



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 March 2025

DIVISION MEMORANDUM
No. 188 s. 2025

**CAPACITY BUILDING FOR SCHOOL HEADS ON DRRM MODULES, DEPED
ORDERS AND NEW GUIDELINES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In relation to the Department of Education's 5 Point Agenda, which call for taking care of the students by promoting learners' wellbeing, inclusive education, and positive learning environment, this Office informs the field of the conduct of all **Capacity Building for School Heads on DRRM Modules, DepEd Orders and New Guidelines** on **March 18, 2025, at Queen Margaret Hotel, Lucena City.**
2. This activity aims to discuss the proper implementation of **DepEd Order No. 22 s. 2024** entitled "**Guidelines on Class and Work Suspension in Schools During Disaster and Emergencies**" and to enhance the school contingency plan which involves the safety of learners, teachers, and staff to establish a response mechanism with identified school safety committee.
3. Attached herewith are Enclosure 1- List of Participants (school heads or school alternate DRRM Coordinators), Enclosure 2 – Indicative Matrix of Activities and Enclosure 3 - Program Management Team and Terms of Reference.
4. Participants are expected to bring their own laptops, soft copy of DepEd Order No. 22 s. 2024, previous School Contingency Plans, School DRRM Team and extension wires that will be used in the activity.
5. Meals and venue shall be charged against the Disaster Preparedness Response Program (DPRP) Funds while travel expenses relative to the conduct of this activity shall be charged against the schools' Maintenance and Other Operating Expenses (MOOE), local/school funds whichever is applicable. All expenses are subject to the usual accounting and auditing rules and regulations.
6. For further queries and clarification, you may contact Ariel C. Cabuyao, PDO II at 09338177135 or ariel.cabuyao@deped.gov.ph

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7. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 22 s. 2024

To be indicated in the Perpetual Index

Under the following subject:

Capacity Building for School Heads

SGOD – capacity building for school heads on drrm modules, deped orders and new guidelines
SGOHS1CD/March 13, 2025

Enclosure 1: List of Participants

No.	Participants	Position/Designation	School
1.	Lorynel C. De Sagun	Head Teacher III	Alsam IS
2.	Lilibeth B. Vargas	Teacher III/OIC	Busal IS
3.	Babylyn T. Olandes	Head Teacher III	Domoit ES
4.	Teresa E. Andaya	School Principal I	East Palale ES
5.	Girlie G. Abaricia	Head Teacher III	Eugenio Francia IS
6.	Roderick O. Hugo	School Principal II	Froilan E. Lopez ES
7.	Aldwin V. Capistrano	Head Teacher III	Gibanga ES
8.	Michael M. Safred	Principal I	Ilasan IS
9.	Alona C. Crisanto	School Principal III	Ipilan-Alitao ES
10.	Honesto P. Caagbay, Jr.	School Principal I	Kalumpang ES
11.	Ronald O. Hugo	Master Teacher I/OIC	Katigan-Alupay ES
12.	Larvin O. Labrada	Head Teacher III	Lakawan ES
13.	Rowena O. Sabiduria	School Principal I	Lalo ES
14.	Wenefredo B. Baylongo	School Principal I	Lawigue ES
15.	Elpidia C. Palayan	School Principal II	Malao-A/Calantas ES
16.	Arlene D. Pagana	Teacher III/OIC	Masin ES
17.	Evelyn R. Palambiano	School Principal I	Mate IS
18.	Joel N. Dela Cruz	Master Teacher I/OIC	Mayuwi CS
19.	Luz A. Pacaigue	Head Teacher III	North Palale ES
20.	Democrito C. Cabile Jr.	Head Teacher III	Pandakake IS
21.	Dennis O. Labita	School Principal II	Potol ES
22.	Ingrid A. Palad	School Principal II	South Palale ES
23.	Ronan R. Ranillo	School Principal II	Tayabas East CS
24.	Lea A. Cosico	Principal I	Tayabas West CS I
25.	Ronan R. Ranillo	School Principal II	Tayabas West CS II
26.	Natalia A. Andaya	School Principal I	Tayabas West CS III
27.	Julieta M. Labita	Head Teacher III	Tayabas West CS IV
28.	Reniel C. Cabuyao	Teacher III/OIC	Valencia ES
29.	Waldymar E. Pasacsac	School Principal II	Wakas ES
30.	Corazon M. Oabel	School Principal I	West Palale ES
31.	Cherry G. Hugo	School Principal II	BANHS
32.	Mary Grace M. Cabili	School Principal II	Dapdap IS
33.	Gener C. Delos Reyes	School Principal IV	Luis Palad IHS
34.	Rempson P. Sumilang	Asst. Principal II/ OIC	Rosario Quesada INHS
35.	Joy B. Go	School Principal IV	WPNHS
36.	Emilia R. Eclarin	Asst. Principal II/ OIC	TCNHS
37.	Engr. Jaypee Escobar	Division Engineer	SGOD
38.	Mikael Sandino T. Andrey	EPS - AP	CID
39.	Imelda C. Raymundo	Chief Education Supervisor	SGOD
40.	Montano L. Agudilla, Jr.	SEPS - SMME	SGOD
41.	La Trisha R. Dalit	EPS II	SGOD
42.	Frederick Mendoza	ADA II	ICT

