



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

13 August 2025


DIVISION MEMORANDUM

No. 407, s. 2025

ADDENDUM AND CORRIGENDUM TO DM 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 Elementary and Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 401, s. 2025 titled *Capacity Building for Non-Teaching Personnel on Quality Assurance, Monitoring, and Evaluation of DRRM Projects and Activities*, this Office announces that the conduct of this **live-in seminar-workshop** will be held at **Rosario Resort and Hotel, Brgy. Quilib, Rosario Batangas**.
2. Participants are advised to **bring their own laptop and extension cord** for the workshop sessions to ensure active participation and smooth conduct of activities.
3. Attached herewith are the above issuances, final list of participants and program activities.
4. All other provisions of previous issuances that are not consistent with this Memorandum shall remain in full force and effect.
5. 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 sdobatangas.sgod@deped.gov.ph.
6. Immediate dissemination of and compliance with this memorandum is directed.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent



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

Encl. As Stated

Reference: Division Memorandum No. 401, s. 2025

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

Issuances: Division Memorandum

JSG/CORRIGENDUM TO DM 401, S. 2025- *Capacity Building for Non-Teaching Personnel on Quality Assurance, Monitoring, and Evaluation of DRRM Projects and Activities* R2- 145651/AUGUST 13, 2025



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

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
	MARITES A. IBANEZ	F	OSDS	SDS
	RHINA O. ILAGAN	F	OSDS	ASDS
	JOFIT P. DAYOC	M	OSDS	ASDS
	MARIO B. MARAMOT	M	SGOD	Chief ES
1.	DAVID M. NUAY	M	CID	Chief ES
2.	MA. LETICIA JOSE C. BASILAN	F	CID	EPS I
3.	ALFRED JAMES A. ELLAR	M	CID	EPS I
4.	EMERSON B. DALANGIN	M	CID	Science Coordinator
5.	MERCY R. VILLANUEVA	F	CID	EPS I
6.	JAYSEN TORALIZA	M	CID	EPS II
7.	ERRON M. DE TORRES	M	CID	ADA VI
8.	CORA V. SAMSON	F	SMME	SEPS
9.	JESSA S. GUERRA	F	SMME	EPS II
10.	JAMES ANGELO T. AÑO	M	DRRM	PDO II
11.	ANABEL E. MAGALONA	F	SMN	SEPS



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

12.	NOAH P. DUQUE	M	SMN	EPS II
13.	ROSEMARIE J. GONZALES	F	YOUTH FORMATION	PDO I
14.	ROXANNE REDUBLA	F	PRIVATE	ADAS III
15.	ABEGAIL IVY C. PEREZ	F	ACCOUNTING	ADAS III
16.	JASMIN A. DUQUE	F	ACCOUNTING	ADAS III
17.	MARVIN P. MUÑOZ	M	ADMIN	ADAS III
18.	AMIEL D. GAMBOA	M	ADMIN	ADAS III
19.	CINDERELA S. BISCOCHO	F	BUDGET	ADAS III
20.	MA. CHRYSSEL M. CANTOS	F	CASHIER	ADA VI
21.	NIÑO BRADLEY I. MAGSOMBOL	M	PERSONNEL	AO II
22.	JUAN MIGUEL A. ALVIAR	M	PROPERTY	ADA IV
23.	GLADIOLA DAHLIA G. BANO	F	CALUBCOB I NATIONAL HIGH SCHOOL	ADAS III
24.	GLEN D. PAGCALIWAGAN	M	BAYAWANG IS	School Head
25.	ED CHRISTIAN B. CANTOS	M	PALAKPAK INHS	OIC-SCHOOL HEAD
26.	ALEX P. BRUAL	F	SAN TEODORO ES	SCHOOL HEAD
27.	ROSETTE L. TAPALLA	F	DR. JUAN A. PASTOR INHS	ASSISTANT PRINCIPAL II
28.	GIGI M. AGITO	F	LOBO SENIOR HIGH SCHOOL	ASSISTANT PRINCIPAL II
29.	ESTRELLA A. NUÑEZ	F	LAPOLAPO ELEMENTARY SCHOOL	School Head
30.	EDMUND EVANGELISTA	M	TALA SENIOR HIGH SCHOOL	School Head



