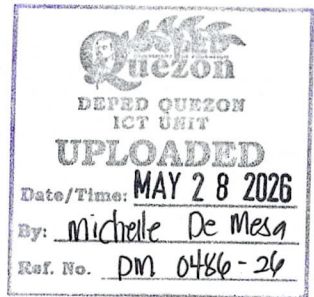




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



25 May 2026

**DIVISION MEMORANDUM**

No. 0486, s. 2026

**CONDUCT OF TRAINING FOR SCHOOL HEAD IN-CHARGE OF DRRM ON  
OCCUPATIONAL SAFETY AND HEALTH LEVEL 3: REQUIREMENTS  
FOR CREATION OF POOL OF DEPED SO3 TRAINING**

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

1. In accordance with the *CSC-DOH-DOLE Joint Memorandum Circular No. 1, s. 2020*, titled "**Occupational Safety and Health (OSH) Standards for the Public Sector**," which requires all government offices in the Philippines to provide a safe, healthy, and hazard-free workplace for employees and institutionalizes Occupational Safety and Health (OSH) Standards for the Public Sectors. This Office announces the conduct of **Training for School Head In-Charge of DRRM on Occupational Safety and Health Level 3: Requirements for Creation of Pool of DepEd SO 3 Training at Ouan's Worth Farm and Family Resort Corporation on June 1-5, 2026.**
2. This activity aims to empower DepEd personnel, with advanced expertise and certification to serve as internal trainers and safety advocates. By establishing a sustainable pool of competent mentors, the program ensures the effective cascade of OSH policies and best practices across all levels of the department. Ultimately, this initiative strengthens institutional readiness and foster a shared responsibility for maintaining safe, compliant, and proactive working and learning environments.
3. The expected participants are **School Heads In-Charge of DRRM** who are **Safety Officer 2 (SO 2) certified**. For reference, please see attached enclosure No. 1 (List of Participants).



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4. All participants are expected to report on June 1, 2025 before 8:00 am at Ouan's Worth Farm and Family Resort Corporation, late participants are not entertained reason due to the number of hours set by DOLE.
5. Travel expenses of participants 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.
6. For reference, please see attached enclosure No. 1 (List of Participants) and Enclosure No. 2 (Training Matrix).
7. Immediate and widest dissemination of this Memorandum is earnestly desired.

**For:**

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

**By:**

**MARIA DOLORES D. ATIENZA**  
Administrative Officer V  
*(Signature)*

drmapr/05/12/2026



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Enclosure No. 1 to DM No. 0462, s. 2026

**List of Participants and PMT**

No.	Name of Participant	Office
1.	ANA MARIE A. OFALDA	San Andres Bundok ES
2.	ANDRO M. RECILLA	Tagbacan Silangan ES
3.	ANGELO L. APOLINAR	Kinagunan ES
4.	AURELIO L. MIRANDO IV	San Isidro ES
5.	CHRISTIAN M. BULGADO	Lubigan ES
6.	EDUARDO CONDONAR	Plaridel ES
7.	EVELOU ESCOCIA	Dulong Bayan ES
8.	GILBERT P. PASTA	Mambog ES
9.	GUILLERMO D. OROGO	Talisay ES
10.	HJALMAR H. ZACARIAS	Lual ES
11.	JOEL P. DE ROXAS	Emiliano Gala ES
12.	LAYLA ANNA B. MAGTANGOB	SDO-ADMIN
13.	JONNY P. CRUZADO	Tuhian ES
14.	JUANITO V. BINASA	Ulpiano Camacho ES
15.	APOLLO B. SALANGUIT	SDO-CASHIER
16.	LLOYD M. LAYOSA	Bagong Silang ES
17.	LORENZO H. OBNAMIA	San Pedro ES
18.	CLARK H. CADIZ	SDO-ACCOUNTING
19.	MARLON R. AREVALO	Binagbag ES
20.	MARLON R. DE SILVA	White Cliff ES
21.	MENANDRO R. EVORA	Tanauan ES
22.	NOEL G. ORLANES	Bulakin ES
23.	MARK NICKO F. QUINDOZA	SDO-ICT
24.	PHILIP LEOGO	Tan-ag ES
25.	RUEL L. DRIZ JR.	SDO-SPPLY
26.	ROGEL F. MAGSINO	Tabansak ES
27.	ROGELIO P. VILLAPANDO	Buenavista NHS
28.	ROLAND MAGSINO	Hondagua NHS
29.	ROLDAN E. VALENZUELA	Masin ES
30.	ROMMEL V. ROPEREZ	Pagbilao East ES
31.	RONALD N. SANIEL	Talisay ES
32.	RUFINO P. ORDILLANO JR.	Calwit ES
33.	FLORICEL R. LAGOS	SDO-SGOD
34.	RODANTE M. DELA ROSA	NURSE II-Tagkawayan II
35.	GLICERIA R. DERROTA	RESOURCE SPEAKER
36.	JOSE MIGUEL B. DY, JR.	RESOURCE SPEAKER
37.	MA. GRACIA H. LAQUI	RESOURCE SPEAKER
38.	ARVIN P. REPASO	SDO-DRRM
39.	RALPH ANGELO E. GALLARDO	SDO-DRRM / PMT
40.	ADRIANE R. ARAGON	SDO-DRRM /PMT
	nothing follows	



