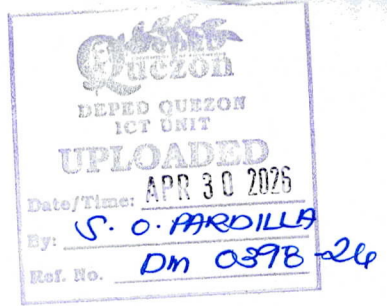




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



30 April 2026

DIVISION MEMORANDUM

No. 0398, s. 2026

**CAPACITY BUILDING ON THE DISASTER RISK REDUCTION AND
MANAGEMENT AND RELEVANT DEPED DRRM ISSUANCES
FOR PROJECT DEVELOPMENT OFFICERS**

To: Assistant Schools Division Superintendents
Functional Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District DRRM Coordinators
Project Development Officers I
All Others Concerned

1. In accordance with DepEd Order No. 50, s. 2011, titled "**Creation of Disaster Risk Reduction and Management Office (DRRMO)**", which mandates the said office to initiate and spearhead the establishment of mechanisms which prepare, guarantee protection and increase resiliency of the Department of Education (DepEd) constituents in the face of disaster, the DepEd issues the enclosed **Coordination and Information Management Protocols** for the schools, Schools Division Offices (SDOs) and Regional Offices (Ros) and coordinators to establish the system of coordination and information management and provide guidance to DepEd field offices, schools and DRRM Coordinators on their respective roles and functions relative to DRRM implementation. This Office announces the conduct of Capacity Building on the Disaster Risk Reduction and Management and relevant DepEd DRRM issuances for Project Development Officers at **M. I. Sevilas Resort and Hotel on May 4-5, 2026**.
2. This activity is designed to strengthen the capacity of Project Development Officers I (PDOs I) in implementing Philippine Disaster Risk Reduction Management (DRRM) Policies. It aims to equip them with the necessary knowledge, skills, and guidelines to effectively prepare for, respond to, and recover from disasters and emergencies.

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Additionally, the training seeks to enhance coordination and ensure the timely, accurate and efficient flow of information during crisis situation.

3. Travel expenses of Project Development Officers I (PDOs I) shall be charged against the School Maintenance and Other Operating Expenses (MOOE) and other available local school funds, subject to existing accounting and auditing rules and regulations. Expenses for meals and accommodation shall be charged to the Disaster Preparedness and Response Program Funds. For reference, please see enclosure No. 1 (Training Matrix) and Enclosure No. 2 (List of Participants).
4. Your full support and participation are encouraged to ensure the success of this important learning and development activity.
5. Immediate and widest dissemination of this Memorandum is earnestly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

LORENA S. WALANGBANG, EdD.
OIC-ASDS

SGODdrrm/04/30/2026

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Enclosure No. 1 to DM No. 0370 s. 2026

LIST OF PARTICIPANTS			
No	NAME	DESIGNATION	DISTRICT
1	HONEYLY P. BESAS	Project Development Officer I	Sta. Catalina ES
2	ALTAMIEL ATHENS P. EVANGELISTA	Project Development Officer I	Catanauan CS
3	ALJON V. MENDOZA	Project Development Officer I	Dolores Central School
4	CARL LENIN P. PENALES	Project Development Officer I	Gen. Luna CS
5	GLENDA P. VERDAN	Project Development Officer I	Gumaca West CES (Gumaca West I & II CS)
6	MARC OWELL A. AMA	Project Development Officer I	San Isidro ES
7	IVY MARIE L. TUGAWIN	Project Development Officer I	Pansol ES
8	CHARLITO JR. Q. CAMACHO	Project Development Officer I	Mabato ES
9	MARVIN A. BUSTAMANTE	Project Development Officer I	Padre Burgos CS
10	MARY ROSE L. GORDULA	Project Development Officer I	Pagbilao CES (Pagbilao CES & Pabilao East CES)
11	MARK FRANCIS C. FORNESTE	Project Development Officer I	Tamnao ES
12	HARLEM JANE L. MAGNO	Project Development Officer I	Perez CS
13	ARMEN DESEO	Project Development Officer I	Plaridel CS
14	ALDRIN A. JAMERO	Project Development Officer I	Polillo CS
15	WILFREDO JAY R. PERAS	Project Development Officer I	Real Central Elementary School
16	JONAVELLE S. ESPANOLA	Project Development Officer I	Patnanungan CS
17	DIANA B. JOSE	Project Development Officer I	San Antonio CS

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18	RACEL A. DELOS REYES	Project Development Officer I	Aurora Central Annex I ES
19	ALDRIN F. MALUPA	Project Development Officer I	Casay ES
20	ANGELA KHRISTINE M. ABILA	Project Development Officer I	San Narciso Central Elementary School
21	MARK ARJAY R. CASTRO	Project Development Officer I	Lutucan CS
22	HAROLD CRISTIAN P. AGUILAR	Project Development Officer I	Tagkawayan CES
23	MARIVIC P. ENDIQUE	Project Development Officer I	Claro M. Recto Mem. CS
24	RENA R. VILLENAS	Project Development Officer I	Prng. Elem. Ng Lucban 2 (PEL II-A & II-B)
25	ANGELO S. RAÑESES	Project Development Officer I	Atimonan CES (Atimonan CS I & Atimonan CS II)

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Enclosure No. 2 to DM No. 0398 s. 2026

Training Matrix

May 4-5, 2026

Day 1

TIME	ACTIVITY	PERSON RESPONSIBLE	TIME ALLOTMENT
Morning Session			
0700H – 0800H	Arrival, Breakfast, and Registration of Participants	Registration Committee	
0800H – 0830H	Preliminaries and Opening Program	Program Management Committee	
0830H – 0835H	Acknowledgement of Participants	Regina V. Marino SEPS	
0835h-0840H	Statement of Purpose	Arvin P. Repaso Project Development Officer II	
0840H-0900H	Opening Remarks	Juanito A. Merle SGOD-Chief	
0901H-0920H	Message	Rommel C. Bautista, CESO V Schools Division Superintendent	
0921H-0945H		Aris S. Barrago, PhD OIC-ASDS	
0945H-1100H	Session Proper	ARVIN P. REPASO Implementation and Understanding of RA 10121 and Capacitate in Philippine DRRM	3 Hour

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		relevant to DepEd DRRM Issuances Project Development Officer II SDO. QUEZON	
	Q&A Awarding of Certificate	Participants	25 Minutes
1201H – 1300H	LUNCH BREAK	Food and Refreshment Committee	1 HR
1000H-2000H	Session Proper	Continuation Arvin P. Repaso Project Development Officer II SDO. Quezon	3 Hour
	Q&A Awarding of Certificate	Participants	25 Minutes

Day 2

TIME	ACTIVITY	PERSON RESPONSIBLE	TIME ALLOTMENT
Morning Session			
0800H – 0830H	Nationalistic Song and Opening Program	Program Management Committee	30 Minutes
0830H – 0835H	Acknowledgement of Participants	Regina V. Marino SEPS	
0835h-0840H	Other Clarification	Arvin P. Repaso Project Development Officer II	

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0840H-0900H	Opening Remarks	Juanito A. Merle SGOD-Chief	
0901H-1000H	Session Proper	Discussion and Integration of DRRM Action Plan	
0945H-1100H	Session Proper	Workshop	
	Q&A Awarding of Certificate	Participants	
1201H - 1300H	LUNCH BREAK	Food and Refreshment Committee	
	CLOSSING PROGRAM		

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