



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

10 February 2025

DIVISION MEMORANDUM

No. 103, s. 2025

**CONSULTATIVE PLANNING WORKSHOP FOR DIVISION DRRM
TRAINING TEAM FOR FY 2025**

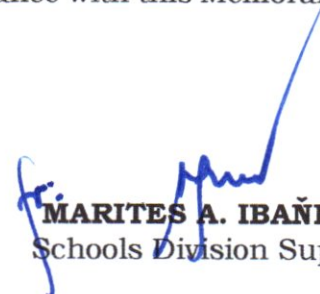
TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Sub-Office DRRM Coordinators
All Others Concerned

1. Relative to DepEd Order no. 37 s. 2015, titled ***The Comprehensive DRRM in the Basic Education Framework*** which seeks to strengthen disaster risk reduction through education and capacity-building activities, this Office through the School Governance Operations Division- Disaster Risk Reduction and Management shall conduct a **CONSULTATIVE PLANNING WORKSHOP FOR DIVISION DRRM TRAINING TEAM FOR FY 2025** (*live-in*) on March 5-7, 2025, at a venue to be announced in separate issuance.
2. This activity aims to:
 - a. identify specific needs, challenges, and gaps in DRRM competencies among members of the training team;
 - b. establishes a unified vision and strategy for improving DRRM training across thematic areas and;
 - c. foster collaboration between Division DRRM Training Team members in the design and implementation of training programs.
3. The participants in this activity are the select members of Schools Division Office DRRM Team, Division DRRM Training Team, and Technical Working Group (TWG) (see *Annex A* for the List of Participants, *Annex B* for the Tentative Program Matrix, *Annex C* for the Program Management Structure and Technical Working Group). Select members of the Technical Working Group are advised to be present at the venue on March 4, 2025 (Day 0) for preparation and planning activities.
4. Participants are reminded of the following:
 - a. Wear smart casual attire.
 - b. Bring laptops, extension cords, and drinking tumblers.



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5. Expenses relative to the conduct of this activity shall be charged against the available Division Disaster Preparedness and Response Program (DPRP) Fund, while travel and incidental expenses of the participants shall be charged against respective MOOE/local funds subject to usual accounting and auditing rules and regulations.
6. This memorandum shall also serve as the travel order of the participants.
7. For further details, please coordinate with Mr. James Angelo T. Año, Division DRRM Officer through e-mail at sgodbatangas@deped.gov.ph.
8. Immediate dissemination and compliance with this Memorandum is expected.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent ✓



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Annex A. List of Participants

**Consultative Planning Workshop for Division
 DRRM Training Team for FY 2025**
 March 5-7, 2025

	Name	Position/Designation	Office/ Station
1	Marites A. Ibañez	Schools Division Superintendent	SDO-OSDS
2	Gregorio T. Mueco	Asst. Schools Div. Superintendent	SDO-OSDS
3	Rhina O. Ilagan	Asst. Schools Div. Superintendent	SDO-OSDS
4	Mario B. Maramot	OIC- Chief Education Supervisor	SDO-SGOD
5	Evelyn C. De Sagun	Senior Education Program Specialist	SDO-SGOD
6	James Angelo T. Año	Project Development Officer II	SDO-SGOD
7	Jericho D. Andal	Administrative Support II-DRRM	SDO-SGOD
8	Noah P. Duque	Education Program Specialist II	SDO-SGOD
9	Jessa S. Guerra	Education Program Specialist II	SDO-SGOD
10	Nenita A. Adame	Public Schools District Supervisor	SDO/Ibaan
11	Jesusa DC. Perez	Education Program Specialist II	SDO/Malvar
Division DRRM Training Team			
12	Hilario S. Garcia	Principal II	Agoncillo
13	Lodigario A. Babao	Principal I	Lobo
14	Jay-Ann A. Mendoza	Principal I	Talisay
15	Ma. Linda R. Padua	Principal I	San Luis
16	Luz M. Briones	Principal I	San Jose
17	Irelyn R. Dueñas	Principal I	Lobo
18	Juvie Ann P. Gabrieles	Asst. Principal II	Tingloy
19	Rolando M. Magpantay, Jr	Head Teacher III	Balete
20	Joselito R. Alday	Head Teacher III	Cuenca
21	Aries T. Awatin	Head Teacher III	San Juan
22	Lianor B. Malabanan	TIC/School Head	Mataas na Kahoy
23	Noel I. Mendoza	Principal I	Taysan
24	Raymund L. Torino	Master Teacher I	Ibaan
25	Jaime John L. Montealegre	Nurse II	SDO/Lian
Technical Working Group			
26	Erl Jordan L. Gonzales	Project Development Officer I	Cluster Schs.
27	Jenie H. Bay	Project Development Officer I	Cluster Schs.
28	Joyce Suzaine R. Flores	Project Development Officer I	Cluster Schs.
29	Anna Margarita T. Año	Project Development Officer I	Cluster Schs.
30	She-Ann C. Palomeno/	Project Development Officer I	Cluster Schs.
30	John Lhester L. Gabo	Administrative Assistant III	SDO-OSDS



