



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

August 11, 2025

**DIVISION MEMORANDUM**

No. 401, s. 2025

**CAPACITY BUILDING FOR NON-TEACHING PERSONNEL ON QUALITY ASSURANCE, MONITORING, AND EVALUATION OF DRRM PROJECTS AND ACTIVITIES**

**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  
All Other Concerned

1. In reference to **DepEd Order No. 21, s. 2015** – *Disaster Risk Reduction and Management (DRRM) in Basic Education Framework*, and in alignment with **DepEd Order No. 29, s. 2022** – *Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)*, the Department of Education underscores the critical role of integrating DRRM principles and M&E mechanisms in the delivery of basic education to promote safety, resilience, and preparedness across all school communities.
2. To strengthen the implementation and monitoring of Disaster Risk Reduction and Management (DRRM) initiatives, the School Governance and Operations Division (SGOD), as the process owner of the division's Monitoring and Evaluation (M&E) system, will spearhead a Capacity Building on August 18–20, 2025, at a venue to be announced in a separate issuance.
3. This three-day activity aims to equip personnel from both school and division levels with the necessary competencies in utilizing Quality Assurance, Monitoring, and Evaluation (QAME) tools to ensure that DRRM projects and activities are data-driven, results-oriented, and aligned with DepEd's core principles of safety, quality, and accountability. Specifically, the training will focus on:
  - QAME tools tailored to different PPAs;
  - Developing evidence-based recommendations to improve program initiatives; and
  - Formulating Monitoring and Evaluation Plan for different PPAs.
4. The participants in this training program are primarily non-teaching personnel. However, due to the limited number of non-teaching staff, this office has also included teaching-related personnel. The names of the





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participants are listed in the attached document. Select members of the Technical Working Group are advised to be present at the venue on August 17, 2025 (Day 0) for preparation and planning activities. Since Day 0 of the activity falls on a Sunday, a Compensatory Time Off (CTO) shall be granted to eligible personnel in accordance with existing Civil Service Commission (CSC) rules and DepEd policies.

5. This memorandum serves as Travel Order of the participants.
6. Expenses relative to the conduct of the activity shall be charged against School/Division MOOE and other local funds subject to usual accounting and auditing rules and regulations.
7. If there are any queries, you may coordinate with Mr. James Angelo T. Año or Ms. Jessa S. Guerra of the Schools Governance and Operations Division, through e-mail at [sgodbatangas@deped.gov.ph](mailto:sgodbatangas@deped.gov.ph).
8. Immediate dissemination of and compliance with this Memorandum is directed.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 

Encl. As stated

Reference: DepEd Order No. 21, s. 2015  
DepEd Order No. 29, s. 2022

To be indicated in the Perpetual Index under the following subject:

Issuances- Division Memorandum

CVS/CAPACITY BUILDING FOR NON-TEACHING PERSONNEL ON QUALITY ASSURANCE, MONITORING, AND EVALUATION OF DRRM PROJECTS AND ACTIVITIES/R2-145532/ 08/11/2025





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*Attachment A*

**Capacity Building for Non-Teaching Personnel on Quality Assurance, Monitoring, and Evaluation of DRRM Projects and Activities**

Participants – **SDS, ASDSs, Div. Chiefs, EPSs, SEPSs, EPS II, other non-teaching and teaching related personnel**

Inclusive Date & Time: **August 18-20, 2025 8:00 am – 5:00 pm**

NO.	NAME	SEX	OFFICE/ DIVISION/ SECTION	POSITION
1.	MARITES A. IBANEZ	F	OSDS	SDS
2.	RHINA O. ILAGAN	F	OSDS	ASDS
3.	JOFIT P. DAYOC	M	OSDS	ASDS
4.	DAVID M. NUAY	M	CID	Chief ES
5.	MARIO B. MARAMOT	M	SGOD	Chief ES
6.	MA. LETICIA JOSE C. BASILAN	F	CID	EPS I
7.	JIMMY J. MORILLO	M	CID	EPS I
8.	ALFRED JAMES A. ELLAR	M	CID	EPS I
9.	EMERSON B. DALANGIN	M	CID	Science Coordinator
10.	MERCY R. VILLANUEVA	F	CID	EPS I
11.	JAYSEN TORALIZA	M	CID	EPS II
12.	ERRON M. DE TORRES	M	CID	ADA VI
13.	CORA V. SAMSON	F	SMME	SEPS
14.	JESSA S. GUERRA	F	SMME	EPS II
15.	JAMES ANGELO T. AÑO	M	DRRM	PDO II
16.	EVELYN C. DE SAGUN	F	HRD	SEPS
17.	LEONCIA B. MARAMOT	F	HRD	EPS II
18.	ANABEL E. MAGALONA	F	SMN	SEPS
19.	NOAH P. DUQUE	M	SMN	EPS II
20.	ROSEMARIE J. GONZALES	F	YOUTH	PDO I
21.	ARNEL B. CATAPANG JR.	M	SGOD	ADAS II
22.	ROXANNE REDUBLA	F	PRIVATE	ADAS III
23.	ANGELU A. CATAPAT	F	ACCOUNTING	ADAS III
24.	RHONA ANN D. FRANE	F	ACCOUNTING	ADAS III
25.	MARVIN P. MUÑOZ	M	ADMIN	ADAS III
26.	AMIEL D. GAMBOA	M	ADMIN	ADAS III
27.	CINDERELA S. BISCOCHO	F	BUDGET	ADAS III
28.	MA. CHRYSSEL M. CANTOS	F	CASHIER	ADA VI
29.	ED CHRISTIAN B. CANTOS	M	PALAKPAK INHS	OIC-SCHOOL HEAD

