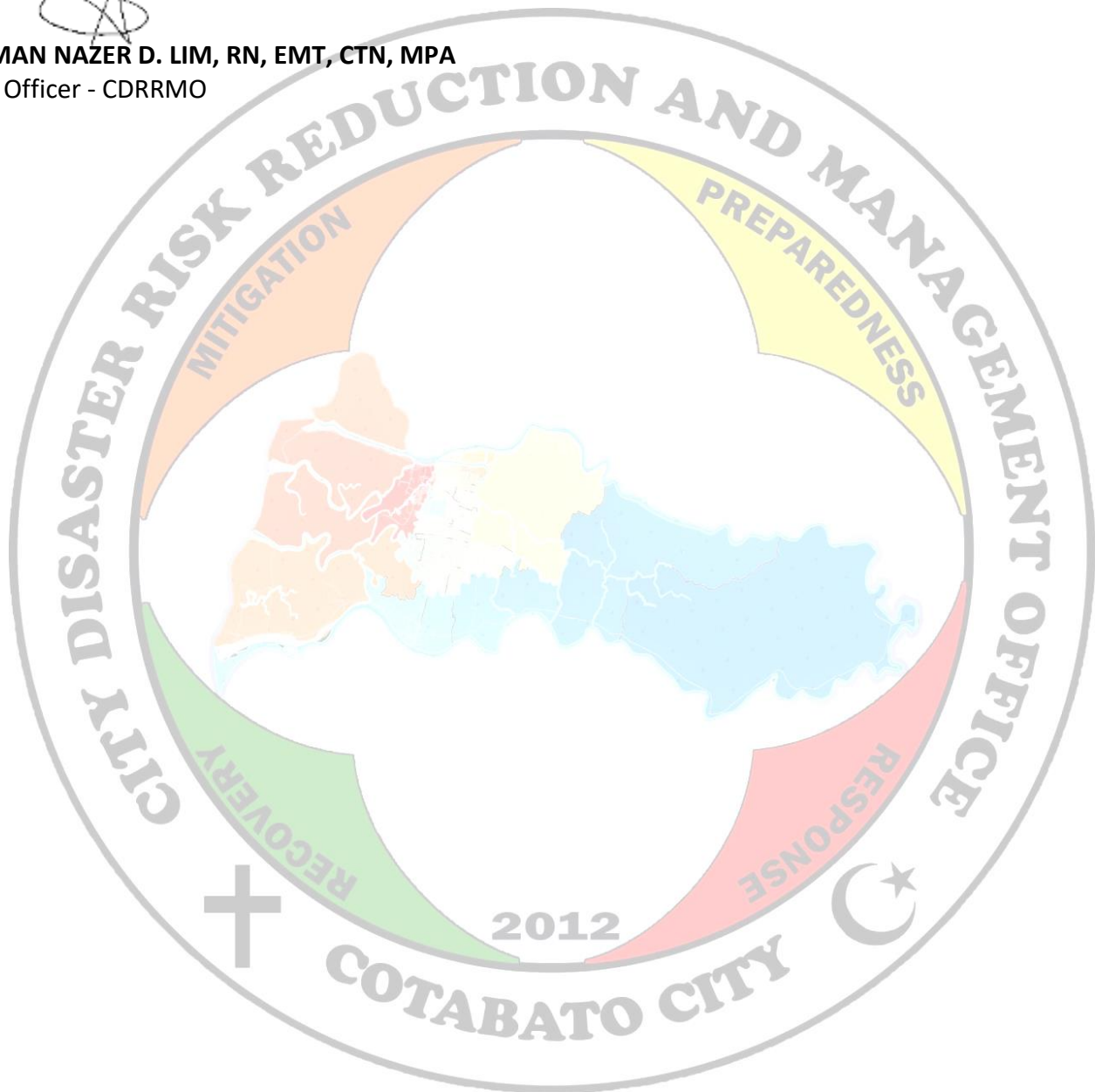
SHANARIZA C. DIMACISIL

Admin and Training Section Chief

NOTED BY:

RASHMAN NAZER D. LIM, RN, EMT, CTN, MPA

Action Officer - CDRRMO





3rd QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL





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CITY DISASTER RISK REDUCTION AND MANAGEMENTN OFFICE
CDRRMO Compound, RH 10, Cotabato City
cdrmmocotabato@gmail.com / 064-552-10-85 / 0939-523-6106 / 0954-370-0697





