



2504 - 1546

Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM  
No. 229, s. 2025

**ORIENTATION AND CASCADING OF THE 25<sup>TH</sup> GAWAD KALASAG GUIDELINES,  
TOOLS AND CHECKLIST**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 532, s. 2025 titled "Orientation and Cascading of the 25<sup>th</sup> Gawad Kalasag Guidelines, Tools and Checklist", the Office of the Civil Defense Regional Office 1 shall conduct an orientation on the 25<sup>th</sup> Gawad Kalasag Guidelines, Tools and Checklist on April 29 - 30, 2025 (8:00 am - 5:00 pm) at Metro Vigan Inn, Vigan City, Ilocos Sur.

2. The following personnel from the division shall participate:

Name	Official Station
Aphrodite Hope E. Martinez (April 29, 2025 - PM Session)	SGOD - DRRM
Sheila Geneveve Ancheta	Vigan National High School West

3. This memorandum shall serve as locator slip for the participants.
4. Attached is the Regional Memorandum for reference.
6. For information and compliance of all concerned.

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Encl.: As stated  
References: Regional Memorandum No. 532, s. 2025  
To be indicated in the Perpetual Index under the following subjects:

AWARDS      DRRM      GAWAD KALASAG

SGOD-DRRM/ahem/DM- ORIENTATION AND CASCADING OF THE  
25<sup>TH</sup> GAWAD KALASAG GUIDELINES, TOOLS AND CHECKLIST  
2025-004/April 24, 2025



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: vigan.city@deped.gov.ph  
Website: [www.depedvigancity.com](http://www.depedvigancity.com)

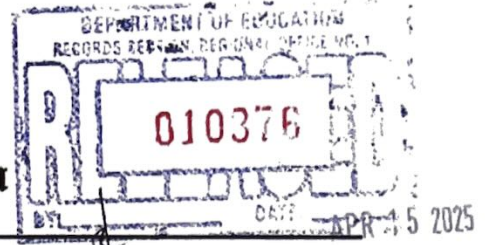
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2504 - 1048



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 532 s. 2025

**ORIENTATION AND CASCADING OF THE 25<sup>TH</sup> GAWAD KALASAG GUIDELINES,  
 TOOLS AND CHECKLIST**

To: Schools Division Superintendents

1. The Office of Civil Defense Regional Office 1 shall conduct an Orientation and Cascading of the 25th Gawad KALASAG Guidelines, Tools and Checklist in the four (4) provinces of Region 1 from April 22-30, 2025.
2. The Schools Division Offices are requested to send two (2) personnel, preferably the Division and a School Disaster Risk Reduction and Management (DRRM) Coordinator, to attend the said activity on the following schedules:

SDO	Date	Venue
Ilocos Norte, Batac City and Laoag City	April 22-23, 2025	Palacio De Laoag, Laoag City, Ilocos Norte
Panagasinan I, Pangasinan II, Alaminos City, Dagupan City, San Carlos City and Urdaneta City		Empress Island Hotel, Alaminos City, Pangasinan
La Union and City of San Fernando	April 24-25, 2025	Bella Vista Resort, Naguilian, La Union
Ilocos Sur, Candon City and Vigan City	April 29-30, 2025	Metro Vigan Inn, Vigan City, Ilocos Sur

3. Attached is the letter of invitation for further details.
4. Be guided accordingly.

**TOLENTINO G. AQUINO**  
 Director IV

Enclosed: OCD RO1 letter of invitation dated April 14, 2025

**Reference**

To be indicated in the Perpetual Index  
 under the following subjects:

ORIENTATION  
 SAFETY EDUCATION  
 SEARCH

ESSD/jrbp/GKOrientation2025  
 April 15, 2025





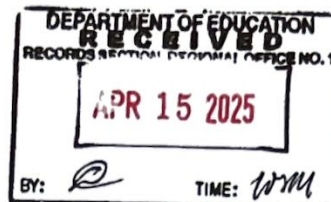
REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE REGIONAL OFFICE I**

OCD RO1 Bldg., Government Center II, Aguila Rd., Sevilla, City of San Fernando, La Union



14 April 2025

**DIR. TOLENTINO G. AQUINO**  
Regional Director  
Department of Education Region 1  
City of San Fernando, La Union



Dear Director Aquino,

Relative to the Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance for Calendar Year 2025, the Cascading for the Gawad KALASAG Guidelines, Checklists, and Toolkit and Presentation of the Discussions on the Proposed Revisions for CY 2026 will be held to the four provinces on the following dates and venue:

