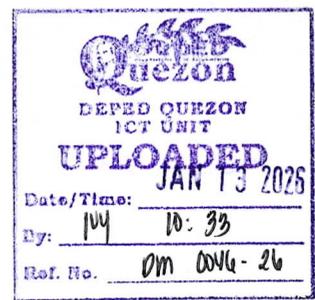




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



09 January 2026

DIVISION MEMORANDUM
DM No. 004, s. 2026

**CAPACITY BUILDING TO STRENGTHEN PROGRAMS, PROJECTS AND
ACTIVITIES IN RISK REDUCTION AND MANAGEMENT
RELATIVE TO ADOPT-A-SCHOOL PROGRAM**

To: Assistant Schools Division Superintendents
Functional Division Chiefs
Public Schools District Supervisors
School Heads
Adopt-a-School Coordinators
All Other Concerned

1. In line with the implementation of DepEd Order No. 2, s. 2013, otherwise known as the Revised Implementing Rules and Regulations of Republic Act No. 8525 or the *Adopt-a-School Program Act of 1998*, and consistent with the Department of Education's commitment to building a safe, resilient, and disaster-prepared learning environment, this Office, through the SGOD – Social Mobilization and Networking Section, shall conduct an activity entitled **“Capacity Building to Strengthen Programs, Projects, and Activities on Disaster Risk Reduction and Management (DRRM) in the Light of the Adopt-a-School Program.”** This activity aims to further enhance the implementation of the Adopt-a-School Program in the Division and its schools, particularly in the area of Disaster Risk Reduction and Management.

2. The activity is designed to promote stronger collaboration, coordination, and shared accountability among internal and external stakeholders in advancing DRRM initiatives across schools and field offices. Specifically, the activity aims to:
 - a. *Strengthen partnerships* under the Adopt-a-School Program to support DRRM-related programs, projects, and activities, ensuring the

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- continuity of learning for learners affected by emergencies and disasters;
- b. *Encourage* active stakeholder participation in preparedness, mitigation, response, and recovery efforts within the education sector;
 - c. *Align* initiatives with existing DRRM policies, plans, and frameworks to ensure coherence, sustainability, and effectiveness; and
 - d. *Promote* resource sharing and knowledge exchange among partners to support risk-informed planning and decision-making.
3. The expected participants in this activity are the District School Heads in charge of DRRM, District Adopt-a-School Coordinators, and the Division DRRM Response Team. The list of participants is attached for reference.
 4. Participants are expected to arrive in the morning of **January 20, 2026** at **OUAN's The Farm Resort**, located at Brgy. Kanlurang Mayao, Maharlika Highway, Lucena City. Please refer to **Enclosure No. 2** for the Training Matrix.
 5. The activities for the Adopt-a-School Program District Coordinators shall be conducted from **January 20 to 21, 2026**, while the DRRM District Coordinators shall participate in a four-day program from **January 20 to 23, 2026**.
 6. Meals and accommodation shall be charged against DPRP funds, while travel and other incidental expenses shall be charged against MOOE or other available local funds, subject to the usual government accounting and auditing rules and regulations.
 7. For inquiries or further clarification, please contact the SGOD – Social Mobilization and Networking Section, **SEPS Paul Clifford N. Marquez** or **EPS II Carla Jobelle J. Culajara** via email at sdo.quezon.smn@deped.gov.ph or through mobile numbers **0956-759-7388** and **0906-091-3602**, respectively; and **PDO II Arvin P. Repaso** through mobile number **0917-124-8303**.