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30.	NIÑO BRADLEY I. MAGSOMBOL	M	PERSONNEL	AO II
31.	NEIL MICO P. DE TORRES	M	PROPERTY	AO II
32.	GLADIOLA DAHLIA G. BANO	F	CALUBCOB I NATIONAL HIGH SCHOOL	ADAS III
33.	GLEN D. PAGCALIWAGAN	M	BAYAWANG IS	School Head
34.	ROSETTE L. TAPALLA	F	DR. JUAN A. PASTOR INHS	ASSISTANT PRINCIPAL II
35.	ESTRELLA A. NUÑEZ	F	LAPOLAPO ELEMENTARY SCHOOL	School Head
36.	EDMUND EVANGELISTA	M	TALA SENIOR HIGH SCHOOL	School Head
37.	VANESSA A. BAUTISTA	F	MALAPAD NA BATO NHS	School Head
38.	IVAN M. DE CASTRO	M	NIOGAN ELEMENTARY SCHOOL	School Head
39.	MYRNA R. DE CASTRO	F	TIMBUGAN NHS	School Head
40.	LOVEREALJOY A. LOPEZ	F	PINAGBAYANAN INHS	School Head
41.	AGAPITO S. CANELA	M	AGONCILLO ELEMENTARY SCHOOL	School Head
42.	GILBERTO L. PEREZ	M	MALVAR CS	School Head
43.	RECHIEL G. GUERRA	F	TINGLOY NHS	School Head
44.	GELYN L. JONSON	F	LIAN CS	School Head
45.	IRELYN R. DUEÑAS	F	JAYBANGA INHS	School Head
46.	JUVIE ANN P. GABRIELES	F	TINGLOY SHS	School Head
47.	JAY- ANN A. MENDOZA	F	TALISAY	School Head
48.	MA. LINDA R. PADUA	F	SAN LUIS	School Head
49.	MAR CEILYN P. MASANGCAY	F	SHN	Nurse II
50.	JAIME JOHN MONTEALEGRE	M	SHN	Nurse II



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Attachment B

**Capacity Building for Non-Teaching Personnel on Quality Assurance, Monitoring,  
and Evaluation of DRRM Projects and Activities**

**TRAINING MANAGEMENT STRUCTURE**

**Executive Committee**

Overall Chairperson	<b>MARITES A. IBANEZ, CESO V</b> Schools Division Superintendent
Co-Chairpersons	<b>JOFIT P. DAYOC, CESE</b> Asst. Schools Division Superintendent <b>RHINA O. ILAGAN</b> Asst. Schools Division Superintendent
Members	<b>DAVID M. NUAY</b> Chief Education Supervisor, CID <b>MARIO B. MARAMOT PhD</b> OIC - Chief Education Supervisor, SGOD <b>LOU C. PANALIGAN</b> Administrative Officer V, OSDS

Task/ Committee	Terms of Reference	In-Charge
Program Proponent	<ul style="list-style-type: none"> <li>➤ Spearheads in the planning of the program and dissemination of Memorandum</li> <li>➤ Secures approval of proposal</li> <li>➤ Leads in the conduct of activity</li> </ul>	James Angelo T. Año Jessa S. Guerra
Secretariat	<ul style="list-style-type: none"> <li>➤ Facilitates the generation of certificates after the End of Program Evaluation</li> </ul>	Rechiel G. Guerra
Documenter	<ul style="list-style-type: none"> <li>➤ Documents the entire implementation of the activity</li> <li>➤ Prepares the photo and narrative documentation of the training and furnishes the Program proponent with a copy</li> </ul>	Noah P. Duque
Technical Assistant	<ul style="list-style-type: none"> <li>➤ Ensures availability and serviceability of the</li> </ul>	Ed Christian B. Cantos





