



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



17 July 2023

DIVISION MEMORANDUM

No. 219, s. 2023

**2023 DIVISION DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)
PLANNING CONFERENCE**

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
District DRRM Coordinators
All Others Concerned

1. Consistent with the mandate of providing technical assistance to effectively and efficiently implement Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation (CCAM), this Office thru School Governance and Operations Division shall conduct the 2023 Division Disaster Risk Reduction and Management Planning Conference on August 1-3, 2023 at Rosario Resort and Hotel, Rosario, Batangas.
2. The participants in this activity are the Schools Division Office DRRM Team, District DRRM Focal, Select School DRRM Coordinators and School Heads, and Technical Working Group (TWG) (see *Enclosure 1* for the List of Participants, *Enclosure 2* for the Program Matrix, *Enclosure 3* for the Program Management Structure and Technical Working Group, and *Enclosure 4* for the Terms of Reference). The said TWG is advised to be at the venue on July 31, 2023, at 1:00 pm for the final preparation and dry run of the program.
3. Attached herewith also is the guidelines for the presentation of accomplishments by congressional district (see *Enclosure 5*).
4. All teaching personnel who will be attending this conference are entitled to service credits based on DO 53, s. 2003 entitled, "Updated Guidelines on Grant of Vacation Service Credits to Teachers" and CSC and DBM Joint Circular No. 2, s. 2004.
5. Expenses relative to the conduct of this activity shall be charged against the 2023 Division Disaster Preparedness and Response Program Fund and Division MOOE, while the transportation and incidental expenses of the participants shall be charged

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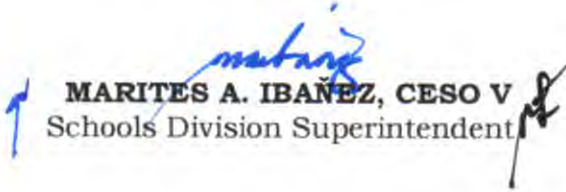
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Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

against their respective MOOE/local fund subject to usual accounting and auditing rules and regulations.

6. This memorandum shall also serve as the Authority to Travel of Schools Division Office personnel-participants.

7. For your concerns, you may contact Mr. James Angelo T. Año, Project Development Officer II/ Division DRRM Focal through e-mail at jamesangelo.ano@deped.gov.ph or at 0919-257-5752.

8. Immediate dissemination and compliance of this Memorandum is expected.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

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REGION IV-A CALABARZON
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Enclosure 1