ACTIVITY ACCOMPLISHMENT REPORT

Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	Standard Operating Procedure Guidelines (SOPG) Training
Date Implemented	September 17-19, 2025
Rationale	<p>The conduct of the SOPG Training aims to strengthen the operational readiness and coordination of the Cotabato City Disaster Risk Reduction and Management Office (CDRRMO) personnel and partner agencies. Through this activity, participants were equipped with the knowledge and skills necessary to develop and implement effective Standard Operating Procedures that enhance efficiency, safety, and consistency in disaster response and management operations.</p>
Activity Narrative Report	<p>OBJECTIVES</p> <ol style="list-style-type: none"> 1. To orient participants on the structure, purpose, and components of Standard Operating Procedures (SOPs). 2. To enhance coordination and communication among inter-agency responders. 3. To establish uniform guidelines that promote effective disaster preparedness, response, and recovery operations. 4. To develop draft SOPs tailored to specific operational areas of CDRRMO and partner agencies. <p>HIGHLIGHTS OF THE ACTIVITY</p> <ul style="list-style-type: none"> • Presentation and discussion on the importance and framework of SOPs in emergency management. • Workshops on drafting and reviewing operational procedures for specific disaster response functions. • Group presentations and feedback sessions to refine proposed SOP drafts. • Consolidation of inputs for finalization of the official CDRRMO SOPG Document. <p>OUTCOMES</p> <ul style="list-style-type: none"> • Draft versions of Standard Operating Procedure Guidelines for key operations (e.g., Response, Coordination, Communication, Logistics, and Emergency Medical Services). • Improved understanding and harmonization of inter-agency coordination protocols. • Identified areas for improvement in existing operational workflows. <p>CONCLUSION</p>



The SOPG Training successfully achieved its goals of capacitating participants with the essential knowledge and tools for effective disaster management operations. It served as a vital step toward standardizing procedures and improving response coordination among CDRRMO and partner agencies. The commitment shown by participants reflects a strong dedication to building a safer and more resilient Cotabato City.

RECOMMENDATIONS

- Conduct a follow-up session for finalization and approval of the SOPG.
- Organize regular refresher trainings to ensure proper implementation and compliance.
- Establish monitoring and evaluation mechanisms for SOP execution.

PREPARED BY:

