



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

26 Aug 2026

DIVISION MEMORANDUM

No. 430, s. 2026

CONDUCT OF SUB-OFFICE DRRM COORDINATION MEETING

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

1. This Office directs all Sub-Offices to conduct their respective **Sub-Office DRRM Coordination Meeting** on **any date/s from September 14 to 25, 2026**, at a venue determined by the concerned Sub-Office.
2. The discussion shall focus on the following priority concerns:
 - a. Orientation on the Implementation of the Incident Management Reporting System (IMRS)
 - b. Orientation on the Comprehensive School Safety Framework (CSSF) Pillar 1: Safer Learning Facilities Guidebook
 - c. M7X Ready Program Orientation and Certification
 - d. Re-Orientation on DepEd Order no. 22, s. 2024
 - e. Conduct of Hazard Drills
3. The following are expected to participate:
 - a. Public Schools District Supervisor
 - b. Sub-Office DRRM Focal Persons;
 - c. School Heads/Officers-in-Charge
 - d. Other non-teaching personnel concerned
4. In addition, Clustering of nearby Sub-Offices is likewise encouraged, where practicable, to minimize operational costs and maximize available resources while facilitating coordination and the sharing of good practices.
5. Each Sub-Office shall prepare its respective program of activities based on the agenda provided in this Memorandum and may include other DRRM and school safety concerns relevant to the schools within its area of responsibility. The Sub-



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Office shall likewise submit the schedule and venue of the meeting using this link: <https://tinyurl.com/bde9mvn7> for monitoring purposes within the prescribed period.

6. The Minutes of the Meeting and Narrative Report, together with the required supporting documents, such as a copy of the Attendance Sheet and Program of Activities, shall be uploaded to the designated Google Drive through the link provided here: <https://tinyurl.com/2x369c7y> , on or before **October 1, 2026**.

7. The following SGOD officials/personnel shall be designated to monitor the conduct of the Sub-Office DRRM Coordination Meeting and shall perform their respective assignments as indicated below:

Official/Personnel	Task	Assigned Sub-Offices
James Angelo T. Año	a. Monitor the conduct of the activity, and ensure compliance with the prescribed agenda and requirements.	CD 1
Dr. Mario B. Maramot		CD 2
Anabel E. Magalona		CD 3 & Tingloy SO
Noah P. Duque	b. Provide technical assistance, if any.	CD 4

8. This memorandum shall also serve as the travel authority of the identified monitoring officials.

9. Expenses for the conduct of the activity shall be charged against their respective MOOE/local funds, subject to the usual accounting and auditing rules and regulations.

10. Immediate dissemination and compliance of this Memorandum is directed.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl: None

Reference: None

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

Issuances: Division Memorandum

JATA/CONDUCT OF SUB-OFFICE DRRM COORDINATION MEETING/ R2-155234/26-08-26



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