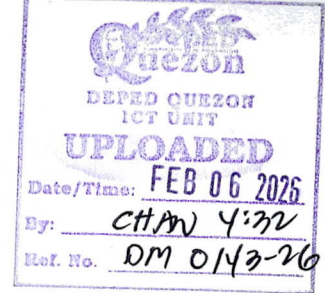




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



04 February 2026

**DIVISION MEMORANDUM**

No. 0143, s. 2026

**DIVISION ENGINEER AND DRRM PERSONNEL OFFICIAL ENGAGEMENT  
OUTSIDE OFFICE**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In reference to **Office Memorandum OM-OUOPS-2026-08-462** dated **January 27, 2026**, regarding the *Conduct of the Pillar 1: Safer Learning Facilities Guidebook Rollout*, please be informed that the **Division Engineer and Division Disaster Risk Reduction and Management (DRRM) personnel** will be out of the office on **February 9-11, 2026**.
2. Their engagement in official activities outside the division office is due to their participation in the said activity to be held at Baguio Teachers Camp, Baguio City.
3. Schools are advised to schedule non-urgent engineering- and DRRM-related concerns after the stated dates. Urgent matters may be forwarded to the Office of the Schools Division Superintendent for proper action.
4. For guidance and information.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

sgoefs02/04/26

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: quezon@deped.gov.ph  
Website: <https://quezon.deped.gov.ph>



Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM 08 462  
OM-OUOPS-2026

**FOR :** ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENT  
ALL REGIONAL AND DIVISION DRRM COORDINATORS  
ALL REGIONAL AND DIVISION ENGINEERS

**FROM :** MALCOLM S. GARMA  
*Undersecretary for Governance and Operations*



**ATTY. MEL JOHN I. VERZOSA**  
*Undersecretary for Administration*

**AURELIO PAULO R. BARTOLOME**  
*Assistant Secretary for Human Resource and Organizational Development*

**SUBJECT :** CONDUCT OF THE PILLAR 1: SAFER LEARNING FACILITIES  
GUIDEBOOK ROLLOUT

**DATE :** JANUARY 27, 2026

In line with the Department of Education's commitment to build local capacities of DepEd personnel and commitment in providing safe learning environments, the Disaster Risk Reduction and Management Service (DRRMS) in coordination with the Education Facilities Division (EFD) and Administrative Service will conduct a **Pillar 1: Safer Learning Facilities Guidebook Rollout**, scheduled on February 9-11, 2026, at Baguio Teachers Camp, Baguio City. The rollout aims to align all field offices with the common understanding on the implementation of safe learning facilities and unified technical specifications for school safety. Also, it also intends to mandate the adoption of the Learning Continuity Spaces for rapid disaster response and installation mechanism of early warning systems.

In view of this, the DRRMS requests the attendance of all Regional and Division DRRM Coordinators, DepEd Engineers, and identified representative/s from the Central Office to attend the abovementioned activity. All participants shall complete the pre-registration form **on or before February 5, 2026.**



16<sup>th</sup> Floor, TechZone Building, Sen. Gil Puyat Avenue, Makati City  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: [ouops@deped.gov.ph](mailto:ouops@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Rev	01	Doc. Ref. Code	OM-OUOPS
Page	1 of 2	Effectivity	03.23.23



Attached to this memorandum are the **Annex A: Administrative Arrangements and Annex B: Pre-registration details**. Travel expenses shall be charged under the FY 2026 Disaster Preparedness and Response Program (DPRP) Fund or to a local fund, subject to existing accounting and auditing rules and regulations.

For clarifications and questions, please contact DRRMS through email at [drms@deped.gov.ph](mailto:drms@deped.gov.ph) or via telephone (02) 8637-4933.

For information and appropriate action.

## Annex A. Administrative Arrangement

### 1. Logistical Arrangement

Particular	Participants	Fund Source
Board and Lodging	All participants	FY 2026 DPRP Current Fund
Transportation and other allowable expenses	Concerned Central Office Participants	FY 2026 DPRP Current Fund (For DRRMS Staff) Local Fund
Transportation and other allowable expenses	Regional and Division DRRM Coordinators	Local Fund
Transportation and other allowable expenses	Regional and Division DepEd Engineers	Local Fund

### 2. Check-in/ out and Meal Arrangement

Day (mm/dd/yyyy)	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Check-in/out Time
01/09/2026	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2:00 PM
01/10/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
01/11/2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12:00 PM

## Annex B. Pre-Registration

All participants are instructed to send their confirmation of attendance by accessing the QR code below **on or before February 5, 2026**. Late registration is strictly not encouraged as this might affect the event logistics preparation. Please **wait for the official advisory** of the activity before purchasing any plane tickets to avoid any inconvenience.