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8. Immediate and widest dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Sgod.smn/09/01/2026

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Enclosure A to DM No. 004, s. 2026

LIST OF DESIGNATED ADOPT-A-SCHOOL PROGRAM DISTRICT COORDINATORS 2026

No.	Name	School District
1	IRISH B. CUETO	Agdangan
2	JOSEPHINE T. ZOLETA	Alabat
3	DANESSA B. AMPARO	Atimonan 1
4	ARLENE CARINA A. RICO	Atimonan 2
5	MA. AYA FAYE N. UNLAYAO	Buenavista 1
6	KIMBERLY B. TANDAAN	Buenavista 2
7	MARK JADE C. ALPAJORA	Burdeos
8	CHRISTINE S. MASAGANDA	Calauag East
10	ARIEL A. TABAT	Calauag West
11	ANNA KATHRINA C. CERIA	Candelaria East
12	HONEYLYN P. BESAS	Candelaria West
13	ALTAMIEL ATHENS P. EVANGELISTA	Catanauan 1
14	AIDA S. MANDIATO	Catanauan 2
15	ALJON V. MENDOZA	Dolores
16	JATALE MACHETTE M. RAYOS	General Luna
17	KAREN S. FLORA	General Nakar 1
18	JERICA B. JAPOR	General Nakar 2
19	JOCELYN C. RICO	Guinayangan North
20	CAMILLE C. HERMOGENES	Guinayangan South
21	FLORLIZA C. LUCANA	Gumaca East
22	ERICSON M. BANAN	Gumaca West
23	MARITESS C MENDOZA	Infanta
24	KARIZZA A. YGBUHAY	Jomalig
25	JELECIA B. MACAPAL	Lopez East
26	FLORDELIZA C. OLIVEROS	Lopez West
27	CLARITA N. OBMERGA	Lucban
28	SUNDREX R. COBAR	Macalelon
29	CARMELA A. TIMBRE	Mauban North
30	JEZHELL T. PENALES	Mauban South

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31	ADELINA A. GONZALES	Mulanay 1
32	RICHARD CALMA	Mulanay 2
33	MARVIN A. BUSTAMANTE	Padre Burgos
34	EDNA G. ADEL	Pagbilao 1
35	RECHIE GLORIOSO LUSTARES	Pagbilao 2
36	RECEBEL R. LLAGAS	Panukulan
37	RYCCA YVETT TOLEDO	Patnanungan
38	HARLEN JANE L. MAGNO	Perez
39	PAUL JERICK S. REYES	Pitogo
40	LERNA A. MAPAYE	Plaridel
41	GLAYZA R. JUPIA	Polillo
42	GEMMA F. TALAVERA	Quezon
43	ROLANDO D. DAIZ	Real
44	MECHELL E. OBLENA	Sampaloc
45	MARK FRANCIS C. FORNESTE	San Andres
46	JAYSER M. LANTO	San Antonio
47	JOEY D. GIRON	San Francisco 1
48	YASMIN G. MONTILLA	San Francisco 2
49	MARY GRACE A. DE QUIROZ	San Narciso 1
50	LOUISSE SIGRID G. CURIOSO	San Narciso 2
51	BYRON D. JUMAWAN	Sariaya East
52	MARY ANN M. VERASTIGUE	Sariaya West
53	KAITLYN JOY N. DELOS ANGELES	Tagkawayan I
54	MARILYN D. GENERALO	Tagkawayan II
55	MARISSA A. CALINGASAN	Tiaong 2
56	MARIVIC P. ENDIQUE	Tiaong I
57	MARILOU C. NAZARENO	Unisan

- nothing follows -

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Enclosure B to DM No. 0046, s. 2026

DIVISION DRRM School Heads In-Charge

No.	Name	District
1.	ANGELO L. APOLINAR	PADRE BURGOS
2.	EDWIN P. DE CASTRO	TIAONG I
3.	ANA MARIE A. OFALDA	ATIMONAN
4.	MICHAEL N. MALABUNGA	JOMALIG
5.	MARLON R. AREVALO	AGDANGAN
6.	RONALD N. SANIEL	SAN ANDRES
7.	ELISA J. MANCENIDO	SAMPALOC
8.	ROLDAN E. VALENZUELA	CANDELARIA WEST
9.	MARLON R. DE SILVA	SAN NARCISO I
10.	ALBERT C. ESCOBAR	TAGKAWAYAN II
11.	RUFINO P. ORDILLANO JR.	SAN NARCISO II
12.	REYNAN D. DIAMANTE	PEREZ
13.	JOEY O. BALAGUER	MULANAY I
14.	LECERIO F. DEL MORO JR.	ALABAT
15.	LOUIE N. VILLANUEVA	POLILLO
16.	GUILLERMO D. OROGO	TIAONG II
17.	JONNY P. CRUZADO	CATANAUAN
18.	CHRISTIAN J. RICAFRENTE	GUINAYANGAN NORTH
19.	ROGEL F. MAGSINO	CALAUAG EAST
20.	ARNELIO M. CAPARIDA	CALAUAG WEST
21.	ROSALIA T. VARGAS	GENENERAL NAKAR II
22.	ANDRO M. RECILLA	CATANAUAN I
23.	EUSEBIA CYNTHIA A. DE TORRES	CANDELARIA
24.	PHILIP M. LEOGO	LOPEZ EAST
25.	TROY M. AZAS	BURDEOS

