



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

August 22, 2025

DIVISION MEMORANDUM

No. 431, s. 2025

**TRAINING WORKSHOP ON DISASTER PREPAREDNESS FOR FEDERATED PTA
OFFICIALS CUM 2025 PROVINCIAL FEDERATION OF PARENTS AND
TEACHERS ASSOCIATION ELECTION AND FORUM**

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

1. Relative to DepEd Order No. 13, s. 2022, which provides an updated operating manual for PTAs, and in consonance with Republic Act No. 10121, the Philippine Disaster Risk Reduction and Management Act of 2010, which strengthens the country's disaster risk reduction and management system, this office, through the Social Mobilization and Networking Section, formally announces the forthcoming live-in training workshop, election, and forum for the Federated PTA Officials, scheduled on August 28–29, 2025, 8:00 AM at Batangas Country Club, Lourdes Village, Bolbok, Batangas City.

2. This event is designed to augment disaster preparedness capabilities, facilitate the 2025 Provincial Federation of Parents and Teachers Association Election, and provide a structured environment for discussing critical educational matters.

3. This activity aims to:

a. Enhance disaster preparedness: To furnish PTA officials with the requisite knowledge and competencies to effectively prepare for, respond to, and recover from disasters, thereby safeguarding the welfare of students and school communities.

b. Execute the 2025 Provincial Federation Election: To conduct a transparent and equitable election process for the 2025 Provincial Federation of Parents and Teachers Association.

c. Provide a forum for dialogue: To establish a platform that encourages PTA officials to engage in substantive discussions regarding prevailing educational challenges, exchange exemplary practices, and propose viable solutions aimed at enhancing the educational framework.



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d. Promote active stakeholder engagement: To stimulate the proactive involvement of parents and educators in supporting school-based programs and initiatives through Stakeholder Engagement Model.

4. All are encouraged to attend this important event. This is crucial in shaping the future of the PFPTA and ensuring its continued effectiveness in supporting the educational journey of our students.

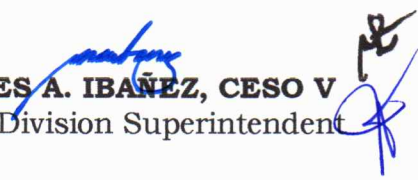
5. Each Sub-office is requested to inform their respective municipal elect federated PTA Presidents.

6. This Memorandum serves as the Travel Order for the participants. (see enclosure 1)

7. Expenses relative to the conduct of this activity shall be charged against School/ Division MOOE and other local funds subject to the usual accounting and auditing rules and regulations.

8. For any concerns and inquiries, please contact Ms. Anabel E. Magalona at 09171326208 (globe) / 09684977424 (smart) or anabel.magalona@deped.gov.ph

9. Immediate dissemination of and compliance with this Memorandum is highly expected.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl. As Stated

Reference: DepEd Order No. 13, s. 2022

Republic Act No. 10121

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

Issuances: Division Memorandum

AEM/ Training Workshop on Disaster Preparedness for Federated PTA Officials cum 2025 Provincial Federation of Parents and Teachers Association Election and Forum/S2-111199/AUGUST 22, 2025



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Enclosure 1

**Training Workshop on Disaster Preparedness for Federated PTA Officials cum
2025 Provincial Federation of Parents and Teachers Association Election and
Forum**

Batangas Country Club, Lourdes Village, Bolbok, Batangas City
August 28-29, 2025/ 8:00 AM-5:00 PM

LIST OF ATTENDEES

NO.	SECTION/OFFICE	NAME
	OFFICE OF THE SDS	MARITES A. IBANEZ, CESO V
	OFFICE OF THE ASDS	JOFIT P. DAYOC, CESE
	SGOD	MARIO B. MARAMOT, PhD
1	SGOD/OSDS	ANABEL E. MAGALONA/ JOHN LHESTER GABO
2	SGOD	JAMES ANGELO T. ANO/ JERICHO ANDAL
3	SGOD	NOAH P. DUQUE
4	OSDS	KAREN S. SALIMO
5	PFPTA PRESIDENT SY 2024-2025	JEFFREY DELA CRUZ
6	AGONCILLO	ANALIZA C. GABAYNO
7	ALITAGTAG	NENA G. MARANAN
8	BALAYAN	LUCY BRIONES PERALTA
9	BALETE	NELSON CASTILLO
10	BAUAN	ROSALINE D. PILARES
11	CALACA	FERDIMAR A. VELASCO
12	CALATAGAN	ARACELI BAYUBAY MERCADO
13	CUENCA	RAMON N. PUSO
14	IBAAN	SHERYL ANN MAGNAYE ANDAL
15	LAUREL	REA S. MAALA
16	LEMERY	GIOVANNI V. GARCIA
17	LIAN	IRENEO HERNANDEZ CABAHO
18	LOBO	DENNIS P. RAMOS
19	MABINI	BABY LILIBETH B. ABE
20	MALVAR	ANALIZA E. GARING
21	MATAAS NA KAHAY	ERNESTO CABALLERO