43.	Regiecelle D. Cabaysa	OIC SEPS Planning and Research	SGOD
44.	Louie Fulleo	EPS	CID
45.	Mariles Contreras / Lailani T. Omlas	Nurse II	SGOD
46.	Nicole May L. Lumanglas	PDO I	SGOD
47.	Ariel C. Cabuyao	PDO II	SGOD

Enclosure 2: Indicative Matrix of Activities

Time	Duration	Session	Resource Person
8:00 - 8:30	30 min	Opening Program/Preliminaries	PMT
8:30 -10:00	90 min	Presentation of the DepEd Order No. 22 s. 2024	Ariel C. Cabuyao
10:00 -10:15	15 min	Health Break	
10:15 -12:00	105 min	Discussion on DepEd Order No. 22 s. 2024, how to use RADaR with Open Forum	Ariel C. Cabuyao/ Niel Parco
12:00 – 1:00	60 min	Lunch	
1:00 – 2:30	90 min	Identifying Major and Minor Damages in schools	Engr. Jaypee Escobar
2:300 – 4:00	90 min	<ul style="list-style-type: none"> • Presentation of CID Academic Plan on make-up classes • Reiteration of DO 22, s. 2024 on Class Suspension and Strengthening Monitoring Amid Increased Heat Index Levels 	Mikael Sandino T. Andrey Louie Fulleo
4:00 – 4:15	15 min	Health Break	
4:15 – 5:00	45 min	Closing Program, Giving of Certificates	Speakers/Participants

Enclosure 3

PROGRAM MANAGEMENT TEAM AND TERMS OF REFERENCE

Overall Chairperson: Celedonio B. Balderas Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads the debriefing sessions with the PMT and resource speakers - Leads in crafting the Program Completion Report
Learning Manager	Ariel C. Cabuyao	<ul style="list-style-type: none"> - Leads the conduct of the program per session room - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as needed
Resource Speakers / Subject Matter Experts	Ariel Cabuyao Niel Parco Engr. Jaypee Escobar Dr. Edwin Rodriguez	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions

M&E Officer	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter/ Secretariat	La Trisha Dalit Nicole May Lumanglas Frederick Mendoza	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials
Logistics Officer	Luzviminda E. Saldares	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning
Welfare Officer	Mariles Contreras / Lailani T. Omlas	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, resource persons are adequate and available at all times in the venue - Attends to emerging inclusion, safety security, health and wellness concerns of participants, PMT and resource

		persons (including incidents of social exclusion, sexual harassment, etc.)
Finance Officers	Benjamin Millares Agnes Luzadas	<ul style="list-style-type: none">- Oversees all finance related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation- Initiates procurement processes of resources, materials and relevant services and follow up fund's disbursement with appropriate offices- Monitors and documents all disbursements against budget to support liquidation.- Liquidates all fund disbursement and prepares a financial report.