<https://forms.office.com/r/mpxXb8ESDg>



Republic of the Philippines  
**Department of Education**

30 January 2026

**ATC-2026-CO-00033**

**FOR** : **MALCOLM S. GARMA**  
*Undersecretary*  
 Office of the Undersecretary for Governance and Operations

**FROM** : **FELINO O. CASTRO V**  
*Director IV*  
 Disaster Risk Reduction and Management Service

**SUBJECT** : **CONDUCT ORIENTATION ON CSSF GUIDEBOOK ON PILLAR 1: SAFER LEARNING FACILITIES**

NAME OF PROGRAM(S)/ PROJECT(S)	Disaster Preparedness		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	<b>Output Code</b>	<b>Output</b>	<b>Physical Target</b>
	OC-26-DMS-DRRMS-DPRP-002	Oriented DRRM Coordinators, Engineers, and School Heads on the CSSF Guidebook	500
ACTIVITY/IES TO BE REQUESTED	<b>Activity Code</b>	<b>Name of Activity</b>	
	AC-26-DMS-DRRMS-DPRP-043	Conduct Orientation on CSSF Guidebook on Pillar 1: Safer Learning Facilities	
ACTIVITY/IES WITH DOWNLOADING	N/A	<b>ATTY. EDSON BYRON K. SY</b> <i>Assistant Secretary for Finance</i> <i>Officer-in-Charge</i> <i>Office of the Undersecretary for Finance</i>	
	<b>Activity Code</b>	<b>Name of Activity</b>	<b>Amount Requested (In PhP)</b>

ACTIVITIES TO BE BUMPED-OFF AND ITS CODE(S)	AC-26-DMS-DRRMS-DPRP-002	Conduct Orientation on CSSF Guidebook on Pillar 1: Safer Learning Facilities	2,214,000.00
	<b>GRAND TOTAL</b>		<b>2,214,000.00</b>
JUSTIFICATION <i>(for ATC Only)</i>	This rollout mandates that all field personnel possess the requisite capacity to implement disaster-resilient infrastructure solutions, thereby strictly ensuring that educational facilities meet the structural integrity and safety standards required to sustain learning continuity in the face of hazards.		
FINANCIAL REQUIREMENTS	<b>Activity Code</b>	<b>Name of Activity</b>	<b>Amount Requested (In PhP)</b>
	AC-26-DMS-DRRMS-DPRP-043	Conduct Orientation on CSSF Guidebook on Pillar 1: Safer Learning Facilities	2,214,000.00
	<b>GRAND TOTAL</b>		<b>2,214,000.00</b>
SOURCE OF FUNDS	<b>FY 2026 DPRP Current Fund</b>		
ADMINISTRATIVE ARRANGEMENTS	Direct Payment: Php2,044,000.00 Cash Advance: Php170,000.00 SDO: TBD		
ANNEXES	<ol style="list-style-type: none"> <li>1. Complete Staff Work;</li> <li>2. Concept Note; and</li> <li>3. Budget Estimate.</li> </ol>		

All expenses incurred in this activity are subject to usual accounting and auditing rules and regulations.

Annex B. Conduct Orientation on CSSF Guidebook on Pillar 1: Safer Learning Facilities

Item	Quantity	Unit Cost	Frequency	Total	Direct Payment	Cash Advance	Downloading
<b>Board and Lodging</b>				<b>2,000,000.00</b>	2,000,000.00		
DRRMS	10	2,000.00	2	40,000.00			
Participants	490	2,000.00	2	1,960,000.00			
<b>Daily Travel Expenses</b>				<b>44,000.00</b>	44,000.00		
TEV	10	4,400.00	1	44,000.00			
<b>Other Allowable Expenses</b>				<b>170,000.00</b>		170,000.00	
Supplies and Materials	500	300.00	1	150,000.00			
Tokens	15	1,000.00	1	15,000.00			
Contingency Fund	1	5,000.00	1	5,000.00			
<b>TOTAL</b>				<b>2,214,000.00</b>	<b>2,044,000.00</b>	<b>170,000.00</b>	

Prepared by:



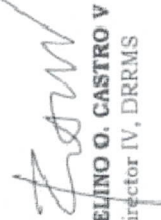
**CHARLINE R. OMBOY**  
Technical Assistant II, DRRMS

Reviewed by:



**LORENZO C. MASANDERO**  
Project Development Officer I, DRRMS

Approved by:



**FELINO O. CASTRO V**  
Director IV, DRRMS