LIST OF PARTICIPANTS

	Name	Position/ Designation	Sub-Office/ Station
1	Marites A. Ibañez	School Division Superintendent	SDO- OSDS
2	Nicolas M. Burgos	Asst. Sch. Div. Superintendent	SDO- OSDS
3	Nadine C. Celindro	Asst. Sch. Div. Superintendent	SDO- OSDS
4	Mario B. Maramot	Chief, SGOD	SDO-SGOD
5	David M. Nuay	Chief, CID	SDO-CID
6	Ramil G. Ginete	SEPS- SMN	SDO-SGOD
7	Anabel E. Magalona	EPS II- SMN	SDO-SGOD
8	John Albert L. Tiquis	Engineer III/Alt. DRRM Focal	SDO-SGOD
9	Marian L. Arias	Education Program Supervisor I	SDO-SGOD
10	Evelyn C. De Sagun	Senior EPS, HRTD	SDO-SGOD
11	Lou C. Panaligan	AO V, Admin	SDO- OSDS
12	Layne D. Ortega	AO V, Budget	SDO- OSDS
13	Eduarda U. Alon	AO IV, Accounting Section	SDO- OSDS
14	Joemar B. Perez	OIC- HRMO	SDO- OSDS
15	Jesriel Anne A. Macaraig	Engineer II/ Safety Officer II	DepEd CO
16	James Angelo T. Ano	PDO II- DRRM, Chair- TWG	SDO-SGOD
17	Khareen M. Cadano	Medical Officer III	SDO- SGOD
18	Rosemarie J. Gonzales	PDO I- YF/ TWG	San Jose
19	Christian M. Calubag	SDRRM Coordinator/TWG	San Nicolas
20	Marlon B. Arenas	SDRRM Coordinator/TWG	San Juan West
21	Noah P. Duque	District DRRM Focal-SHS/TWG	Ibaan
22	Raymund L. Torino	Master Teacher I/ TWG	Ibaan
23	Mea M. Fresnido	SDRRM Coordinator/TWG	Talisay
24	Dr. Patrick T. Razon	SDRRM Coordinator/TWG	San Juan East
25	Noel M. Salagubang	SDRRM Coordinator/TWG	San Juan East
26	Eric B. Panganiban	District DRRM Focal/School Head	Balayan East
27	Severina P. Ramos	District DRRM Focal/School Head	Balayan West
28	Naldie Marasigan	District DRRM Focal/School Head	Calaca
29	Wilfredo G. Rapas	District DRRM Focal/School Head	Calatagan
30	Vicente Gelacio D. Perez	District DRRM Focal/School Head	Tuy
31	Nicomedes P. Garcia	District DRRM Focal/School Head	Lemery
32	Al Eusebio L. Jonson	District DRRM Focal/School Head	Nasugbu West
33	Felix A. Gerpacio	District DRRM Focal/School Head	Nasugbu East
34	Cesar Look	District DRRM Focal/School Head	Lian
35	Alexander D. Garcia	District DRRM Focal/School Head	Taal
36.	Aldrin Hernandez	District DRRM Focal/School Head	Bauan East
37.	Ruel G. Brucal	District DRRM Focal/School Head	Bauan West

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SCHOOLS DIVISION OF BATANGAS

38	Lodigario A. Babao	District DRRM Focal/School Head	Lobo
39	Carlito B. Cepillo	District DRRM Focal/School Head	San Pascual
40	Ma. Linda R. Padua	District DRRM Focal/School Head	San Luis
41	Claire F. Anthony	District DRRM Focal/School Head	Tingloy
42	Roberto A. Manalo	District DRRM Focal/School Head	Mabini
43	Crisanto C. Magtalas	District DRRM Focal/School Head	Alitagtag
44	Hilario S. Garcia	District DRRM Focal/School Head	Agoncillo
45	Rolando M. Magpantay Jr.	District DRRM Focal/School Head	Balete
46	Joselito R. Alday	District DRRM Focal/School Head	Cuenca
47	Jonel B. Francisco	District DRRM Focal/School Head	Laurel
48	Saturnina A. De Sagun	District DRRM Focal/School Head	San Nicolas
49	Nenita Alday	District DRRM Focal/School Head	Sta. Teresita
50	Ma. Jacinta D. Comia	District DRRM Focal/School Head	Talisay
51	Rosemarie R. Mendoza	District DRRM Focal/School Head	Malvar
52	Gregorio Lubi	District DRRM Focal/School Head	Mataas na Kahoy
53	Rosalina B. Añonuevo	District DRRM Focal/School Head	Ibaan
54	Luz M. Briones	District DRRM Focal/School Head	San Jose
55	Jennifer Camitan	District DRRM Focal/School Head	Rosario East
56	Rolita L. Eguia	District DRRM Focal/School Head	Rosario West
57	Vilma S. Tejada	District DRRM Focal/School Head	San Juan East
58	Mylene G. Baez	District DRRM Focal/School Head	San Juan West
59	Noel I. Mendoza	District DRRM Focal/School Head	Taysan
60	Wilfredo Dimapasok	District DRRM Focal/School Head	Padre Garcia
61	Jane Marie D. Garcia	SDRRM Coordinator	Balayan East
62	Lutgarda B. Villalobos	SDRRM Coordinator	Balayan West
63	Mark Rafael T. Venzon	SDRRM Coordinator	Calaca
64	Juanito P. Hombrebueno	SDRRM Coordinator	Calatagan
65	Lady M. Pauig	SDRRM Coordinator	Tuy
66	Mario A. Tan	SDRRM Coordinator	Lemery
67	Randy D. Acal	SDRRM Coordinator	Nasugbu West
68	Gerald L. Fiestada	SDRRM Coordinator	Nasugbu East
69	Jerico C. Fameronag	SDRRM Coordinator	Lian
70	Arvin Jay G. De Ocampo	SDRRM Coordinator	Taal
71	Maribeth G. Buasan	SDRRM Coordinator	Bauan East
72	Glen Rainer I. Quiestas	SDRRM Coordinator	Bauan West
73	Wilson T. Duenas	SDRRM Coordinator	Lobo
74	Cipriano R. Magnaye Jr.	SDRRM Coordinator	San Pascual
75	Mary Grace R. Ansay	SDRRM Coordinator	San Luis
76	Erwin B. Aldovino	SDRRM Coordinator	Tingloy
77	Raymond U. Ramos	SDRRM Coordinator	Mabini
78	Jay Mark R. Villavicencio	SDRRM Coordinator	Alitagtag
79	John Kenneth H. Legaspi	SDRRM Coordinator	Agoncillo
80	Princess V. Tanan	SDRRM Coordinator	Balete

