





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 E. MANUEL PhD, CESO V
 Schools Division Superintendent
 06-2026-417 



DATE: 18 June 2026

SUBJECT: **COMPLETE STAFF WORK FOR THE ROLL-OUT OF THE TRAINING OF TRAINERS ON M7X READY PROGRAM AND PLANSMART FOR SAFE SCHOOLS (PSSS) WEB APPLICATION**

1. Subsequent to the conducted **Training of Trainers on the M7X Ready Program and PlanSmart for Safe Schools (PSSS) Application** last **May 20-23, 2026**, this Office, through the School Governance and Operations Division – Disaster Risk Reduction and Management Service (SGOD-DRRMS) will be conducting **a complete staff work** on **June 24, 2026** at **8:00 AM** at the SDO Conference Hall, Bayombong, Nueva Vizcaya.

2. The following personnel are identified as participants in the said activity;

Name		Office/School/District
1. Jonalyn A. Pinson	AO – II	Bugnay ES, Diadi District
2. Cristina Afalla	PDO – I	Solano District
3. Amethyst S. Cachola	PDO – I	Bayombong District
4. Noemi G. Tolentino	AO – II	Mangayang ES, Dupax Del Sur District
5. Elma T. Albino	AO – II	Banao ES, Kayapa West
6. Gloriza D. Valdez	PDO – I	Aritao CS/Aritao I District
7. Sharmaine Balatbat	AO - II	Balintugon ES, Alfonso Castaneda
8. Ar. Christopher R. Dominguez	TA IV	SDO - EFU
9. Maria Theresa B. Iglesia	PDO II	SDO - DRRMS

3. The meals and snacks shall be charged against the **Disaster Preparedness Related PPAs (DPRP) funds** while transportation expenses, per diem, and incidental expenses of participants shall be charged against the MOOE or other local funds, subject to existing accounting and auditing rules and regulations.

4. This memorandum is issued for information, guidance, and compliance.