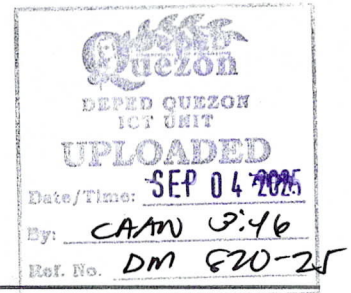




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



03 September 2025

**DIVISION MEMORANDUM**  
DM No. 820, s. 2025

**DISASTER RISK REDUCTION AND MANAGEMENT CONFERENCE ON THE  
STRUCTURAL INTEGRITY AND STANDARD MAINTENANCE OF  
BUILDING AND OTHER LEARNING FACILITIES**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
District School Heads In-Charge of DRRM  
All Others Concerned

1. In line with the *Department of Education Memorandum No. 231, s. 2006*, titled "*Assessment of the Schoolbuildings' Structural Integrity and Stability (ASSIST) Nationwide*," this Office, through the SGOD-DRRM Unit, announces the conduct of the **"Disaster Risk Reduction and Management (DRRM) Conference on the Structural Integrity and Standard Maintenance of Building and Other Learning Facilities."** on September 15-16, 2025 at M.I Sevilla Resort and Hotel, Brgy. Domoit, Lucena City.
2. The expected participants in the said activity are the School Heads or the designated Project Development Officer I (PDO I). As the PDO I is assigned to a cluster of schools, he or she may represent only one school during the conference. To ensure orderliness and to avoid overcrowding, participants will be organized into two batches. The list of districts assigned per batch is indicated in Enclosure Nos. 2 and 3, and participants are strictly advised to join only the batch to which their district is assigned.
  - Batch 1 – September 15, 2025 – 536 participants (see Enclosure No. 2)
  - Batch 2 – September 16, 2025 – 425 participants (see Enclosure No. 3)

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3. In line with DepEd Order No. 9, s. 2005 (Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith), teaching personnel are discouraged from representing their School Heads in the said activity.
4. Medical staff will be on-site during the activity; however, participants who are on maintenance medication are reminded to bring own prescribed medicines to address their personal medical needs.
5. For the convenience of participants from island municipalities and those residing more than 50 kilometers away from the venue, "Day Zero" travel may be availed to allow sufficient preparation. Expenses incurred for transportation, meals, and accommodation during Day Zero and during the implementation of the activity shall be chargeable against the School MOOE or other available local funds, subject to the usual accounting and auditing rules and regulations.
6. Meals of the participants during the conduct of the activity shall be charged to the Disaster Preparedness and Response Program (DPRP) Continuing Fund, subject to the usual accounting and auditing rules and regulation.
7. Widest and immediate dissemination of this Memorandum is desired.

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

drmapr09/03/2025

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**Enclosure No. 1 DM No. \_\_\_\_\_s, 2025**

**MEMBERS OF THE TECHNICAL WORKING GROUP**

<b>NAME</b>	<b>ASSIGNED TASK</b>	<b>FUNCTION</b>
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.
Arvin P. Repaso	Program Management	Ensure that the plan program/matrix are well executed.
Daniel I. Hutamares <b>Engineer III</b>  Sharmaine G. Cortas Gian O. Pardilla <b>Engineer</b>  Edmundo R. Marin, Jr. <b>Accountant III</b>  Niel A. Parco <b>Warning and Operation Section Chief PDRRMO-Quezon</b>	Facilitators	Provide 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 No. 2 DM No. 820s, 2025

**LIST OF PARTICIPANTS**

**BATCH 1**

No.	MUNICIPALITY	Schools District	Number of Personnel School Head/PDO
1.	AGDANGAN	AGDANGAN DISTRICT	8
2.	ATIMONAN	ATIMONAN I & 2 DISTRICT	33
3.	CATANUAN	CATANUAN I & 2 DISTRICT	36
4.	CANDELARIA	CANDELARIA EAST & WEST DISTRICT	30
5.	CALAUAG	CALAUAG EAST & WEST DISTRICT	55
6.	DOLORES	DOLORES DISTRICT	14
7.	GEN. LUNA	GENERAL LUNA DISTRICT	19
8.	LOPEZ	LOPEZ EAST & WEST DISTRICT	71
9.	LUCBAN	LUCBAN DISTRICT	15
10.	MAUBAN	MAUBAN SOUTH & NORTH DISTRICT	40
11.	MACALELON	MACALELON DISTRICT	19
12.	PAGBILAO	PAGBILAO 1& 2 DISTRICT	20
13.	PADRE BURGOS	PADRE BURGOS DISTRICT	16
14.	PITOGO	PITOGO DISTRICT	18
15.	SARIAYA	SARIAYA EAST & WEST DISTRICT	47
16.	SAMPALOC	SAMPALOC DISTRICT	13

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17.	SAN ANTONIO	SAN ANTONIO DISTRICT	16
18.	TIAONG	TIAONG I & II DISTRICT	34
19.	UNISAN	UNISAN DISTRICT	19
<b>TOTAL</b>			<b>536</b>

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Enclosure No. 3 DM No. 820s, 2025

**LIST OF PARTICIPANTS**

**BATCH 2**

No.	MUNICIPALITY	Schools District	Number of Personnel
1.	ALABAT	ALABAT DISTRICT	6
2.	BUENAVISTA	BUENAVISTA I & II DISTRICT	27
3.	BURDEOS	BURDEOS DISTRICT	14
4.	GUINAYANGAN	GUINAYANGAN NORTH & SOUTH DISTRICT	30
5.	GEN. NAKAR	GENERAL NAKAR I & II DISTRICT	30
6.	GUMACA	GUMACA EAST & WEST DISTRICT	35
7.	INFANTA	INFANTA DISTRICT	22
8.	JOMALIG	JOMALIG DISTRICT	7
9.	MULANAY	MULANAY I & II DISTRICT	32
10.	PANUKULAN	PANUKULAN DISTRICT	15
11.	PATNANUNGAN	PATNANUNGAN DISTRICT	15
12.	POLILLO	POLILLO DISTRICT	24
13.	PLARIDEL	PLARIDEL DISTRICT	6
14.	PEREZ	PEREZ DISTRICT	10
15.	REAL	REAL DISTRICT	19
16.	QUEZON	QUEZON DISTRICT	15
17.	SAN ANDRES	SAN ANDRESS DISTRICT	14

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18.	SAN FRANCISCO	SAN FRANCISCO 1 & 2 DISTRICT	35
19.	SAN NARCISO	SAN NARCISO I & II DISTRICT	23
20.	TAGKAWAYAN	TAGKAWAYAN I & II DISTRICT	48
<b>TOTAL</b>			<b>425</b>

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