



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

16 Oct 2026

DIVISION MEMORANDUM

No. 512 s. 2026

**ORIENTATION-WORKSHOP ON SCHOOL DISASTER RISK REDUCTION
AND MANAGEMENT IMPLEMENTATION FOR PROJECT
DEVELOPMENT OFFICERS**

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 Schools Heads
All Sub-Office DRRM Focal Persons
All Others Concerned

1. In line with the continuous effort to strengthen disaster preparedness, climate change adaptation and mitigation, and school resilience, this Office, through the School Governance and Operations Division (SGOD), shall conduct an **Orientation-Workshop on School Disaster Risk Reduction and Management (SDRRM) Implementation for Project Development Officers** on **October 27-29, 2026** at Rosario Resort and Hotel, Brgy. Quilib, Rosario, Batangas.
2. This activity seeks to equip newly appointed Project Development Officers with the knowledge, skills, and practical guidance necessary to effectively discharge their responsibilities as School DRRM Coordinators.
3. The participants in this activity shall include 76 Project Development Officers, and 9 members of Division DRRM Training Team/ Technical Working Group. The complete and final list of participants shall be communicated through a separate advisory. This Memorandum shall likewise serve as the authority to travel.
4. The identified Technical Working Group (TWG) shall be required to report to the activity venue on Day 0 or the day prior to the start of the activity to undertake necessary preparatory activities and handle logistical requirements to ensure the smooth conduct of the workshop.
5. Expenses for the conduct of the activity shall be charged against the available Disaster Preparedness and Response Program (DPRP) Fund, while the travel expenses of the participants shall be charged against their respective MOOE/local funds, subject to the usual accounting and auditing rules and regulations.
6. Attached herewith is the Program Management Team and Technical Working Group (Annex A), and Tentative Program of Activities for reference (Annex B).
7. For queries or clarifications, please contact Mr. James Angelo T. Año of School Governance and Operations Division at sdobatangas.sgod@deped.gov.ph.



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8. Immediate dissemination of and compliance with this Memorandum is directed.

Digitally signed by
MARITES A. IBAÑEZ,
CESO V
Date: 2026.10.22
14:21:51 +08'00'

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent 

Encl.: as stated
Reference: Project LIGTASanayan

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

Issuances-Division Memorandum

JATA/ORIENTATION-WORKSHOP ON SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT IMPLEMENTATION FOR
PROJECT DEVELOPMENT OFFICERS/ R2-R2-156716 /10-19-26



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Annex A

PROGRAM MANAGEMENT STRUCTURE

I. Executive Committee

Chairperson:	MARITES A. IBANEZ, CESO V Schools Division Superintendent
Co-Chairpersons:	RONALDO V. RAMILO, CESO VI Assistant Schools Division Superintendent RHINA O. ILAGAN, CESE Assistant Schools Division Superintendent
Members:	MARIO B. MARAMOT, PhD Chief Education Supervisor, SGOD DAVID M. NUAY Chief Education Supervisor, CID
Program Proponent:	JAMES ANGELO T. AÑO Project Development Officer II Disaster Risk Reduction and Management

II. Division Technical Working Group

Chairperson	JAMES ANGELO T. AÑO
Resource Persons	HILARIO S. GARCIA JAY-ANN A. MENDOZA IRELYN R. DUEÑAS NOAH P. DUQUE JAMES ANGELO T. AÑO <i>Division DRRM Training Team</i> JOEMAR B. PEREZ
Program Facilitator/ QATAME Associate	IRELYN R. DUEÑAS
Documenter/ICT	NOAH P. DUQUE
Secretariat/ Logistics	JERICO D. ANDAL ERL JORDAN GONZALES
Medical Staff	TEENA ROSE P. CANTRE, RN



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Annex B

**Orientation-Workshop on School Disaster Risk Reduction and Management
 Implementation for Project Development Officers**

TENTATIVE PROGRAM OF ACTIVITIES

TIME	ACTIVITY	IN-CHARGE
7:00 – 8:30	Registration of Participants	TWG
8:30 – 9:00	Preliminaries: National Anthem Prayer CALABARZON March Himno ng Batangas Safety Reminders	Audio-visual Presentation Hotel Management-Safety Officer
	Welcome and Opening Remarks	Rhina O. Ilagan, CESE Asst. Schools Div. Superintendent
	Presentation of Participants	Program Facilitator
9:00 – 9:30	Inspirational Message	Marites A. Ibanez, CESO V Schools Division Superintendent
9:30 – 9:45	<i>Health Break</i>	
9:45 – 10:00	Overview of the Activity/ Objective Setting	Mario B. Maramot, PhD Chief Education Supervisor
ORIENTATION-WORKSHOP PROPER (Break-Out Session)		
10:00 – 10:15	Orientation	Program Facilitator
10:15 - 11:00	Onboarding and Role Orientation for Newly Appointed Project Development Officers I	Joemar B. Perez AO IV- HRMO
11:00 – 12:00nn	Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM) Terminologies Workshop 1	Division DRRM Training Team
12:00 -1:00 pm	<i>Lunch Break</i>	
1:00 – 2:30	School-Based DRRM: Conduct of Hazard Drills Workshop 2	Division DRRM Training Team



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2:30- 3:00	<i>Health Break</i>	
3:30 – 4:45	School-Based DRRM: Hazard Mapping	Division DRRM Training Team
	Workshop 3	
4:45- 5:00	Administrative Announcement/Reminders	TWG
2nd Day		
8:00-8:30	Management of Learning	Assigned Group
8:30-9:30	Incident Management Reporting System	James Angelo T. Año <i>PDO II- DRRM</i>
9:30-10:00	<i>Health Break</i>	
10:00-11:00	Disaster Response Interventions	Division DRRM Training Team
11:00-12:00	Climate Change Adaptation and Mitigation (CCAM)	Division DRRM Training Team
12:00- 1:00 pm	<i>Lunch Break</i>	
1:00-1:15	Mindfulness Exercises	Program Facilitator
1:15-3:00	Blueprint for Safety: Developing the Comprehensive DRRM-CCAM Plan	Division DRRM Training Team
3:00- 3:30	<i>Health Break</i>	
3:30- 4:30	Workshop on the Development of School DRRM Plan	Division DRRM Training Team
4:30- 5:00	Administrative Announcement/Reminders	TWG
3rd Day		
8:00-8:30	Management of Learning	Assigned Group
8:30-10:00	<i>Presentation and Critiquing of DRRM-CCAM Plan</i>	Division DRRM Training Team
10:00-10:30	<i>Health Break</i>	
10:30-12:00	<i>Presentation and Critiquing of DRRM-CCAM Plan</i>	Division DRRM Training Team
12:00- 1:00	<i>Lunch Break</i>	
1:00- 2:30	Finalization of DRRM-CCAM Plan	TWG
2:30- 3:00	<i>Health Break</i>	
3:00- 5:00	Closing Program - Ways Forward - Closing Message -Distribution of Certificates	TWG Ronaldo V. Ramilo, CESO VI Asst. Schools Div. Supt. James Angelo T. Año Division DRRM Officer