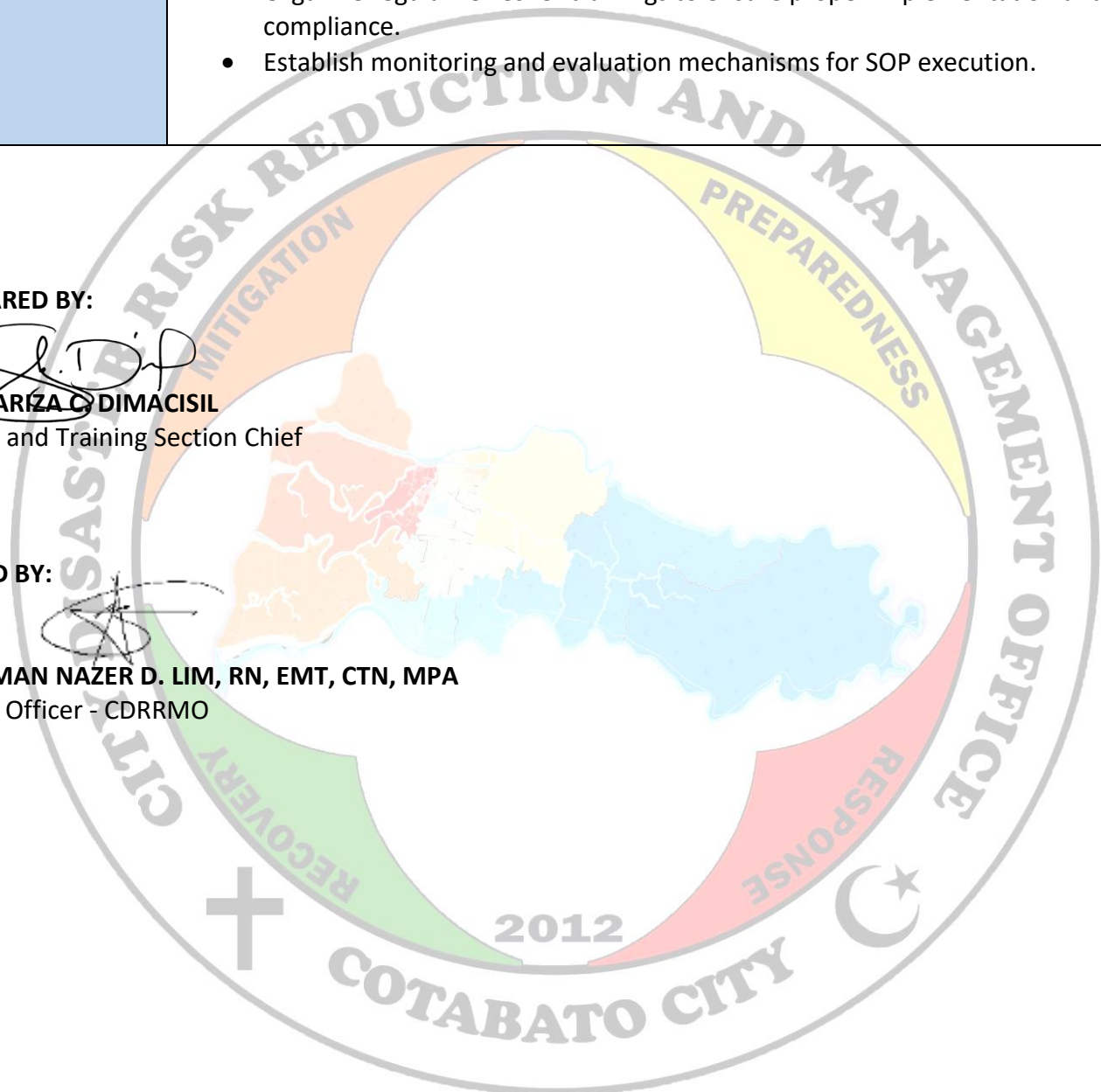
SHANARIZA C. DIMACISIL

Admin and Training Section Chief

NOTED BY:

RASHMAN NAZER D. LIM, RN, EMT, CTN, MPA

Action Officer - CDRRMO





STANDARD OPERATING PROCEDURE GUIDELINES (SOPG) TRAINING





ACTIVITY ACCOMPLISHMENT REPORT

Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	BASIC SWIFT WATER TRAINING
Date Implemented	September 22 – 26, 2025
Rationale	<p>Pursuant to the mandate of Republic Act 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010, and in the continuous effort to enhance the operational capability of local responders, the Local Disaster Risk Reduction and Management Office conducted a Basic Swift Water Rescue Training to equip participants with essential knowledge, skills, and techniques in conducting safe and effective rescue operations in swift water and flood conditions.</p> <p>With the increasing frequency of flooding incidents due to typhoons and extreme weather events, it is vital that local responders are well-trained and adequately prepared to respond to water-related emergencies.</p>
Activity Narrative Report	<p>II. OBJECTIVES</p> <p>The training aimed to:</p> <ol style="list-style-type: none">1. Enhance the knowledge and skills of responders in performing safe and efficient water rescue operations;2. Familiarize participants with the use of rescue equipment and safety procedures in swift water environments;3. Strengthen coordination and teamwork among rescue personnel during emergency operations; and4. Develop a pool of trained rescuers who can be mobilized during flooding or water-related incidents within the locality. <p>III. Activity Details</p> <p>Date Conducted: September 22 – 26, 2025 Venue: Molina Muñoz Resort, Parang, Maguindanao Participants: CDRRM Personnel, BFP</p> <p>IV. Highlights of Implementation</p> <p>The Basic Swift Water Rescue Training was conducted over three days, combining classroom lectures, skills demonstrations, and hands-on exercises.</p> <p>Day 1 – Orientation and Lecture Sessions</p>



- Registration and Opening Program
- Welcome Remarks and Presentation of Training Objectives
- Lecture on RA 10121 and the Role of Responders in DRRM
- Discussion on Hydrology, Water Dynamics, and Risk Assessment in Swift Water Environments
- Introduction to Personal Protective Equipment (PPE) and Rescue Gear

Day 2 – Practical Exercises and Demonstrations

- Land-based Rescue Techniques and Throw Bag Operations
- Basic Rope Handling, Knots, and Anchoring Systems
- Swimming Techniques in Swift Water Conditions
- Conduct of “Live Water” Exercises in Controlled Conditions
- Demonstration of Victim Approach, Stabilization, and Recovery

Day 3 – Application and Evaluation

- Team-Based Rescue Scenarios and Simulation Exercises
- Application of Safety Procedures and Incident Command System (ICS) in Water Operations
- Assessment of Participants’ Skills and Knowledge
- Debriefing, Evaluation, and Closing Ceremony

Throughout the training, participants demonstrated enthusiasm, discipline, and teamwork. The hands-on activities allowed them to apply learned techniques under realistic conditions, promoting readiness and confidence during actual rescue operations.

