



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

02 September 2025

**DIVISION MEMORANDUM**  
No. 470, s. 2024

**MOVING INTO SAFE AND RESILIENT SCHOOLS: ORIENTATION-WORKSHOP  
ON DRRM FOUNDATIONAL, ESSENTIAL, AND TECHNICAL SKILLS**

**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 Others Concerned

1. To strengthen the capacity of schools and personnel on Disaster Risk Reduction and Management (DRRM) under **Project LIGTASanayan** (*Leveraging Initiatives Gearing Towards a Safe and Resilient Schools through Capacity Building*), this Office thru School Governance and Operations Division- Disaster Risk Reduction and Management shall conduct the **Moving into Safe and Resilient Schools: Orientation-Workshop on DRRM Foundational, Essential, and Technical Skills**.

2. This live-in activity shall be conducted in five batches. The specific venue shall be announced in a separate advisory, with the following schedules:

Batch	Schedule
1	September 10-12, 2025
2	September 17-19, 2025
3	September 24-26, 2025
4	September 29-Oct. 1, 2025
5	October 8-10, 2025

3. This activity is anchored on the DRRM modules developed by the Disaster Risk Reduction and Management Service (DRRMS) of the DepEd Central Office to capacitate field personnel with the necessary skills relative to DRRM work. Specifically, it aims to:


- apply information management concepts in a simulated scenario;
- capacitate the participants with foundational, essential and technical skills using the DRRM modules and;
- ensure the continuous delivery of quality services by expounding their roles and responsibilities as members of the school DRRM team.



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4. The participants in this activity are the select members of the Schools Division Office DRRM Team, Division DRRM Training Team, select school heads, select non-teaching personnel and other members of each school DRRM team. A separate advisory shall be issued for the final list of participants per batch. All participants shall accomplish the online registration at least two days before the start of the activity. See *Annex A* for the Indicative Program, and *Annex B* for the Program Management Structure and Technical Working Group for further information.
5. Participants are reminded of the following:
  - a. Wear smart casual attire.
  - b. Bring laptop, extension cord, drinking tumblers, and copy of School DRRM Action Plan.
  - c. Accomplish the online registration at least two days before the start of the activity (*c/o Sub-Office DRRM Focal*).
6. Participants with incomplete participation and/or non-compliance with specific provisions of this Memorandum shall be required to submit a valid written explanation, duly signed by their respective immediate head and Public Schools District Supervisor (PSDS), subject to the approval of the undersigned.
7. Select members of the Technical Working Group shall attend Day 0 (*pre-implementation/preparatory day*) of each scheduled batch of the activity. If Day 0 falls on a weekend or holiday, the participant shall be granted Compensatory Time-Off (CTO) or service credits, whenever applicable subject to existing CSC and DepEd policies and guidelines.
8. Expenses relative to the conduct of this activity shall be charged against the available Division Disaster Preparedness and Response Program Fund, while the travel and incidental expenses of the participants shall be charged against their respective MOOE/local funds subject to usual accounting and auditing rules and regulations.
9. This Memorandum shall also serve as the Authority to Travel of all the participants.
10. For clarifications/ questions, please contact the School Governance and Operations Division through e-mail at [sgodbatangas@deped.gov.ph](mailto:sgodbatangas@deped.gov.ph).
11. Immediate dissemination of and compliance with this Memorandum are expected.

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



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Encl.:

Annex A *Tentative Program of Activities*

Annex B *Program Management Structure*

Reference:

**Project LIGTASanayan** (*Leveraging Initiatives Gearing Towards a Safe and Resilient Schools through Capacity Building*)

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

Issuances

Division Memorandum

Calendar

JATA / MOVING INTO SAFE AND RESILIENT SCHOOLS: ORIENTATION-WORKSHOP ON DRRM FOUNDATIONAL, ESSENTIAL, AND TECHNICAL SKILLS/ R2-111472/September 02, 2025



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**Annex A**

**MOVING INTO SAFE AND RESILIENT SCHOOLS: Orientation-Workshop on  
 DRRM Foundational, Essential, and Technical Skills**

**TENTATIVE PROGRAM OF ACTIVITIES**

<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
7:00 – 8:30	Registration of Participants	<b>TWG</b>
8:30 – 9:00	<b>Preliminaries:</b> National Anthem Prayer CALABARZON March Himno ng Batangas	Audio-visual Presentation
	Safety Reminders	Hotel Management-Safety Officer
	Welcome and Opening Remarks	<b>JOFIT P. DAYOC, CESE</b> OIC-ASDS
	Presentation of Participants	Program Facilitator
9:00 – 9:30	Message	<b>MARITES A. IBANEZ, CESO V</b> Schools Division Superintendent
9:30 – 10:00	<b>Health Break</b>	
10:00 – 10:10	Overview of the Activity/ Objective Setting	<b>MARIO B. MARAMOT, PhD</b> OIC- Chief, SGOD
<b>ORIENTATION-WORKSHOP PROPER (Break-Out Session)</b>		
10:10 – 12:00	Orientation  The Comprehensive Disaster Risk Reduction and Management in Education Framework  Workshop 1	<b>Division Training Team</b>
12:00 -1:00 pm	<b>Lunch Break</b>	
1:00- 1:15	Mindfulness Exercise	
1:00 – 2:30	Inclusive and Child-Centered DRRM  Workshop 2	<b>Division DRRM Training Team</b>
2:30- 3:00	Health Break	
3:30 – 4:45	School-Based DRRM -Conduct of Hazard Drills	<b>Division DRRM Training Team</b>