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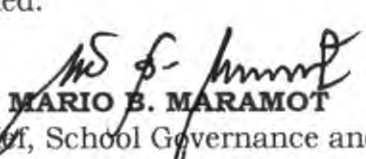
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SCHOOLS DIVISION OF BATANGAS

81	Loreno P. Norcio	SDRRM Coordinator	Cuenca
82	Mike Anthony T. Macaisa	SDRRM Coordinator	Laurel
83	Edwin B. De Sagun	SDRRM Coordinator	San Nicolas
84	Benson L. De Ocampo	SDRRM Coordinator	Talisay
85	Christian G. Nitro	SDRRM Coordinator	Malvar
86	Lianor B. Malabanan	SDRRM Coordinator	Mataas na Kahoy
87	Romualdo D. de Castro Jr	SDRRM Coordinator	Ibaan
88	Camille Tuazon	SDRRM Coordinator	San Jose
89	Elmer E. Mendoza	SDRRM Coordinator	Rosario East
90	Creselyn R. Untalan	SDRRM Coordinator	Rosario West
91	Jeric L. Mauleon	SDRRM Coordinator	San Juan East
92	Christine Joyce A. Garcia	SDRRM Coordinator	San Juan West
93	Hernan H. Ebreo	SDRRM Coordinator	Taysan
94	Oliver M. Reyes	SDRRM Coordinator	Padre Garcia
95	Alva Claire A. Mendoza	SDRRM Coordinator	Sta. Teresita
96	Adonis A. Gonzalvo	SDRRM Coordinator	Sta. Teresita
97	Willy Albert Braza	SDRRM Coordinator	Laurel
98	Maribel B. Ellazar	SDRRM Coordinator	San Pascual
99	Catherine A. Arpia	SDRRM Coordinator	Taysan
100	Ma. Lourdes Grace B. Sanday	SDRRM Coordinator	Ibaan
101	Donna Mae C. Katimbang	SDRRM Coordinator	Mataas na Kahoy
102	Kloster Jan M. De Claro	Teacher II, Documenter- TWG	Tingloy
103	Aries T. Awatin	School Head/ QATAME	San Juan
104	Elizabeth C. Tumambing	Administrative Assistant/ TWG	SDO-SGOD
105	Mara Therese C. Albay	Administrative Assistant/ TWG	SDO-SGOD
106	Rodelio M. Alvarez	Medical/Health Personnel	SGOD- Medical
107	John Rhys Manalo	Medical/Health Personnel	SGOD- Medical
108	Resource Speaker		
109	Resource Speaker		
110	Resource Speaker		

Prepared by:


JAMES ANGELO T. AÑO
Project Development Officer II
Disaster Risk Reduction and Management

Noted:


Dr. MARIO B. MARAMOT
Chief, School Governance and Operations Division

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SCHOOLS DIVISION OF BATANGAS

