



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

18 November 2025

DIVISION MEMORANDUM
No. **818** s. 2025

**ORIENTATION ON RELEVANT LAWS TO SAFEGUARD WOMEN AND CHILDREN
AGAINST EXPLOITATION AND VIOLENCE**


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

1. In reference to **Division Memorandum No. 799-2025 Observance of 18-day Campaign to End Violence Against Women (VAW)**, this Office announces the conduct of **Orientation on Relevant Laws to Safeguard Women and Children Against Exploitation and Violence** as one of its activities **on November 28, 2025** at **M.I. Sevilla Resort, Lucena City**.
2. The activity aims to:
 - a. orient the participants on the salient points of the relevant laws to protect women and children against exploitation and violence;
 - b. increase capacity of participants on the preventive and responsive mechanism; and
 - c. apply knowledge to create and promote a safe environment for women and children.
3. Participants in this activity are School Guidance designates and Project Development Officers I.
4. Meal expenses of participants shall be charged to division MOOE while travel and other expenses shall be charged to school local funds or other available funds subject to the usual accounting and auditing rules and regulations.
5. Attached are Enclosure 1: List of Participants, Enclosure 2: Program Matrix and Enclosure 3: Program Management Team.
6. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ, Ed.D.
Chief Education Supervisor-CID
Officer-in-Charge

Encl.: As stated

Reference: Division Memorandum No. 799-2025

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

SAFEGUARD WOMEN AND CHILDREN

SGOD- orientation on relevant laws to safeguard women and children against exploitation and violence
SGOM4PC8-003893/November 18, 2025

Enclosure 1: List of Participants

	Name	Sex	Designation/Position	School/Office
1	Clarine R. De Guzman	F	Teacher I	Alsam IS
2	Aira Miguelle D. Remolona	F	Teacher I	Busal IS
3	Erlinda Calabano	F	Teacher III	Cipriano J. Querubin ES
4	Arlene Q. Polintan	F	Teacher II	Dapdap IS
5	Cornelia N. Castillo	F	Teacher III	
6	Remenchie Palines	F	Teacher I	
7	Gina P. Samonte	F	Teacher I	Domoit ES
8	Priscilla Z. Infante	F	Master Teacher I	East Palale ES
9	Zairene Claire A. Ranuda	F	Teacher I	Eugenio Francia IS
10	Mylene Cataquiz	F	Teacher III	Froilan E. Lopez ES
11	Luzviminda S. Cabile	F	Teacher III	Gibanga ES
12	Mariz Rozol	F	Teacher I	Ilasan IS
13	Ruby V. Esmiller	F	Master Teacher I	Ipilan -Alitao ES
14	Jhojealene T. Romano	F	Teacher III	Calumpang IS
15	Jerome D. Ornedo	M	Teacher I	Katigan -Alupay ES
16	Larmen Joy S. Malto	F	Teacher III	Lakawan ES
17	Florence E. Javin	F	Master Teacher I	Lalo ES
18	Maria Donna A. Naynes	F	Teacher II	Lawigue ES
19	Fatima Joy Q. Dequilla	F	Teacher	Malaoa-Calantas ES
20	Princess Camelle Rocas	F	Teacher II	Masin ES
21	Lorelie N. Racelis	F	Teacher III	Mate IS
22	Jun Eclavea	M	Teacher I	Mayuwi IS
23	John Ray Villarosa	M	Teacher I	North Palale ES
24	Jess L. Awa	M	Teacher I	Pandakake IS
25	Marieline B. Ypanto	F	Teacher I	Potol ES
26	Fe C. Cabriga	F	Teacher III	South Palale ES
27	John Renyl D. Oabel	M	Teacher I	Talolong IS
28	Ryan O. Sombrero	F	Teacher III	TECS
29	Lorena Q. Sabio	F	Teacher III	TWCS I
30	Marilyn C. Oliveros	F	Teacher II	TWCS II
31	Jane Karell C. Cabusas	F	Teacher II	TWCS III
32	Rowena Q. Rondilla	F	Teacher III	TWCS IV
33	Ma. Magdalena Nanez	F	Teacher I	Valencia ES
34	Loregen C. Gapasangra	F	Teacher III	West Palale ES
35	Cristopher L. Cablaida	M	Teacher II	BANHS
36	Emmanuel Moreno	F	Teacher III	LPIHS
37	Ronald Reaviles	F	Teacher	LPIHS
38	Monina Grace M. Villa	F	Teacher II	RQINHS
39	Mildred Añoaso	F	Teacher III	RQINHS
40	Jeselle R. Escobinas	F	Teacher II	WPNHS
41	Jeny B. Sumilang	F	Teacher I	TCNHS
42	Jobelle L. Maningas	F	PDO I	Calumpang IS
43	Ma. Theresa P. Eslacin	F	PDO I	TECS
44	Frenalyne B. Tabernilla	F	PDO I	TWCS I

45	Mila Rosa B. Pabularcon	F	PDO I	SPES
46	La Trisha R. Dalit	F	EPS II	SGOD
47	Nicole May L. Lumanglas	F	PDO I	SGOD
48	Montano L. Agudilla Jr.	F	SEPS	SGOD
49	Luzviminda E. Saldares	F	SEPS	SGOD
50	Ivannah Kryztelle B. Cuna	M	Administrative Aide I	SGOD

Enclosure 2: Program Matrix

Time	Duration	Topic	Resource Person
8:00 -8:30	30 minutes	Opening Program/Preliminaries	PMT
8: 30 -10:00	1 hour and 30minutes	Introduction to Philippines Anti Human Trafficking Laws	Atty. Aileen Co – Edades Chief, Promotion and Advocacy Division Commission on Human Rights, Region IV- A
10:00 -10:15	15 minutes	Health Break	
10:15 -12:00	1 hour and 45 minutes	Continuation of Session 1	
12:00 -1:00	1 hour	Lunch Break	
1:00 -2:45	1 hour and 45 minutes	Republic Act No. 11596 - Prohibition of the Practice of Child Marriage Law	Atty. Aileen Co – Edades Chief, Promotion and Advocacy Division Commission on Human Rights, Region IV- A
2: 45 -3:00	15 minutes	Health Break	
3:00 -4:00	1 hour	Open Forum	
4:00 -4:30	1 hour	Closing Program	PMT

Enclosure 3: Program Management Team

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 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
Learning Manager	La Trisha R. Dalit	<ul style="list-style-type: none"> - Leads the conduct of the program 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 nee
Resource Speaker / Subject Matter Expert	Atty. Aileen Co - Edades Chief, Promotion and Advocacy Division Commission on Human Rights, Region IV- A	<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 John Oliver Marquez	<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 A. Saludares	<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 venue are always ready for use and conducive to learning - Ensure that training adheres to ethical considerations
Welfare Officer	Nicole May L. Lumanglas	<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 Officer/s	Benjamin A. Millares Agnes M. 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 follows up fund disbursement with appropriate offices

		<ul style="list-style-type: none">- Monitors and documents all disbursements against budget to support liquidation- Liquidates all fund disbursement and prepares a financial report
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