



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

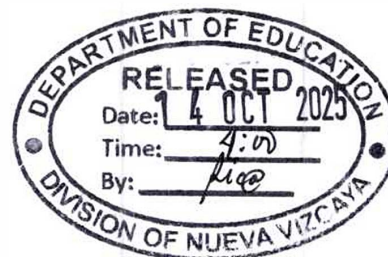
UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Concerned Public School Heads
All others concerned

FROM: **ORLANDO A. MANUEL PhD, CESO V**
Schools Division Superintendent

DATE: 13 October 2025

SUBJECT: **WORKSHOP ON EMPOWERING SCHOOLS FOR RISK-RESPONSIVE PLANNING: DRRM INTEGRATION IN SIP WITH DRRM PAPS MONITORING AND EVALUATION**



1. The Department of Education, recognizing its crucial role in Disaster Risk Reduction and Management (DRRM) commits, to ensure safety and learning continuity, and strengthen resilience of schools and learners by empowering DepEd personnel and learners on DRRM, Climate Change Adaptation and Mitigation (CCAM) and Education in Emergencies (EiE) in basic education. The commitment is translated in the **Office Performance Commitment and Review Form (OPCRF) for School Heads** specifically within Strand 2.5 of the **Key Result Area (KRA)** on “Management of School Operations and Resources” which focuses on **School Safety for Disaster Preparedness, Mitigation, and Resilience**.

2. To strengthen this initiative, the office will be conducting a **Workshop on Empowering Schools for Risk-Responsive Planning: DRRM Integration in SIP with DRRM PAPS Monitoring and Evaluation on October 22-25, 2025 (inclusive of travel days) at Ina’s Sagada In and Homestay, Sagada, Mountain Province**. This workshop aims to prioritize safety measures alongside academic and infrastructural improvements, fostering a culture of preparedness among decision-makers, personnel, and learners. Participants will engage in risk assessments and response strategies to effectively mitigate potential hazards and enhance resilience, ensuring uninterrupted learning and development.

3. The expected participants for the workshop are the **District In-Charge (DIC)** and **School Heads** from **Alfonso Castaneda District**, as well as the **School Heads or their duly designated personnel** directly involved in the formulation



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of the **Enhanced School Improvement Plan (E-SIP)** from the selected secondary schools (refer to the attached list of participants).

4. Participants are required to bring their own laptops and extension cords, as well as electronic and printed copies of their school E-SIP, DRRM Plan, and School Contingency Plan.

5. The meals, snacks, accommodation and other training related expenses shall be charged against the **HRTD funds** and the **FY 2025 Disaster Preparedness and Response Program (DPRP) Funds** while transportation, per diem and incidental expenses of the participants and TWG/PMT members shall be charged to the local funds/MOOE of the school subject to the usual auditing and accounting rules and regulations.

6. The following schools are directed to prepare a 5-7 minutes Audio-Visual Presentation (AVP) on the Best Practices in the implementation of the School's Contingency Plan focusing on the formulation, dissemination/communication, implementation, monitoring and evaluation, and plan adjustment.

District	School	School Head
Alfonso Castaneda	Lipuga ES	Mecah P. Pandi
Dupax Del Norte 1	Lamo NHS	Jigger R. Manuel
Santa Fe	Canabuan NHS	Jonathan C. Pamittan

7. Participants and facilitators shall be entitled to **Service Credits/CTO for October 25, 2025** which falls on a weekend, as per DepEd Order No. 53, s. 2003 "Updated Guidelines on the Grant of Vacation Service Credits to Teachers".

8. For further queries or clarifications, kindly contact **Ms. Maria Theresa B. Iglesia**, Division DRRM Coordinator at 09178449740 or **Ms. Clydinne A. Ballon** at 09087276756.

9. For information, guidance and compliance.



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List of Participants

SDO Program Management Team	
Orlando E. Manuel PhD, CESO V	Schools Division Superintendent
Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent
Romulo S. Ancheta PhD	Chief – SGOD
Nolimar M. Navarro EdD OR	SEPS – SMME/ M & E Focal
Julius C. Calangan	EPS II - SMME
Rommel S. De Gracia PhD	SEPS – PAR
Romeo Emmanuel Yarcia	PO – III
SHS Personnel (1 pax)	Nurse II/Health and Welfare Officer
Maria Theresa B. Iglesia	Proponent/PDO - II
Howard Jean Francois V. Doles	ADA VI-Technical Support
Clydinne A. Ballon	ADAS III-Secretariat

Name of School	Name of School Head
Alfonso Castaneda District : DIC Donald Calma	
Alfonso Castaneda NHS	Mary Jane V. Valdez
Abuyo NHS	Mickael A. Raymundo
Alfonso Castaneda CS	Romeo G. Arcibal
Casecnan NHS	Noimie Panis
Abuyo ES	Mickael A. Raymundo
Balintugon ES	Janice R. Galicia
Cawayan ES	Robert J. Ancheta
Galintuja ES	Juvy S. Balatbat
Lipuga ES	Mecah P. Pandi
Mandunot ES	Seckler Poncian
Marikit ES	Donald Calma
Pelaway ES	Marah P. Daguro
Pelaway ES Annex	Mecah P. Pandi

Secondary Schools (School Head OR DRRM Coordinator)	
Canabuan HS	Dupax Del Norte HS
Pinayag HS	Casat NHS
Sta Fe NHS	Kakiduguen NHS
Diadi NHS	Bambang NHS
Lamo NHS	Belance NHS
Bintawan NHS	Quezon NHS
Nansiakan NHS	Runruno NHS
Eastern NVNHS	KNAS
Malabing Valley NHS	Kongkong NHS