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Annex B. **Tentative Program Matrix**

**CONSULTATIVE PLANNING WORKSHOP FOR DIVISION
DRRM TRAINING TEAM FOR FY 2025**

March 5-7, 2025 at 8:00 am-5:00 pm
Venue – TBD within Batangas/Tagaytay City

TIME	ACTIVITY	IN-CHARGE
Day 1		
8:00 – 9:30	Opening Program National Anthem Prayer CALABARZON March Himno ng Batangas	Audio-visual Presentation
	Safety Reminders	Hotel Management-Safety Officer
	Welcome and Opening Remarks	GREGORIO T. MUECO, CESO VI ASDS
	Presentation of Participants	Program Facilitator
9:30 – 9:45	Inspirational Messages	MARITES A. IBÁÑEZ, CESO V Schools Division Superintendent
9:45 – 10:00	Health Break	
ACTIVITY PROPER		
10:00 – 10:10	Objective Setting	Dr. MARIO B. MARAMOT OIC-Chief, SGOD
10:10 – 12:00	Context and Background Overview DRRM Program Implementation Review for FY 2024	JAMES ANGELO T. AÑO Division DRRM Officer
12:00 -1:00	Lunch Break	
1:00 – 2:30	Vision and Goal Setting Identifying Key Issues and Opportunities	Division DRRM Officer
2:30- 3:00	Health Break	
2:30 – 4:00	Presentation of Planned DRRM Activities for FY 2025 Workshop: <i>Training Program</i>	Division DRRM Officer
4:00- 5:00	Administrative Announcement/Reminders	TWG



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Day 2		
8:30-9:00	Management of Learning	Assigned Group
9:00- 10:00	Role and Responsibilities of a Trainer	Dr. Evelyn C. De Sagun SEPS, HRTD
10:00-10:30	Health Break	
10:30-12:00	Personhood of a Trainer	Dr. E.C. De Sagun
12:00- 1:00 pm	Lunch	
1:00-3:00	Trainer as Presenter	NEAP Facilitator
3:00- 3:30	Health Break	
3:30- 5:00	Trainer as Facilitator	NEAP Facilitator
Day 3		
8:30- 9:00	Management of Learning	Assigned Group
9:00-10:00	Practicum	NEAP Facilitator
10:00-10:30	Health Break	
10:30-12:00	Practicum Proper - Presentation & - Critiquing	All Participants & Facilitators
12:00- 1:00	Lunch	
1:00-3:00	Reflection and Feedback	Ms. Jessa S. Guerra/ Mr. Noah P. Duque EPS II- SMME/ SMN
1:00-2:00	Ways Forward Insights Closing Remarks Distribution of Certificates	TWG ASDS RHINA ILAGAN



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Annex C. Program Management Structure and Technical Working Group

PROGRAM MANAGEMENT STRUCTURE

I. Executive Committee

Chairperson:	MARITES A. IBAÑEZ, CESO V Schools Division Superintendent
Co-Chairpersons:	GREGORIO T. MUECO, CESO VI Assistant Schools Division Superintendent RHINA O. ILAGAN, PhD OIC- Assistant Schools Division Superintendent
Members:	MARIO B. MARAMOT, PhD OIC- Chief Education Supervisor, SGOD DAVID M. NUAY Chief Education Supervisor, CID
Program Proponent:	JAMES ANGELO T. AÑO Project Development Officer II Disaster Risk Reduction and Management

II. Division Technical Working Group

Chairperson	JAMES ANGELO T. AÑO
Program Facilitator	ARIES T. AWATIN
Resource Persons	JAMES ANGELO T. AÑO Dr. EVELYN C. DE SAGUN 1 Certified NEAP Learning Facilitator
QATAME Associate	JESSA S. GUERRA
Documenters/ Report Preparation	JENIE H. BAY JOYCE SUZAINÉ R. FLORES ANNA MARGARITA T. AÑO SHE-ANN C. PALOMENO



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Training Support Staff

a. ICT

JOHN LHESTER L. GABO

b. Secretariat

JERICO D. ANDAL
ROSEMARIE J. GONZALES

c. Logistics

ERL JORDAN L. GONZALES

Medical Staff

JOHN RHYS MANALO, RN