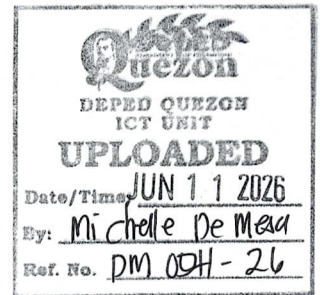




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



10 June 2026

**DIVISION MEMORANDUM**

No. 024, s. 2026

**CONDUCT OF TRAINING OF TRAINERS ON THE  
FAMILY REUNIFICATION PLAN**

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

1. Pursuant to DepEd Order No. 27, s. 2015, also known as “*Promoting Family Earthquake Preparedness*,” and DepEd Order No. 33, s. 2021, titled “*School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities*,” this Office, through the School Governance and Operations Division – Disaster Risk Reduction and Management (SGOD-DRRM), announces the conduct of the **Training of Trainers on the Family Reunification Plan on June 22–24, 2026**, at **M.I. Sevilla Resort and Hotel**.
2. This activity aims to institutionalize clear procedures for the safe, orderly, and properly documented release of learners to their parents or authorized guardians during disasters and crisis situations.
3. Participants in this activity are the School Heads in-charge of DRRM and other designated school personnel responsible for safety from the selected areas of Quezon where the eminent threat of Earthquake is present. Please see Enclosure No. 1 List of Participants and Enclosure No. 2 Training Matrix.
4. To ensure attendance at the training, all participants may opt to avail of Day 0 arrival on June 21, 2026.



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>



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

---

5. Travel expenses of the participants shall be charged against the School Maintenance and Other Operating Expenses (MOOE) and other available local school funds, while meals and accommodation shall be charged to the Disaster Preparedness and Response Program (DPRP) funds subject to existing accounting and auditing rules and regulations.
  
6. Immediate and widest dissemination of this Memorandum is earnestly desired.

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

*Drrmapr 06/10/26*



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](mailto:quezon@deped.gov.ph)  
Website: <https://quezon.deped.gov.ph>



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

Enclosure No. 1 to DM No. 0541, s. 2026

**LIST OF PARTICIPANTS**

No.	NAME	DESIGNATION	DISTRICT
1	TROY M. AZAS	PRINCIPAL I	BURDEOS
2	JONATHAN T. CANALES	TIC /TIII	BURDEOS
3	ARNELIO M. CAPARIDA	PRINCIPAL I	CALAUAG WEST
4	RAFAEL MORENO	HEAD TEACHER I	CALAUAG WEST
5	ROGEL F. MAGSINO	PRINCIPAL I	CALAWAG EAST
6	SHERWIN L. INOFRE	PRINCIPAL I	CALAWAG EAST
7	ROSALIA T. VARGAS	PRINCIPAL I	GEN. NAKAR I
8	ANNALISA C. ROMANTICO	PRINCIPAL II	GEN. NAKAR I
9	NOMER R. FRANZIA	PRINCIPAL I	GEN. NAKAR II
10	DOMINGO AZOGUE JR.	PRINCIPAL I	GEN. NAKAR II
11	CHRISTIAN J. RICAFRENTE	PRINCIPAL I	GUINAYANGA NORTH
12	MARY JOAN CHARLOTE A. ROLDAN	TII/ OIC	GUINAYANGA NORTH
13	CHRISTIAN M. BULGADO	HEAD TEACHER 1	GUINAYANGAN SOUTH
14	ISAGANI M. ARIDA	HEAD TEACHER I	GUINAYANGAN SOUTH
15	HJALMAR H. ZACARIAS	PRINCIPAL I	INFANTA
16	PRISCILA R. MORTIZ	PRINCIPAL I	INFANTA
17	MICHAEL N. MALABUNGA	HEAD TEACHER III	JOMALIG
18	JANE JASMIN M. GALACIA	HEAD TEACHER I	JOMALIG
19	PHILIP M. LEOGO	PRINCIPAL I	LOPEZ EAST
20	MARJORIE E. ROMERO	TIC	LOPEZ EAST
21	JOSEPH A. JUBILO	HEAD TEACHER III	LOPEZ WEST
22	BERNIE P. OLANDA	HEAD TEACHER I	LOPEZ WEST
23	ARIS H. SANCHEZ	PRINCIPAL I	MAUBAN NORTH
24	RONALYN O. LARROGA	TIC/ TIII	MAUBAN NORTH
25	EDUARDO E. CONDONAR	PRINCIPAL I	MAUBAN SOUTH
26	MARWIN B. ALPAJORA	PRINCIPAL I	MAUBAN SOUTH
27	RHECA V. NOLLEDO	PRINCIPAL I	PANUKULAN
28	MERLITO D. PRUDENTE JR	TIC	PANUKULAN
29	JEANETTE O. HUFANCIA	HEAD TEACHER I	PATNANUNGAN
30	LIMUEL F. GEOMO	TIC/TIII	PATNANUNGAN
31	LOUIE N. VILLANUEVA	PRINCIPAL I	POLILLO
32	WENSTON E. GUJILDE	TIC	POLILLO