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	internet including powerpoint presentation, audio and peripherals ➤ Coordinates with the presenters on the slide decks of the topic/s to be presented and discussed ➤ Trouble shoots technical problems	
Program Facilitator/Moderator	➤ Facilitates the flow of the activity ➤ Entertains questions of the participants ➤ Establishes a friendly atmosphere in the session ➤ Concludes the activity	Jessa S. Guerra
QAME Associate	➤ Quality assures the conduct of program ➤ Provides QAME report and furnishes the program proponent a copy ➤ Prepares the activity completion report	Jessa S. Guerra
Nurse	➤ Checks health issues & concerns of the participants from time to time ➤ Applies first aid when necessary ➤ Prepares medical reports	Nurses on duty



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Attachment C

**CAPACITY BUILDING FOR NON-TEACHING PERSONNEL ON QUALITY ASSURANCE, MONITORING, AND EVALUATION OF DRRM PROJECTS AND ACTIVITIES**

Inclusive Date & Time: **August 18-20, 2025 8:00 am – 5:00 pm**  
Venue: **Rosario Resort and Hotel, Rosario Batangas**

**ACTIVITY IMPLEMENTATION PLAN**

**DAY 1**

TIME	ACTIVITY	IN-CHARGE
8:30 - 9:00 AM	<b>Opening Program</b> - National Anthem (AVP) - Prayer - CALABARZON March - Quality Policy Statement	Audio Visual Presentation
9:00 - 9:05 AM	<b>Welcome Remarks and Statement of Purpose</b>	Jofit P. Dayoc, CESE ASDS
9:05 - 9:20 AM	<b>Acknowledgement of the Participants</b>	Mario B. Maramot, PhD SGOD Chief
9:20 - 9:30 AM	<b>Presentation of Indicative Activities</b>	Cora V. Samson SEPS-SMME
9:30 - 10:00 AM	<b>Inspirational Message</b>	Marites A. Ibanez, CESO V SDS
10:00 - 10:30 AM	<b>Break</b>	
10:30-11:00 AM	<b>Overview of DRRM PPAs FY 2025</b>	JAMES ANGELO T. AÑO Planning Development Officer II-DRRM
10:30 - 12:00 PM	<b>Session 1: Revisiting DM 44 s. 2023: Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs</b>	Cora V. Samson Senior Education Program Specialist-SMME
12:00 - 1:00 PM	<b>Lunch Break</b>	
1:00 - 4:00 PM	<b>Session 2: Reviewing and Enhancement of the Quality Assurance</b>	Xander B. Castillo Senior Education Program Specialist-SMME (SDO Tanauan City)





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	<i>Monitoring and Evaluation (QAME) Tools for PPAs and L&amp;D of DRRM;</i> <i>Presentation of QAME Standardized Tools in Monitoring and Evaluation of PDPs and other PPAs</i> <b>Session 3:</b> <i>Regional Monitoring &amp; Evaluation Framework, Workflow and Tools in Monitoring the Implementation of PPAs and PSPs (RM No. 467, s. 2025)</i>	
4:00 - 4:30 PM	<b>Questions and Answers (Q&amp;A) on Sessions 1, 2 and 3</b>	Program Facilitator
4:30 - 5:00 PM	<b>End of the Day Evaluation</b>  <b>Announcement on the Day 2 Activities</b>	

**DAY 2**

TIME	ACTIVITY	IN-CHARGE
8:00 - 8:30 AM	<b>Preliminaries</b>	TWG
8:30 - 10:30 AM	<b>Session 4:</b> Creation of End of the Day Evaluation link <b>Session 5:</b> Harvesting of End of the Day Evaluation Results	Ronnie A. Gado Senior Education Program Specialist-SMME (SDO Sto Tomas City)
10:30 - 10:45 AM	<b>Break</b>	
10:45 - 12:00 NN	<b>Continuation of Session 5:</b> <i>Workshop on the Finalization of QAME Tools for DRRM PPAs</i>	
12:00 - 1:00 PM	<b>Lunch Break</b>	
1:00 - 3:00 PM	<b>Presentation of Workshop Output</b>	
3:00 - 4:00 PM	<b>Wrap-up/Synthesis/Agreements</b>	
4:00 - 4:30 PM	<b>Announcements/Evaluation</b>	





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**DAY 3**

TIME	ACTIVITY	IN-CHARGE
8:00 - 8:30 AM	<b>Preliminaries</b>	TWG
8:30 - 10:30 AM	<b>Session 6:</b> <i>Analysis of End of the Day Evaluation Results (Analysis Report)</i>	Jessa S. Guerra Education Program Specialist II-SMME
10:30 - 10:45 AM	<b>Break</b>	
10:45 - 12:00 NN	<b>Continuation of Session 6:</b> <i>Workshop on Analysis of End of the Day Evaluation Results (Analysis Report)</i>	
12:00 - 1:00 PM	<b>Lunch Break</b>	
1:00 - 3:00 PM	<b>Presentation and Submission of Workshop Output</b>	
3:00 - 4:00 PM	<b>**Closing Program</b>	