V. Output

- Successfully trained personnel in Basic Swift Water Rescue techniques
- Enhanced operational readiness of local response teams
- Strengthened inter-agency coordination and communication during emergency situations
- Increased awareness of safety protocols and proper use of rescue equipment

VI. Issues and Challenges

- Limited number of rescue equipment available during practical sessions
- Physical fatigue due to intensive water activities
- Need for more advanced training to sustain and improve rescue proficiency

VII. Conclusion

The **Basic Swift Water Rescue Training** successfully enhanced the capacity and confidence of local responders to manage and respond to water-related emergencies effectively and safely. The participants gained practical experience, developed teamwork, and strengthened their sense of responsibility as frontliners in disaster response.



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CDRRMO Compound, RH 10, Cotabato City
cdrmmocotabato@gmail.com / 064-552-10-85 / 0939-523-6106 / 0954-370-0697



This activity reaffirms the LGU's commitment to building a **safer, resilient, and disaster-ready community** through continuous training, preparedness, and collaboration.

PREPARED BY:

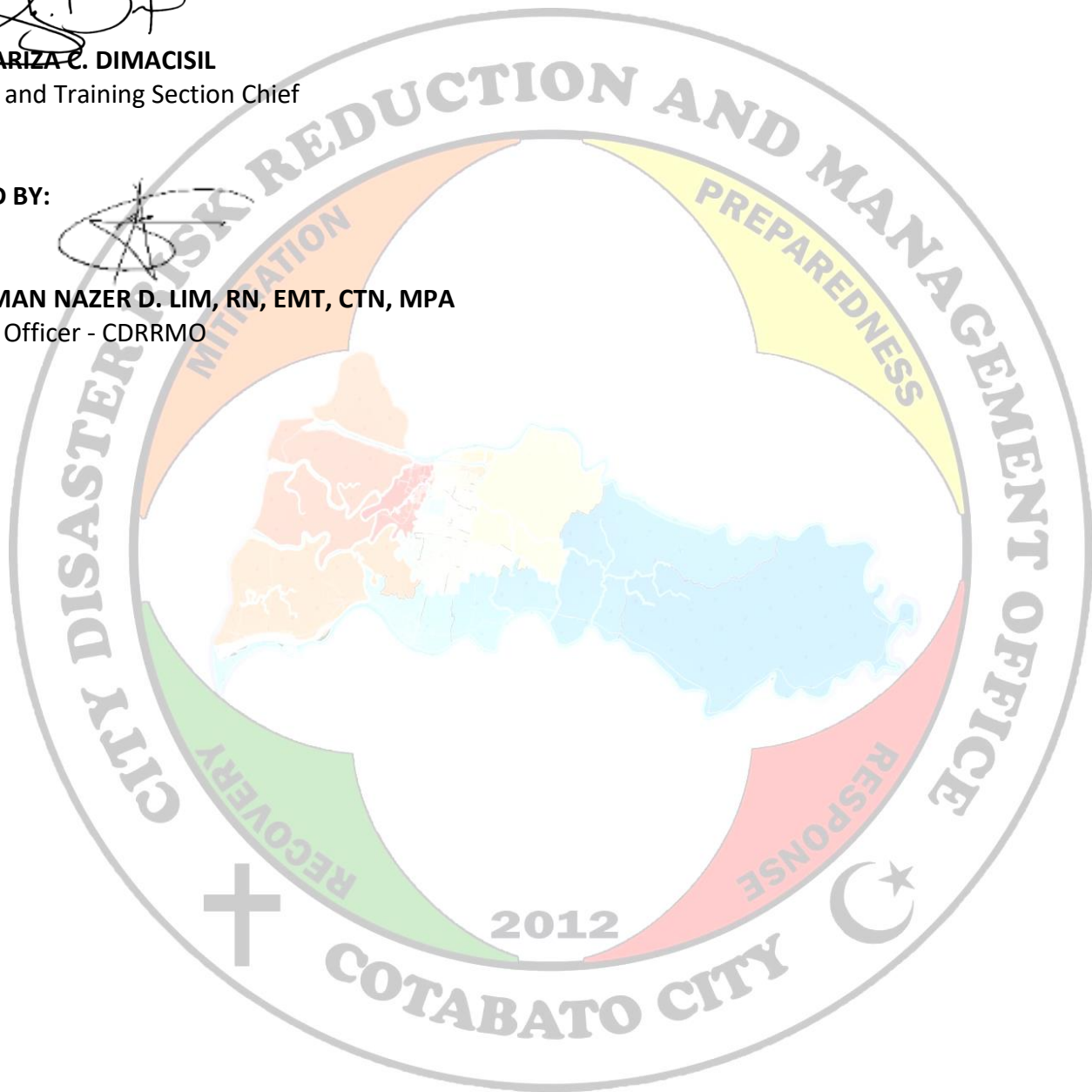
SHANARIZA C. DIMACISIL

Admin and Training Section Chief

NOTED BY:

RASHMAN NAZER D. LIM, RN, EMT, CTN, MPA

Action Officer - CDRRMO





BASIC SWIFT WATER TRAINING PHOTOS





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ACTIVITY ACCOMPLISHMENT REPORT

Implementing Office	CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
Title of the Activity	STRESS DEBRIEFING
Date Implemented	September 27 – 29, 2025
Rationale	<p>In accordance with Republic Act 10121, also known as the Philippine Disaster Risk Reduction and Management Act of 2010, the City Disaster Risk Reduction and Management Office (CDRRMO) recognizes the importance of ensuring not only the physical readiness but also the mental and emotional well-being of its personnel.</p> <p>In view of the demanding nature of disaster response operations, which often expose responders to traumatic and stressful situations, the CDRRMO conducted a Stress Debriefing Activity for its personnel. This initiative aimed to help responders process their experiences, relieve accumulated stress, and restore psychological balance after their involvement in recent operations and emergency activities.</p>