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26.	BRYAN JOSE D. TIERRA	GUMACA EAST
27.	NOEL G. ORLANES	DOLORES
28.	EVELOU F. ESCOSIA	PITOGO
29.	LORENZO H. OBNAMIA	BUENAVISTA
30.	CHRISTIAN M. BULGADO	GUINAYANGAN SOUTH
31.	JUANITO V. BINASA	QUEZON
32.	AURELIO L. MIRANDO IV	GENERAL LUNA
33.	JOEL P. DE ROXAS	SARIAYA WEST
34.	MARIAZITA M. GALLARDO	GUMACA EAST
35.	PROCESO J. ALCALA JR.	SARIAYA EAST
36.	HJALMAR H. ZACARIAS	INFANTA
37.	ISIDRO R. OBMASCA JR.	LUCBAN
38.	LEO I. ETORNE	ATIMONANAN I
39.	ROGELIO P. VILLAPANDO	BUENAVISTA
40.	JEANETTE O. HUFANCIA	PATNANUNGAN
41.	RAFAEL M. CORREA	SAN FRANCISCO II
42.	DENNIS L. VILLASIN	SAN FRANCISCO I
43.	AMIEL R. SARIO	UNISAN
44.	GILBERT P. PASTA	MACALELON
45.	LLOYD M. LAYOSA	TAGKAWAYAN I
46.	RHECA V. NOLLEDO	PANUKULAN
47.	EDWIN M. MANGUIAT	SAN ANTONIO
48.	CHERIE LOU A. DEDASE	PLARIDEL
49.	ERWIN PAUL TAGLE	MULANAY II
50.	MENANDRO R. EVORA	REAL
51.	NOMER R FRANCIA	GENERAL NAKAR II
52.	ROMMEL ROPEREZ	PAGBILAO
53.	LORNA P. NOBLEFRANCA	PAGBILAO
54.	EDUARDO E. CONDONAR	MAUBAN SOUTH

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55.	ARIS H. SANCHEZ	MAUBAN NORTH
56.	ARVIN P. REPASO	SDO
57.	ADRIANE R. ARAGON	SDO
58.	RALPH ANGELO E. GALLARDO	SDO
59.	FLORICEL R. LAGOS	SDO

DIVISION DRRM CORE RESPONDERS TEAM

No.	Name	District
60.	HAYDEE D. BELGICA	MAUBAN SOUTH
61.	VICKY P. ALVA	ATIMONAN II
62.	LEYNIE C. IRANZO	DOLORES
63.	ANNABELLE B. FLORIDO	MULANAY I
64.	ALMA R. ALPAJORA	MAUBAN SOUTH
65.	RENATO M. AGOBA	DOLORES
66.	DOMINGO J. PANCEPANE	QUEZON
67.	PAUL RAFAEL F. MENDRIJE	SAN ANDRES
68.	MANOLITO MAÑAGA	CANDELARIA EAST
69.	RENATO C. VERA JR.	GENERAL LUNA
70.	ALFREDO B. OBLEFIAS	LUCBAN
71.	LUCILA P. LOPEZ	GENERAL LUNA
72.	RONALDO RIPARIP	TIAONG
73.	HANZEL A. AYAAAY	PAGBILAO I
74.	RONALDO M. SAGNOY JR.	PITOGO
75.	DIRK PASTRANA	CATANAUAN