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Enclosure No. 2 to DM No. 048, s. 2026

**Training Matrix**



**WHITE CLIFF**  
 HEALTH & SAFETY SERVICES

DOLE Accreditation No. 1030-033123-0079

**Loss Control and Stress Management Training**  
 June 1 – 5, 2026

Date	Time	Topic	Resource Person
<b>DAY 1</b>			
June 1, 2026	07:00 - 08:00	Registration	DepEd - Quezon
June 1, 2026	08:00 - 09:00	Opening Ceremony	DepEd - Quezon
June 1, 2026	09:00 - 10:00	Introductory	Ma. Gracia H. Laqui.
<b>June 1, 2026</b>	<b>10:00 - 10:15</b>	<b>AM BREAK</b>	
June 1, 2026	10:15 - 12:00	Component Parts of Loss Control Program	Ma. Gracia H. Laqui.
<b>June 1, 2026</b>	<b>12:00 - 10:00</b>	<b>LUNCH BREAK</b>	
June 1, 2026	01:00 - 03:00	Industrial Health and Hygiene - Identification, evaluation and Control of health hazards	Ma. Gracia H. Laqui.
<b>June 1, 2026</b>	<b>03:00 - 03:15</b>	<b>PM BREAK</b>	
June 1, 2026	03:15 - 04:30	Fire Prevention	Ma. Gracia H. Laqui.
	04:30 - 06:00	Workshop – Risk Assessment	Ma. Gracia H. Laqui.
<b>DAY 2</b>			
June 2, 2026	07:00 - 07:15	Unfreezing	Ma. Gracia H. Laqui.
June 2, 2026	07:15 - 09:45	Injury Prevention - Legislation	Ma. Gracia H. Laqui.
<b>June 2, 2026</b>	<b>9:45 - 10:00</b>	<b>AM BREAK</b>	
June 2, 2026	10:00 - 11:00	Human Behavior Management	Ma. Gracia H. Laqui.
June 2, 2026	11:00 - 12:00	Communication	Ma. Gracia H. Laqui.
June 2, 2026	<b>12:00 - 01:00</b>	<b>LUNCH BREAK</b>	
June 2, 2026	01:00 - 03:00	Damaged Control – Accident and Investigation	Jose Miguel B. Dy, Jr.
<b>June 2, 2026</b>	<b>03:00 - 03:15</b>	<b>PM BREAK</b>	
June 2, 2026	03:15 - 05:00	Damaged Control – Accident and Investigation (workshop)	Jose Miguel B. Dy, Jr.
June 2, 2026	05:00 - 06:00	Security	Jose Miguel B. Dy, Jr.
<b>DAY 3</b>			
June 3, 2026	07:00 - 07:15	Unfreezing	Jose Miguel B. Dy, Jr.
June 3, 2026	07:15 - 09:45	Pollution Control	Jose Miguel B. Dy, Jr.
<b>June 2, 2026</b>	<b>9:45 - 10:00</b>	<b>AM BREAK</b>	
June 3, 2026	10:00 - 12:00	Business Interruption	Jose Miguel B. Dy, Jr.
<b>June 1, 2026</b>	<b>12:00 - 01:00</b>	<b>LUNCH BREAK</b>	
June 3, 2026	01:00 - 02:00	Product Liability	Jose Miguel B. Dy, Jr.
<b>June 1, 2026</b>	<b>03:00 - 3:15</b>	<b>PM BREAK</b>	
June 3, 2026	03:15 - 06:00	Good Health and Safety Management	Jose Miguel B. Dy, Jr.
<b>DAY 4</b>			
June 4, 2026	07:00 - 07:15	Unfreezing	Derrota Glicería R.
June 4, 2026	07:00 - 12:00	Risk Management	Derrota Glicería R.
June 4, 2026	<b>12:00 - 01:00</b>	<b>LUNCH BREAK</b>	
June 4, 2026	01:00 - 02:00	Learnings Evaluation	Derrota Glicería R.
June 4, 2026	02:00 - 03:00	Post Test	Derrota Glicería R.



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Date	Time	Topic	Resource Person
June 4, 2026	03:00 – 03:15	PM BREAK	
June 4, 2026	03:30 – 06:00	CLOSING	Derrota Gliceria R.
<b>DAY 5</b>		June 4, 2026	
<b>8-Hour Training on Stress Management</b>			

**MEMBERS OF THE PROGRAM MANAGEMENT TEAM**

NAME	ASSIGNED TASK	FUNCTION
RALPH ANGELO E. GALLARDO ADRIANE R. ARAGON	Foods, Registration and Accommodation	Secure that all attendees well registered and signed the necessary documents for their attendance and meals.
CLARISSA G. CASAÑA	Inspectorate	Physical Inspection of goods and check whether the technical specifications quality and standards as indicated in the perfected contract / Purchase Order are met.
JUANITO A. MERLE, EdD	Program Management	Ensure that the plan program matrix are well execute.



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