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22	NASUGBU	VICTORIO G. MENDOZA
23	PADRE GARCIA	ROLANDO M. ROBLES
24	ROSARIO	JEFFREY V. MORALES
25	SAN JOSE	JULIE B. AGNO
26	SAN JUAN	SONIA D. SAMARITA
27	SAN LUIS	MELANIE L. OTARES
28	SAN NICOLAS	LORY O. LANDICHO
29	SAN PASCUAL	HENRY P. MAGSAYSAY
30	STA. TERESITA	CHARITY R. BAET
31	TAAL	MEYLENE HERNANDEZ COMETA
32	TALISAY	MARDEL CANLUBO ACEBO
33	TAYSAN	MARICAR C. ILAGAN
34	TINGLOY	ALEXANDER D. MAGSINO
35	TINGLOY	KLOSTER JAN DE CLARO
36	TUY	NORMAN B. APACIBLE
37	QAME ASSOCIATE	CINDERELA S. BISCOCHO
38	NURSE	MANALO JOHN RHYS/MASANGCAY MAR CEILYN
39	NURSE	DE VERLA LHONDON / JAIME JOHN MONTEALEGRE
40	INVITED SPEAKERS	



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Enclosure 2

**Training Workshop on Disaster Preparedness for Federated PTA Officials cum
2025 Provincial Federation of Parents and Teachers Association Election and
Forum**

Batangas Country Club, Lourdes Village, Bolbok, Batangas City
August 28-29, 2025/ 8:00 AM-5:00 PM

TRAINING MANAGEMENT STRUCTURE

Executive Committee

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

PROGRAM MANAGEMENT STRUCTURE

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 Anabel E. Magalona
Secretariat	<ul style="list-style-type: none"> ➤ Facilitates the generation of certificates after the End of Program Evaluation 	Noah P. Duque
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 	



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Documenter	<ul style="list-style-type: none">➤ Documents the entire implementation of the activity➤ Prepares the photo and narrative documentation of the training and furnishes the Program proponent with a copy	Kloster Jan De Claro
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	
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



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Enclosure 3

**Training Workshop on Disaster Preparedness for Federated PTA Officials cum 2025
Provincial Federation of Parents and Teachers Association Election and Forum**
Batangas Country Club, Lourdes Village, Bolbok, Batangas City
August 28-29, 2025/ 8:00 AM-5:00 PM

ACTIVITY IMPLEMENTATION PLAN

DAY 1- August 28, 2025

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	Jofit P. Dayoc, CESE OIC-Assistant Schools Division Superintendent
9:05 - 9:10 AM	Statement of Purpose	Mario B. Maramot, PhD OIC- Chief Education Supervisor <i>School Governance and Operations Division</i>
9:10 - 9:20 AM	Acknowledgement of the Participants	Program Facilitator
9:20 - 9:30 AM	Presentation of Indicative Activities	Anabel E. Magalona Senior Education Program Specialist <i>Social Mobilization and Networking Section</i>
9:30 - 10:00 AM	Inspirational Message	Marites A. Ibanez, CESO V Schools Division Superintendent
10:00 - 10:30 AM	Break	
10:30-11:00 AM	Session 1: Overview of RA 10121 and the Philippine DRRM Framework	James Angelo T. Año Planning Development Officer II-DRRM
10:30 - 12:00 PM	Session 2: Community Risk Assessment and Hazard Mapping	Invited Speaker
12:00 - 1:00 PM	Lunch Break	
1:00 - 4:00 PM	Session 3: Preparedness and Contingency Planning at the Community Level Session 4: Basic Life Support, First Aid, and Psychosocial Support	Invited Speaker
4:00 - 4:30 PM	Workshop- Crafting the Community Action Plan for DRRM	Invited Speaker
4:30 - 5:00 PM	End of the Day Evaluation	Program Facilitator



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	Announcement on the Day 2 Activities	
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DAY 2- August 29, 2025

TIME	ACTIVITY	IN-CHARGE
8:00 - 8:30 AM	Preliminaries	TWG
8:30 - 10:30 AM	PFPTA Orientation	Anabel E. Magalona Senior Education Program Specialist <i>Social Mobilization and Networking Section</i>
8:30 - 9:00 AM	Election Proper	
9:00 - 10:00 AM	Oath Taking Ceremony	
10:00 - 10:30 AM	Message of Commitment	Newly Elected PFPTA President
10:30 - 10:45 AM	Break	
10:45 - 12:00 NN	DepEd Order No. 13, s. 2022: Omnibus PTA Guidelines	Anabel E. Magalona Senior Education Program Specialist <i>Social Mobilization and Networking Section</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	