- nothing follows -

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MEMBERS OF THE TECHNICAL WORKING GROUP

NAME	ASSIGNED TASK	FUNCTION
Ralph Angelo E. Gallardo Adriane R. Aragon	Foods and Registration	Secure that all attendees are registered and signed the necessary documents for their attendance and meal.
Regina V. Marino Senior Education Program Specialist Arvin P. Repaso Project Development Officer II Rommel C. Bautista, Ceso V SDS Aris S. Barrago, PhD OIC_ASDS Juanito A. Merle, EdD SGOD-Chief	Program Management	Ensure that the plan program/matrix are well executed.
Carla Jobelle J. Culajara Education Program Especialist II Paul Clifford N. Marquez Senior Education Program Specialist Floricele N. Lagos Project Development Officer I	Facilitators	Procedure adequate and clear information on the assigned topic that could clarify the queries of the participants on the aforementioned activity.

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Enclosure C to DM No. 006, s. 2026

**CAPACITY BUILDING TO STRENGTHEN PROGRAMS, PROJECTS AND
 ACTIVITIES IN RISK REDUCTION AND MANAGEMENT IN THE LIGHT OF THE
 ADOPT-A-SCHOOL PROGRAM**

Training Matrix
 January 20, 2026

DAY 1 – January 20, 2026			
TIME	ACTIVITY	PERSON RESPONSIBLE	TIME ALLOTMENT
Morning Session			
0700H – 0830H	Arrival, Breakfast, and Registration of Participants	Registration Committee	2 HR
0830H – 0900H	Preliminaries and Opening Program	Program Management Committee	
0900H – 0910H	Acknowledgement of Participants	Carla Jobelle J. Culajara Education Program Specialist II	
0910-0920H	Statement of Purpose	Ralph Angelo Gallardo Administrative Assistant	
0920H-0930H	Opening Remarks	Juanito A. Merle SGOD-Chief	
0930H – 1130H	Session 1: Engaging Partners in Education Investment	Paul Clifford N. Marquez Senior Education Program Specialist	2 HR
1130H – 1300H	LUNCH BREAK	Food and Refreshment Committee	1 HR
1300-1500H	Session 2: DepEd Partnership Database System	Paul Clifford N. Marquez Senior Education Program Specialist	3 HR
1500H – 1700H	Output Presentation	All Participants	2 HR

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DAY 2 – January 21, 2026			
TIME	ACTIVITY	PERSON RESPONSIBLE	TIME ALLOTMENT
Morning Session			
0800H – 0830H	Preliminaries and Opening Program	Program Management Committee	30 Minutes
0830H – 0835H	Acknowledgement of Participants	Carla Jobelle J. Culajara Education Program Specialist II	
0901H – 1200H	Session 3: Empowering Communities: Adopt-A-School	Carla Jobelle J. Culajara Education Program Specialist II	3 HR
1201H – 1300H	LUNCH BREAK	Food and Refreshment Committee	1 HR
1300-1500H	Session 4: Workshop on Adopt-A-School Report Plan cum Technical Assistance	Carla Jobelle J. Culajara Education Program Specialist II	3 HR
1500H – 1600H	Giving of Certificates	All Participants	1 HR
1500H – 1600H	Home Sweet Home		

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**DISASTER RISK REDUCTION AND MANAGEMENT DISTRICT SCHOOL HEADS IN-CHARGE
OF DRRM SCHEDULE**