Enclosure 2

Division Disaster Risk Reduction and Management Planning Conference 2023
August 1- 3, 2023

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	IN-CHARGE
8:00 – 8:30	Registration of Participants	TWG
8:30 – 9:00	Opening Program National Anthem Prayer CALABARZON March Himno ng Batangas Safety Reminders	Audio-visual Presentation Hotel Management-Safety Officer
	Welcome and Opening Remarks	Dr. Nicolas M. Burgos Asst. Schools Div. Superintendent
	Presentation of Participants	Program Facilitator
9:00 – 9:30	Inspirational Message	Marites A. Ibanez, CESO V Schools Division Superintendent
9:30 – 10:00	Health Break	
CONFERENCE PROPER		
10:00 – 12:00	Keynote Message	Dr. Michael Girard R. Alba Chief, Education Support Services Division, DepEd Region IV-A
12:00 -1:00	Lunch Break	
1:00 – 2:00	Presentation of Division DRRM Accomplishments	James Angelo T. Año PDO II- DRRM
2:00 – 4:00	Presentation of DRRM Accomplishments by Sub-Office/ Gallery Walk	District DRRM Focal
4:00- 5:00	Administrative Announcement/Reminders	TWG
2nd Day		
8:00-8:30	Management of Learning	Assigned Group

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SCHOOLS DIVISION OF BATANGAS

8:30-10:00	DRRM Structure	Wilbert C. Ulpindo Asst. Chief of ESSD/Regional DRRM Coordinator, R4A
10:00-10:30	Health Break	
10:30-11:30	Presentation of Guidelines for Response Interventions	James Angelo T. Año PDO II- DRRM
11:30- 12:00 pm	Presentation of Guidelines on the Grant of Service Credits/CTO during calamities	Joemar B. Perez AO II/ OIC-HRMO
12:00- 1:00	Lunch	
1:00- 2:30	Structural Damages Assessment	Engr. John Albert L. Tiquis/ Engr. Jesriel Anne A. Macaraig Education Facilities Section
2:30- 3:00	Health Break	
3:00- 4:30	Comprehensive School Safety	Engr. Jon Daryl D. Espiritu PDO II- DRRM, DepEd Rizal
4:30- 5:00	Administrative Announcement/Reminders	TWG
3rd Day		
8:00- 8:30	Management of Learning	Assigned Group
8:30- 10:00	Partner's Hours	Invited Partners Dr. Ramil G. Ginete SEPS- SMN
10:00- 10:30	Health Break	
10:30- 12:00 pm	Distribution of IEC Materials/ Finalization of District DRRM Plan	James Angelo T. Año PDO II- DRRM
12:00- 1:00	Lunch	
1:00- 2:30	Open Forum	Facilitators
2:30- 3:00	Health Break	
3:00- 5:00	- Ways Forward - Closing Message -Distribution of Certificates	TWG

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REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Enclosure 3

PROGRAM MANAGEMENT STRUCTURE

I. Executive Committee

Chairperson:	MARITES A. IBAÑEZ, CESO V Schools Division Superintendent
Co-Chairpersons:	NICOLAS M. BURGOS, EdD Assistant Schools Division Superintendent
	NADINE C. CELINDRO 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/ Conference Manager	JAMES ANGELO T. AÑO Project Development Officer II
Program Facilitator/ Moderator	PATRICK T. RAZON, EdD CHRISTIAN M. CALUBAG
Class Manager/ Process Observers	RAMIL G. GINETE, EdD ANABEL E. MAGALONA
QATAME Associate	EVELYN C. DE SAGUN ARIES T. AWATIN
Documenters	KLOSTER JAN M. DE CLARO MARLON B. ARENAS
Training Support Staff a. ICT	NOEL M. SALAGUBANG