Activity Narrative Report	<p>II. OBJECTIVES</p> <p>The activity aimed to:</p> <ol style="list-style-type: none">1. Provide a safe space for personnel to express their thoughts and emotions following stressful or critical incidents;2. Help participants recognize signs of stress, burnout, and emotional fatigue;3. Promote mental health awareness and resilience among responders;4. Strengthen team cohesion and mutual support among CDRRM personnel; and5. Restore morale and readiness for future operations through guided reflection and coping techniques. <p>III. HIGHLIGHTS OF THE ACTIVITY</p> <p>Date Conducted: September 27 – 29, 2025 Venue: Canada Beach Resort, Maasim, Sarangani’ Participants: CDRRM Personnel, OSWDS</p> <p>he Basic Swift Water Rescue Training was conducted over three days, combining classroom lectures, skills demonstrations, and hands-on exercises.</p> <p>The Stress Debriefing was held at Maasim, Sarangani, attended by all members of the CDRRM Office. The session was facilitated by trained counselors and mental health professionals in coordination with the OSWDS.</p>



The activity began with an opening message from the CDRRM Officer, emphasizing the importance of mental wellness among disaster responders. The facilitators then conducted a series of structured activities including:

- Introduction and orientation on stress management;
- Sharing and reflection sessions in small groups;
- Relaxation and breathing exercises;
- Team-building and psychosocial support activities;
- Short lectures on emotional resilience and coping mechanisms.

Participants actively engaged in the discussions and activities, openly sharing their experiences during recent deployments and expressing how the activity helped them manage work-related stress.

IV. OUTPUT / RESULTS

- Improved awareness among CDRRM personnel about the importance of mental health and self-care;
- Strengthened camaraderie and emotional support among team members;
- Participants expressed relief, renewed motivation, and readiness for future tasks;
- Commitment to maintaining a healthy work-life balance and mental well-being.

V. ISSUES AND CHALLENGES

- Limited time allocation for deeper one-on-one counseling sessions;
- Need for regular mental health and stress management activities;
- Some personnel initially hesitant to share emotional experiences due to stigma or shyness.

VI. RECOMMENDATIONS

- Institutionalize **regular stress debriefing** and mental wellness programs after every major operation or deployment;
- Provide access to professional psychological support and counseling for responders;
- Encourage open communication and peer support within the CDRRM team;
- Integrate mental health awareness into all DRRM training programs.

VII. Conclusion

The **Stress Debriefing for CDRRM Personnel** successfully achieved its purpose of promoting mental health and emotional recovery among responders. The activity reminded everyone that disaster response is not only a matter of physical strength but also of psychological resilience.

Through this initiative, the CDRRMO reaffirmed its commitment to the **holistic well-being** of its personnel—ensuring that they remain not only capable and dedicated but also mentally and emotionally prepared to serve the community during times of crisis.