Province	Date	Venue
Ilocos Norte	April 22-23, 2025	Palacio De Laoag, Laoag City, Ilocos Norte
Ilocos Sur	April 29-30, 2025	Metro Vigan Inn, Vigan City, Ilocos Sur
La Union	April 24-25, 2025	Bella Vista Resort, Naguilian, La Union
Pangasinan	April 22, 23, 2025	Empress Island Hotel, Alaminos City, Pangasinan

With this, may we invite two (2) personnel from the School's Division Office in the respective provinces to attend the said activity for subsequent cascading to the district and schools that wish to participate in the Special Awards for School Category (Elementary or High School).

For confirmation and registration of participants and other information, kindly click the link below to refer you to the GK website.

Link: <http://bit.ly/3YoeSw7>

For any inquiries, The Regional Secretariat, Mr. Mike Aldrin T. Sabado and Ms. Abegail T. Casison, maybe reached through mobile numbers 0976 029 4349 (Globe) or 0962 449 1512 (Smart).

Thank you.

Sincerely,

**LAURENCE E. MINA**  
Chairperson, RDRMC 1  
Regional Director, OCD R1

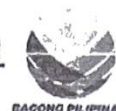


**SERVING THE NATION, PROTECTING THE PEOPLE**

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E-mail Addresses: [region1@ocd.gov.ph](mailto:region1@ocd.gov.ph); [ocdrn1@yahoo.com](mailto:ocdrn1@yahoo.com) | Facebook: Civil Defense Ilocos  
Website: [www.ocd.gov.ph](http://www.ocd.gov.ph); [www.ndrrmc.gov.ph](http://www.ndrrmc.gov.ph)



REPUBLIC OF THE PHILIPPINES  
**REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL 1**  
GOVERNMENT CENTER II, AGUILA ROAD, SEVILLA, SAN FERNANDO CITY, LA UNION



**ORIENTATION AND CASCADING OF THE 25<sup>TH</sup> GAWAD KALASAG  
GUIDELINES, TOOLS AND CHECKLISTS**

TIME	ACTIVITY	OPR
<b>DAY 1</b>		
12:00 NN – 1:00 PM	Registration	GK Secretariat
1:01 PM – 1:15 PM	Invocation	GK Secretariat
	Roll Call	
	Message of the Regional Director	<b>RD LAURENCE E MINA</b> Regional Director, OCD R1
1:16 PM – 1:20 PM	Administrative Announcements and Mechanics for the Orientation	GK Secretariat
1:21 PM – 1:45 PM	Presentation of the Gawad KALASAG CY 2025 Guidelines	GK Secretariat
1:46 PM – 4:30 PM	Part 1: Orientation on the Special Awards Awards Category and Checklists  1. Schools (Primary and Secondary) 2. Higher Education Institution Category 3. Hospital Category 4. Government Emergency Response Management 5. Civil Society Organization 6. People's Organization 7. Volunteer Organization	GK National Gawad KALASAG Committee (via recorded video)
4:30 PM – 5:00 PM	Open Forum	GK Secretariat
<b>DAY 2</b>		
8:00 AM – 8:30 AM	Registration	GK Secretariat
8:31 AM – 9:30 AM	Continuation of Special Awards Category 8. Private Organization 9. Heroic Act 10. Special Recognition for Individual/Group	GK National Gawad KALASAG Committee (via recorded video)
9:31 AM – 12:00 NN	Part II: LDRRMCO Category and Toolkit I. Structure II. Competency	Regional GK Secretariat and Selection and Validation Committee
12:00 NN 1:00 PM	Lunch Break	
1:01 PM – 4:30 PM	III. Management System IV. Enabling Policies V. Knowledge Management and Advocacy VI. Partnership and Participation	GK Secretariat and Selection and Validation Committee
4:30 PM – 5:00 PM	Open Forum and Closing Program	GK Secretariat
	End of Activity	

*Safer, adaptive, and disaster-resilient Region 1 towards sustainable development...*

Telephone Numbers: (072) 619-5624 | (072) 607-6528  
Mobile Numbers: 0917-300-5096 (Globe); 0920-919-1054 (Smart)