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

33	MENANDRO R. EVORA	PRINCIPAL I	REAL
34	EMMANUEL A. AMOIN	TIC/MT	REAL
35	ARVIN P. REPASO	PDO II	SDO
36	REGINA V. MARINO	SEPS	SDO
37	ADRIANEN R. ARAGON	AS II	SDO
38	RALPH ANGELO E. GALLARDO	AS II	SDO
39	LLOYD M. LAYOSA	PRINCIPAL I	TAGKAWAYAN I
40	JERSON C. ROSALDO	HEAD TEACHER II	TAGKAWAYAN I
41	ALBERT C. ESCOBAR	PRINCIPAL I	TAGKAWAYAN II
42	JOEL S. PAIT	PRINCIPAL I	TAGKAWAYAN II
43	RON P. CRISOSTOMO	MDRRMO	Infanta Quezon
44	NIEL S. ASTRERA	Program Officer	Infanta Quezon

**PROGRAM MANAGEMENT TEAM**

NAME	ASSIGNED TASK	FUNCTION
JUANITO A. MERLE REGINA V. MARINO ARVIN P. REPASO	Program Management	Ensure that the plan program matrix are well executed.
CLARISSA G. CASAÑA	Inspectorate	Physical inspection of goods and check wether the technical specifications quality and standards as indicated in the perfected contract / purchased ordered are met.
RALPH ANGELO E. GALLARDO ADRIANE R. ARAGON	Food, Registration and Accommodation	Secure that all attendees well registered and signed the necessary documents for their attendance and meals
MELCHOR P. AVENILLA, JR., EnP		Message



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

Enclosure No. 2 to DM No. 054, s. 2026

**ACTIVITY MATRIX**

Time	Topic / Activity	Methodology	Materials Needed	Responsible Person
<b>Day 1</b>				
8:00- 8:30	Arrival & Registration			
8:30-9:00	Preliminaries <ul style="list-style-type: none"> <li>➤ Morning Devotion</li> <li>➤ National Anthem</li> <li>➤ Welcome Remarks</li> <li>➤ Expectation Setting</li> <li>➤ Rationale &amp; Objectives</li> </ul>			DepEd
9:00-9:30	LOCAL AND NATIONAL DISASTER SITUATION	- Powerpoint Presentation  - Plenary Discussion	- Projector Laptop	Speaker
9:30-12:00	BASIC CONCEPTS ON DISASTER RISK REDUCTION & MANAGEMENT(DRRM) AND CLIMATE CHANGE ADAPTATION(CCA)	- Powerpoint Presentation  - Plenary Discussion  - Group work	- Projector Laptop  - Metacards, pens, tapes, masking tape,  - Manila paper	Speaker
12:00- 1:00	LUNCH TIME			
1:00-2:00	CHILD-CENTERED COMMUNITY-BASED DISASTER RISK REDUCTION AND MANAGEMENT(CBDRM) AS AN APPROACH TO DRRM AND CCA	- Powerpoint Presentation  - Plenary Discussion  - Group work	- Projector Laptop  - Metacards, pens, tapes, masking tape,	Speaker



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>



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

			- Manila paper	
2:00-3:30	THE LEGAL BASES FOR COMMUNITY-BASED DISASTER RISK REDUCTION AND MANAGEMENT(CBDRRM)	<ul style="list-style-type: none"> <li>- Powerpoint Presentation</li> <li>- Plenary Discussion</li> <li>- Group work</li> </ul>	<ul style="list-style-type: none"> <li>-Projector Laptop</li> <li>-Metacards, pens, tapes, masking tape,</li> <li>- Manila paper</li> </ul>	Speaker
3:30-5:00	Introduction and orientation of Family Listo Facilitators guide module.	<ul style="list-style-type: none"> <li>- Powerpoint presentation</li> <li>- Plenary Discussion</li> <li>- Group work activity</li> </ul>	<ul style="list-style-type: none"> <li>- LCD Projector</li> <li>- Laptop</li> <li>- Metacards, pens, masking tapes</li> </ul>	Speaker
<b>Day 2</b>				
8:30-9:00	Recapitulation	-Recap game		
8:00-12:00	Preparation for group simulation presentation on FamilyListo implementation	-Preparation and development of their group session plans and workshop materials based on the FamilyListo modules	<ul style="list-style-type: none"> <li>-Gabay at Mapa</li> <li>E-Balde</li> <li>-Metacards</li> <li>-Pens</li> <li>-Manila paper</li> <li>-Colored Papers</li> <li>-masking tapes,</li> </ul>	Speaker
12:00-1:00	Lunch			



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>



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

1:00-5:00	Presentation group simulation exercise.	-Group plenary presentation -Critiquing of presentations	Gabay at Mapa Materials Ebalde	Speaker
5:00-5:30	Feed backing for the 2nd day session			Facilitator
<b>Day 3</b>				
8:30-9:00	Recapitulation	-Recap game		Facilitator
9:00-12:00	Action Planning	-Development of their roll out action plan -Plenary presentation -Critiquing of plans	-Manila paper -Pens	- Facilitator
	Synthesis Closing Prayer			DepEd