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CDRRMO Compound, RH 10, Cotabato City
cdrmmocotabato@gmail.com / 064-552-10-85 / 0939-523-6106 / 0954-370-0697



PREPARED BY:

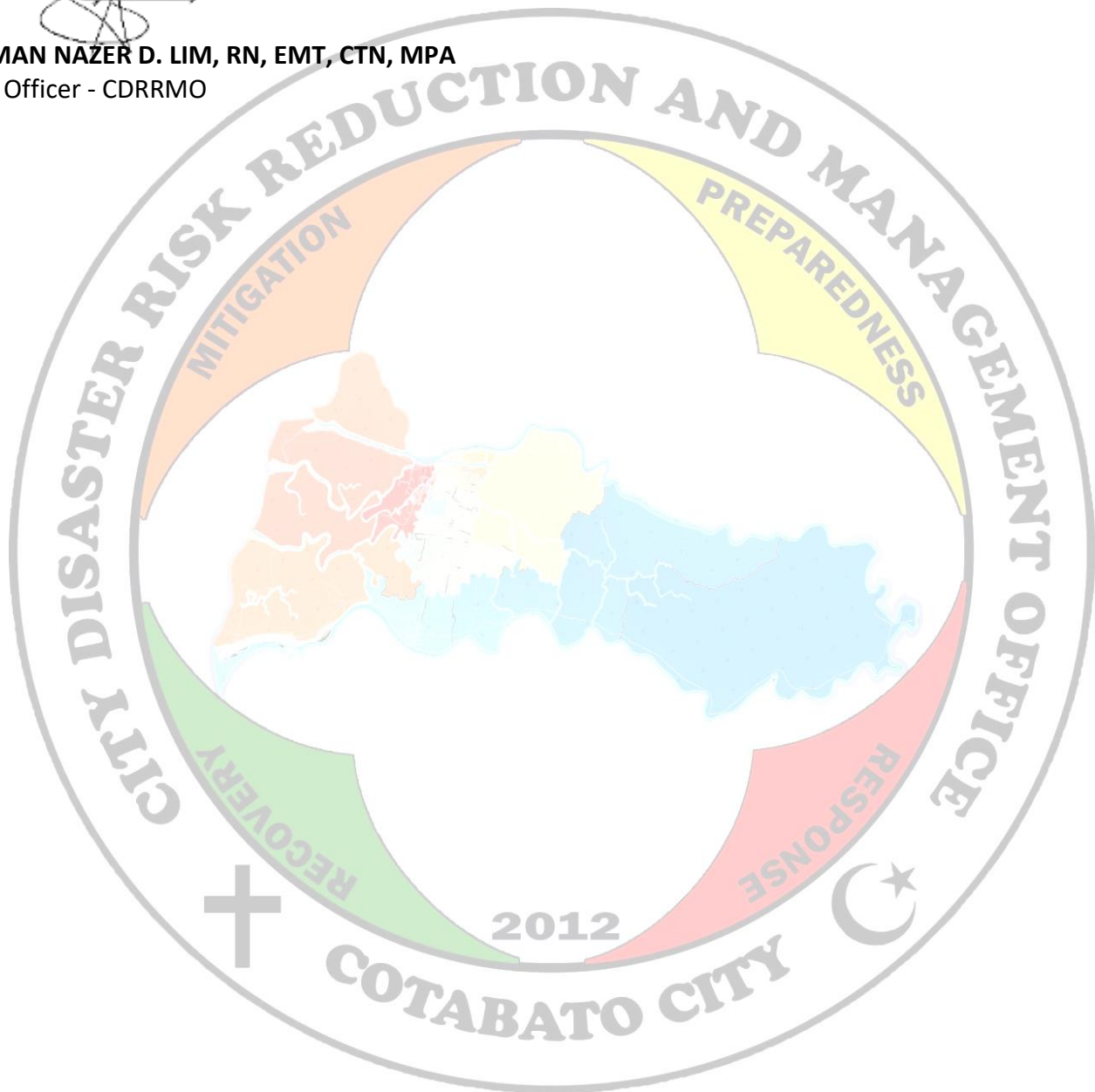
SHANARIZA C. DIMACISIL

Admin and Training Section Chief

NOTED BY:

RASHMAN NAZER D. LIM, RN, EMT, CTN, MPA

Action Officer - CDRRMO





STRESS DEBRIEFING PHOTOS