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4:45- 5:00	Administrative Announcement/Reminders	<b>TWG</b>
<b>2<sup>nd</sup> Day</b>		
8:00-8:30	Management of Learning	Assigned Group
8:30-10:00	Hazard Mapping Activity  HIRAC (Hazard Identification, Risk Assessment, and Control)  Workshop 3	<b>Division DRRM Training Team</b>
10:00-10:30	Health Break	
10:30-12:00	School Emergency Response Protocols  Information Management  Workshop 4	<b>Division DRRM Training Team</b>
12:00- 1:00 pm	Lunch	
1:00-1:30	Mindfulness Exercises	<b>Program Facilitator</b>
1:30-3:00	DepEd Response Interventions  Workshop 5	<b>Division DRRM Training Team</b>
3:00- 3:30	Health Break	
3:30- 4:30	Basics of Psychological First Aid	<b>PFA Providers/Trainers</b>
4:30- 5:00	Administrative Announcement/Reminders	<b>TWG</b>
<b>3<sup>rd</sup> Day</b>		
8:00-8:30	Management of Learning	Assigned Group
8:30-10:00	Crafting of: a. Comprehensive DRRM- CCAM Plan b. Situation Reports  Workshop 6	<b>Division DRRM Training Team</b>
10:00-10:30	Health Break	
10:30-12:00	Presentation and Critiquing of DRRM-CCAM Plan	<b>Division DRRM Training Team</b>
12:00- 1:00	Lunch	
1:00- 2:30	Wellness Activity	<b>TWG</b>
2:30- 3:00	Health Break	
3:00- 5:00	Closing Program - Ways Forward - Closing Message -Distribution of Certificates	<b>TWG</b>  <b>RHINA O. ILAGAN, CESE</b> <b>OIC-ASDS</b>



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**Annex B**

**PROGRAM MANAGEMENT STRUCTURE**

**I. Executive Committee**

Chairperson:	<b>MARITES A. IBANEZ, CESO V</b> Schools Division Superintendent
Co-Chairpersons:	<b>JOFIT P. DAYOC, CESE</b> OIC- Assistant Schools Division Superintendent
	<b>RHINA O. ILAGAN, CESE</b> OIC- Assistant Schools Division Superintendent
Member:	<b>MARIO B. MARAMOT, PhD</b> OIC- Chief Education Supervisor, SGOD
Program Proponent:	<b>JAMES ANGELO T. AÑO</b> Project Development Officer II Disaster Risk Reduction and Management

**II. Division Technical Working Group**

Chairperson	<b>JAMES ANGELO T. AÑO</b>
Program Facilitator	<b>IRELYN R. DUEÑAS</b>
Process Observers	Room 1: <b>JAMES ANGELO T. AÑO</b> Room 2: <b>ANABEL E. MAGALONA</b> Room 3: <b>ALFRED JAMES A. ELLAR</b>
Class Managers	Room 1: <b>MA. LINDA PADUA</b> Room 2: <b>LUZ M. BRIONES</b> Room 3: <b>ARIES T. AWATIN</b>
Resource Persons:	Room 1: <b>HILARIO S. GARCIA</b> <b>JAY ANN A. MENDOZA</b> <b>LODIGARIO A. BABAO/ select PDO 1</b>
	Room 2: <b>ROLANDO R. MAGPANTAY, Jr.</b> <b>JUVIE ANN P. GABRIELES</b> <b>NOAH P. DUQUE</b>
	Room 3: <b>JONEL B. FRANCISCO</b>



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**JOSELITO R. ALDAY**  
**LIANOR B. MALABANAN / *select PDO 1***

QATAME Associate

**JESSA S. GUERRA**

Documenters

**ROSEMARIE J. GONZALES /**  
**NOEL I. MENDOZA**

Training Support Staff

- a. ICT
- b. Secretariat
- C. Logistics

**JOHN LHESTER GABO**  
**JERICO D. ANDAL**  
***Select PDO 1***

Medical Staff /  
PFA Facilitators

**JOHN RHYS MANALO**  
**JAIME JOHN L. MONTEALEGRE**  
**ARJAY S. PETIL**  
**MARIA LAGRIMAS C. CALAPATI**