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ELIZABETH C. TUMAMBING

b. Secretariat/
Logistics

**MARA THERESE C. ALBAY
NOAH P. DUQUE
RAYMUND L. TORINO
MEA M. FRESNIDO**

Medical Staff

**RODELIO M. ALVAREZ
JOHN RHYS MANALO**

SDO Safety Officer

Engr. JESRIEL ANN A. MACARAIG

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SCHOOLS DIVISION OF BATANGAS

Enclosure 4

TERMS OF REFERENCE

TWG Chairperson	<ul style="list-style-type: none">- Spearheads the planning of the program and dissemination of the Memorandum.- Conducts and presides meetings of the TWG on operational matters to give immediate interventions to issues and concerns.
Conference Manager	<ul style="list-style-type: none">- Designs the program/ activity- Spearheads the pre, during, and post-implementation of the program.- Leads in the conduct of the debriefing- On the lookout for the welfare of the participants.
Program Facilitator/ Moderator	<ul style="list-style-type: none">- Facilitates the flow of the activity.- Develop a detailed program plan outlining the sequence of the events, timing, and duration of each segment.- Coordinate with other concerned committees for smooth flow of the activity.
Class Managers/ Process Observers	<ul style="list-style-type: none">- Provides the needs of the participants and facilitators during the session.- Announce management concerns.- Accomplish the process observation form.
QATAME Associates	<ul style="list-style-type: none">- Ensures that the QAME process such as data gathering through monitoring tools and FGD, analysis of data, as well as the presentation of findings, are observed, and ensures protocol is observed in this process.- Consolidates QAME results and submits reports QATAME Associate to the conference manager.- Overseas the entire QAME process of the program Provides QAME results during debriefing.
Documenters	<ul style="list-style-type: none">- Takes pictures and writes narrative reports of everything during the training Documenter

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REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

	<ul style="list-style-type: none">- Takes down minutes of all meetings/ debriefing sessions.- Prepare the draft of the Completion Report following the given format.
ICT	<ul style="list-style-type: none">- Ensures availability and serviceability of training facilities including video conferencing, audio, and peripherals.- Coordinates with the learning facilitators/ resource speakers on the slide decks of the topic/s to be presented and discussed Troubleshoots technical problems
Secretariat/ Logistics	<ul style="list-style-type: none">- Secures logistics (supplies, materials, equipment) for the assigned classes.- Checks attendance and keeps the master list of participants.- Spearheads the registration and checking of all attendance of participants.- Gathers and keeps the supporting documents for liquidation and reporting purposes.- Prepares Certificate of Participation, Certificate of Recognition, and Certificate of Appearance Compile minutes of all meetings/debriefing sessions.
Medical Staff	<ul style="list-style-type: none">- Ensures the health conditions of the participants.- Provides first aid and immediately attends to participants needing medical attention.- Reports participants' health problems to the training management team
Safety Officer	<ul style="list-style-type: none">- Ensures that all safety regulations are being followed correctly and consistently throughout the conference period.

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Enclosure 5

**MECHANICS FOR THE GALLERY WALK
(Presentation of Accomplishments by Congressional Districts)**

Objectives:

1. To provide practical knowledge and skills to set up an engaging and informative booth for showcasing 2023 Disaster Risk Reduction and Management (DRRM) consolidated Congressional District Accomplishments.
2. To highlight DRRM accomplishments, best practices, and innovative approaches for benchmarking.

Pre-Work Instructions:

1. All Sub-Offices/Congressional Districts are given the prerogative to decide on how to feature their accomplishments for the interactive session.
2. It is highly encouraged that the mode of presentation is in the form of printed boards for gallery walks.
3. Projectors will not be provided, and the use of PowerPoint is not encouraged.

Mechanics:

1. In the next 30 minutes, all sub-offices are advised to set up their respective congressional districts' (CD) booth/table to showcase their accomplishments.
2. The remaining hours will be dedicated to the Gallery Walk.
3. All participants are encouraged to roam each CD booth/table.
4. There shall be at least 2 assigned staff/participants at the designated gallery booth: The first as a discussant to discuss their CD accomplishment and to respond to the query/ies of the participants and the other as a documenter to document the observations/concerns of the participants.

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