DAY 2

January 21, 2026

TIME	ACTIVITY	PERSON RESPONSIBLE	TIME ALLOTMENT
Morning Session			
0800H – 0830H	Preliminaries and MOL	Program Management Committee	30 Minutes
0830H - 0945H	Assessment and Evaluation of District DRRM Project Implementation	Arvin P. Repaso <i>PDO II-DRRM</i>	1 Hr and 15 Mins
0945H - 1000H	HEALTH BREAK		15 Mins
1000H - 1145H	Identification of Needs and Priorities in the Implementation of District Level DRRM/CCA Program cum Workshop On <i>Identification of Needs and Priorities in the Implementation of District Level DRRM/CCA Program</i>	Facilitators: Rommel Roperez <i>Principal II</i> Angelo L. Apolinar <i>Principal I</i>	1 Hr and 45 Mins
1201H – 1300H	LUNCH BREAK	Food and Refreshment Committee	1 HR
1300H - 1500H	Crafting of District DRRM Annual Plan (Workshop On <i>Crafting of District DRRM Annual Plan</i>)	Facilitators: Rommel Roperez <i>Principal II</i> Angelo L. Apolinar <i>Principal I</i>	2 HR

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1500H - 1515H	HEALTH BREAK		15 Minutes
1515H - 1700H	Continuation of Crafting of District DRRM Annual Plan	Facilitators: Rommel Roperez <i>Principal II</i> Angelo L. Apolinar <i>Principal I</i>	1 HR and 45 Mins

DISASTER RISK REDUCTION AND MANAGEMENT DISTRICT SCHOOL HEADS IN-CHARGE OF DRRM SCHEDULE			
DAY 3			
January 22, 2026			
TIME	ACTIVITY	PERSON RESPONSIBLE	TIME ALLOTMENT
Morning Session			
0800H – 0830H	Preliminaries and MOL	Program Management Committee	30 Minutes
0830H - 0945H	DRRM Issues and Concerns	Arvin P. Repaso PDO II, DRRM Florice R. Lagos PDO I, YFS	1 Hr and 15 Mins
0945H - 1000H	HEALTH BREAK		15 Mins
1000H - 1145H	Preparation of Division DRRM/CCA/ EiE's Plan and Presentation of Accomplishment Report	Facilitators: Rommel Roperez <i>Principal II</i> Angelo L. Apolinar <i>Principal I</i> Eusebia Cynthia A. De Torres <i>Principal II</i>	1 HR and 45 Mins
1201H – 1300H	LUNCH BREAK	Food and Refreshment Committee	1 HR

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1300H - 1500H	Finalization of Crafted District DRRM/ CCA Annual Plan	Facilitators: Rommel Roperez <i>Principal II</i> Angelo L. Apolinar <i>Principal I</i> Eusebia Cynthia A. De Torres <i>Principal II</i>	2 HR
1500H - 1515H	HEALTH BREAK		15 Mins
1515H - 1700H	Presentation of District DRRM/ CCA Annual Plan	Facilitators: Rommel Roperez <i>Principal II</i> Angelo L. Apolinar <i>Principal I</i> Eusebia Cynthia A. De Torres <i>Principal II</i>	1 HR and 45 Mins

DISASTER RISK REDUCTION AND MANAGEMENT DISTRICT SCHOOL HEADS IN-CHARGE OF DRRM SCHEDULE			
DAY 4			
January 23, 2026			
TIME	ACTIVITY	PERSON RESPONSIBLE	TIME ALLOTMENT
Morning Session			
0800H – 0830H	Preliminaries and MOL	Program Management Committee	30 Minutes
0830H - 0945H	Continuation of Presentation of District DRRM/ CCA Annual Plan	Facilitators: Rommel Roperez <i>Principal II</i> Angelo L. Apolinar <i>Principal I</i> Eusebia Cynthia A. De Torres <i>Principal II</i>	1 HR and 15 Mins
0945H - 1000H	HEALTH BREAK		15 Mins

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1000H - 1145H	Presentation of District DRRM/ CCA Annual Plan	Facilitators: Rommel Roperez <i>Principal II</i> Angelo L. Apolinar <i>Principal I</i> Eusebia Cynthia A. De Torres <i>Principal II</i>	1 HR and 45 Mins
1201H - 1300H	LUNCH BREAK	Food and Refreshment Committee	1 HR
1300H - 1400H	Critiquing and Evaluation of Presented District DRRM/CCA Annual Plan	Arvin P. Repaso <i>PDO II-DRRM</i>	1HR
1400H - 1500H	Closing Ceremony		
1600H	Home Sweet Home		

- nothing follows -

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