2611 - 1649

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

11 NOV 2026

DIVISION MEMORANDUM
No. 998, s. 2026

CAPACITY BUILDING ON DRRM RELEVANT LAWS AND POLICIES, RISK ASSESSMENT AND HAZARD MAPPING, AND INCIDENT MANAGEMENT REPORTING SYSTEM

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

1. In reference to the Memorandum OM-OUPS-2026-04-00244, or Disaster Preparedness and Response Program (DPRP), this division, through the School Governance and Operations Division, shall conduct the **Capacity Building on DRRM Relevant Laws and Policies, Risk Assessment and Hazard Mapping, and Incident Management Reporting System** at **SDO Vigan City Conference Hall** on **November 17, 2026.**

2. This activity aims to strengthen the capacity of school personnel in implementing effective DRRM systems through knowledge enhancement and skills training.

3. The official participants are the Program Management Team, and School DRRM Coordinators and Alternate Coordinators.

4. The meals of participants and other expenses incurred during the conduct of the activity shall be charged to the Disaster Preparedness and Response Program Fund (Sub-Aro No. ROI-26-01508), subject to the usual accounting and auditing rules and regulations.

5. Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on a holiday, weekend, or cancellation of work in Government Offices due to various reasons specified in DepEd Order No. 13, s. 2024 and CSC-DBM Joint Circular No. 2, s. 2024 on Non-Monetary Remuneration of Overtime Services Rendered, whichever is applicable.

6. This memorandum shall serve as a locator slip for all participants.

7. Enclosed are the training matrix, members of the program management team, and list of participants.

8. For information and compliance of all concerned.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
11 NOV 2026
RELEASED
BY

SGOD/RQRJ/rqq
November 11, 2026

VILMA D. EDA, CESO V
Schools Division Superintendent

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CAPACITY BUILDING ON DRRM RELEVANT LAWS AND POLICIES, RISK ASSESSMENT AND HAZARD MAPPING, AND INCIDENT MANAGEMENT REPORTING SYSTEM
November 17, 2026
SDO Vigan City Conference Hall

Training Matrix

Time	Activities	Person Responsible	Method
7:30AM – 8:00AM	Registration	Secretariat	
8:00AM-8:30AM	OPENING PROGRAM		
	Philippine National Anthem		AVP
	Interfaith Prayer		AVP
	Acknowledgment of Participants	Secretariat	
	Welcome Remarks	Annie D. Pagdilao, CESO VI Asst. Schools Division Superintendent	
	Training Paradigm	Raymart Q. Quedado PDO II - DRRM	
	Message	Vilma D. Eda, CESO V Schools Division Superintendent	
8:30AM – 10:00AM	DRRM Relevant Laws and Policies	Jordan Soria Chief, Operations/Warning Section Vigan CDRRMO	Interactive lecture
10:01AM-10:15AM	Health Break		
10:16AM-12:00NN	Risk Assessment and Hazard Mapping	Jordan Soria Chief, Operations/Warning Section Vigan CDRRMO	Interactive lecture
12:01PM-1:00PM	Lunch Break		
1:01PM-1:10PM	MOL	Facilitator	
1:11PM-3:00PM	Incident Management Reporting System	Mark Linn Ricotoso PDO I	Interactive lecture
3:31PM-3:45PM	Health Break		

3:46PM-4:40PM	DRRM PPAs updates Open Forum	Raymart Q. Quedado PDO II - DRRM	
4:41 PM-4:45 PM	Post Evaluation	QAME Associate	Online evaluation
4:46 PM – 5:00 PM	Closing and Ways Forward	Rodrigo Q. Reyes, Jr. CES-SGOD	

Program Management Team

Consultant	Vilma D. Eda, CESO V.	SDS
Consultant	Annie D. Pagdilao, EdD, CESO VI	ASDS
Assistant Consultant	Rodrigo Q. Reyes Jr.	Chief ES - SGOD
Monitoring and Evaluation Officer, QAME	Susiemar Rapisura Racquel Follante	EPS - SGOD PII, QAME In-charge
Documenter	Aphrodite Hope Martinez	SEPS - HRDS
Secretariat	Alimar Ablog Lea Regaspi	EPS II Technical Assistant
Program Manager	Raymart Q. Quedado	PDO II - DRRM
Health Officers	Maria Korynne P. Taborda	Nurse II / HNU Personnel
Resource Speaker	Jordan Soria Mark Linn Ricotoso	Chief, Operations/Warning Section Vigan CDRRMO PDO I

List of Participants

1. Clarence Pe Benito	16. Leila Pacpaco
2. Alma Inamorata Nebab	17. Ma. Angelica Taberna
3. Cherry Lynn Marcos	18. Krystel Elaine Marie Catura
4. Nicole Gascon	19. Grace Formoso
5. Charmaine Ortiz	20. Willie Vanne Pre
6. Jessica Rigos	21. Dennis Aguimbag
7. Jocelyn Aludino	22. Reginal Quario
8. Jessa Mae Piano	23. Naira Abigail Segui
9. Janine Austine Rafanan	24. Vanessa Agapinan
10. Jonas Cu	25. Genius Asper
11. Analyn Rose Azada	26. Lailanie Rabbon
12. Deus John Molina	27. Gloaida Reclusado
13. Ma. Cristina Emely Ramos	28. Oiner Rafanan
14. Neil Onemig Purisima	
15. Mark Jason Raboy	