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

31.	VANESSA A. BAUTISTA	F	MALAPAD NA BATO NHS	School Head
32.	IVAN M. DE CASTRO	M	NIOGAN ELEMENTARY SCHOOL	School Head
33.	MYRNA R. DE CASTRO	F	TIMBUGAN NHS	School Head
34.	LOVEREALJOY A. LOPEZ	F	PINAGBAYANAN INHS	School Head
35.	RENIE C. HERNANDEZ	M	MAHABANG GULOD ES	AO II
36.	GILBERTO L. PEREZ	M	MALVAR CS	School Head
37.	RECHIEL G. GUERRA	F	TINGLOY NHS	School Head
38.	GELYN L. JONSON	F	LIAN CS	School Head
39.	IRELYN R. DUEÑAS	F	JAYBANGA INHS	School Head
40.	JUVIE ANN P. GABRIELES	F	TINGLOY SHS	School Head
41.	JAY- ANN A. MENDOZA	F	TALISAY	School Head
42.	MA. LINDA R. PADUA	F	SAN LUIS	School Head
43.	MAR CEILYN P. MASANGCAY	F	SHN	Nurse II
44.	JAIME JOHN L. MONTEALEGRE	M	SHN	Nurse II
45.	JUDITH R. IMAN	F	BASILIO S. MARASIGAN MNHS	AO II
46.	LORE LYN ABDON	F	LAGADLARIN/OLO-OLO ES	AO II
47.	ERIKA SUZANNE CARAAN	F	VENANCIO TRINIDAD SR. MS	ADAS III
48.	JEROME A. CUDIAMAT	M	CALATAGAN SHS	ASSISTANT PRINCIPAL II



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

49.	MARICYL P. TENDAN	F	PANTALAN SH	ASSISTANT PRINCIPAL II
50.	SUSANA E. DIMAILIG	F	SINISIAN ES	School Head



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

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

Task/ Committee	Terms of Reference	In-Charge
Program Proponent	<ul style="list-style-type: none"> ➤ Spearheads in the planning of the program and dissemination of Memorandum ➤ Secures approval of proposal ➤ Leads in the conduct of activity 	James Angelo T. Año Jessa S. Guerra
Secretariat	<ul style="list-style-type: none"> ➤ Facilitates the generation of certificates after the End of Program Evaluation 	Rechiel G. Guerra
Documenter	<ul style="list-style-type: none"> ➤ Documents the entire implementation of the 	Noah P. Duque



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

	<p>activity</p> <ul style="list-style-type: none">➤ Prepares the photo and narrative documentation of the training and furnishes the Program proponent with a copy	
Technical Assistant	<ul style="list-style-type: none">➤ Ensures availability and serviceability of the 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	Ed Christian B. Cantos
Program Facilitator/Moderator	<ul style="list-style-type: none">➤ 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	<ul style="list-style-type: none">➤ 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	<ul style="list-style-type: none">➤ Checks health issues & concerns of the participants from time to time➤ Applies first aid when necessary➤ Prepares medical reports	Nurses on duty



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

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	Opening Program - National Anthem (AVP) - Prayer - CALABARZON March - Quality Policy Statement	Audio Visual Presentation
9:00 - 9:05 AM	Welcome Remarks and Statement of Purpose	Jofit P. Dayoc, CESE ASDS
9:05 - 9:20 AM	Acknowledgement of the Participants	Mario B. Maramot, PhD SGOD Chief
9:20 - 9:30 AM	Presentation of Indicative Activities	Cora V. Samson SEPS-SMME
9:30 - 10:00 AM	Inspirational Message	Marites A. Ibanez, CESO V SDS
10:00 - 10:30 AM	Break	
10:30-11:00 AM	Overview of DRRM PPAs FY 2025	JAMES ANGELO T. AÑO Planning Development Officer II-DRRM
10:30 - 12:00 PM	Session 1: Revisiting DM 44 s. 2023: Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National	Cora V. Samson Senior Education Program Specialist-SMME



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

	<i>Educators Academy of the Philippines Core Programs</i>	
12:00 - 1:00 PM	Lunch Break	
1:00 - 4:00 PM	Session 2: <i>Reviewing and Enhancement of the Quality Assurance Monitoring and Evaluation (QAME) Tools for PPAs and L&D of DRRM;</i> <i>Presentation of QAME Standardized Tools in Monitoring and Evaluation of PDPs and other PPAs</i> Session 3: <i>Regional Monitoring & Evaluation Framework, Workflow and Tools in Monitoring the Implementation of PPAs and PSPs (RM No. 467, s. 2025)</i>	Xander B. Castillo Senior Education Program Specialist-SMME (SDO Tanauan City)
4:00 - 4:30 PM	Questions and Answers (Q&A) on Sessions 1, 2 and 3	Program Facilitator
4:30 - 5:00 PM	End of the Day Evaluation Announcement on the Day 2 Activities	

DAY 2

TIME	ACTIVITY	IN-CHARGE
8:00 - 8:30 AM	Preliminaries	TWG
8:30 - 10:30 AM	Session 4: Creation of End of the Day Evaluation link Session 5: Harvesting of End of the	Ronnie A. Gado Senior Education Program Specialist-SMME (SDO Sto Tomas City)



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

	Day Evaluation Results	
10:30 - 10:45 AM	Break	
10:45 - 12:00 NN	Continuation of Session 5: <i>Workshop on the Finalization of QAME Tools for DRRM PPAs</i>	
12:00 - 1:00 PM	Lunch Break	
1:00 - 3:00 PM	Presentation of Workshop Output	
3:00 - 4:00 PM	Wrap-up/Synthesis/Agreements	
4:00 - 4:30 PM	Announcements/Evaluation	

DAY 3

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