

Republic of the Philippines

Devartment of Education

CARAGA REGION **SCHOOLS DIVISION OF SIARGAO**

July 14, 2025

in Helm

Division Memorandum **s** 2024

> PARTICIPATION TO THE COMPREHENSIVE DISASTER PREPAREDNESS AND RECOVERY PROGRAM FOR RO/SDO SCHOOL BUILDING, INCLUDING VITAL RECORDS MANAGEMENT, STRUCTURAL ASSESSMENT, AND GEOTAGGING, AND 2ND QUARTER REGIONAL COORDINATION MEETING

To: Assistant Schools Division Superintendent

> SGOD Chief CID Chief

Public Schools District Supervisors Elementary and Secondary School Heads

This Division

1. Pursuant to the Regional Memorandum No. 0669, s. 2025 regarding the participation to the Comprehensive Disaster Preparedness and Recovery Program for RO/SDO School Building, and 2nd Quarter Regional Coordination Meeting, are hereby informed of the scheduled involvement in this significant event on August 4 to 7, 2025, at Southville Hotel and Convention Center, Purok 6, Villa Kananga, Butuan City, Agusan del Norte.

2. List of Participants:

NO.	NAME	POSITION	
1	HAREM L. TARUC	SGOD Chief	
2	CATHERINE B. LANDAO	EPSpII/DRR Coor	
3	ENGR. DAVE BETITA	PFU Siargao	
4	JERLIE BELMART S. SULAPAS	ADA IV	
5	MARTSAN FERNANDEZ	AO II	
6	HADJIE ELIMANCO	PDO I	

- 3. Expenses incurred to the participation of this activity such as travelling and other incidental expenses, shall be charged to DPRP/Local Funds/School MOOE, subject to usual accounting and auditing rules and regulations.
- 4. Immediate dissemination to this Memorandum is hereby directed.

MANUEL O. CABERTE

Schools Division Superintendent Officer-In-Charge

Office of the Schools Division Superintendent

Reference: RM No. 0669, s. 2025

Encl: List of Participants

To be indicated in the **PERPETUAL INDEX** under the following subjects

TRAINING Cbl/07/14/2025 **PROGRAM**

WORKSHOP

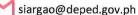
RESEARCH

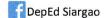




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Republic of the Philippines

Department of Education

CARAGA REGION



7/4/2025

REGIONAL MEMORANDUM

No.

0669

, s. 2025

To:

Schools Division Superintendent

SGOD Chiefs

DRRM Division Coordinator

Division Engineers

DepEd Project Engineers All Others Concerned

COMPREHENSIVE DISASTER PREPAREDNESS AND RECOVERY PROGRAM FOR RO/SDO SCHOOL BUILDINGS, INCLUDING VITAL RECORDS MANAGEMENT, STRUCTURAL ASSESSMENT, AND GEOTAGGING AND $2^{\rm ND}$ QUARTER REGIONAL COORDINATION MEETING

- 1. The Department of Education-Caraga Region, through its Education Support Services Division (ESSD), will conduct a **Comprehensive Disaster Preparedness and Recovery Program For RO/SDO School Buildings and 2nd Quarter Regional Coordination Meeting.** This program will cover vital records management, structural assessment, geotagging and updates on Basic Education Facilities Fund (BEFF). It will be held from August 4 to 7, 2025, at the Southville Hotel and Convention Center, Purok 6, Villa Kananga, Butuan City, Agusan del Norte.
- 2. The list of participants for the coordination meeting, program of activities, can be found in Enclosure No. 1.
- 4. The activities and activity metrics are detailed in Enclosure No. 2.
- 5. Travel to the venue will be on August 4, 2025, with activities commencing at 1:00 p.m., with an afternoon snack as the first meal served. Participants will depart for home on August 7, 2025, after lunch.
- 6. Travel and other incidental expenses of participants shall be charged to local funds and other expenses, subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this memorandum is desired.

MARIA INES C. ASUNCION

Regional Director

Encl.: As stated Reference: None

To be indicated in the Perpetual Index

FACILITIES R

RECORD

SCHOOL BUILDING

ESSD/mss 07/02/2025





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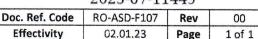




Table 1: List of Individual Participants

NAME POSITION			
1.	ENGR. NEHRU RAINIER SARMIENTO	POSITION	
2.	ROMMEL BALICANOT	Area Manager Technical Assistant	
3.	DR. EDMUND D. MENDOZA	ESSD Chief	
4.	MEGNON BELDAD	PDO II	
5.	DR. ADRILENE J. CASTANOS	PDO IV	
	Performance and the second control of the se		
6.	ENGR. SHERWIN VIAJAR	Engineer III	
7.	ENGR. RICHARD BUQUE	Senior Technical Assistant IV	
8.	ENGR. MARIEL SOSMENA	Senior Technical Assistant IV	
9.	ENGR. PATRICK MANUEL	Senior Technical Assistant IV	
10.	RODERICK MINDAJAO	Draftsman	
11.	DANILO CASANOVA	Technical Assistant	
12.	LEAH ELLEN V. YAOYAO	Technical Assistant	
13.	SHIELA ABENIDO	Technical Assistant	
14.	CHARLESTONE OTAZA	Technical Assistant	
15.	ENGR. SHELEMAIAH GATA	Division Engineer	
16.	ENGR. IRWIN TORREGOSA	Senior Technical Assistant IV	
17.	ARCH. JHONFORT LUMANCAS	Senior Technical Assistant IV	
18.	ENGR. NICHEAL MADRIA	Division Engineer	
19.	ENGR. JEFF MONTEJO	Division Engineer	
20.	ENGR. MARK DIODY PARCON	Senior Technical Assistant IV	
28.	ENGR. ZOJET PETILLO	Division Engineer	
29.	ARCH. RICKY MAGNAYE	Division Engineer	
30.	ENGR. JHUNREY PALUCA	Senior Technical Assistant IV	
31.	ENGR. ALVIN FERNANDEZ	Senior Technical Assistant IV	
32	ENGR. VON EUGENE CLEOFE	Division Engineer	
33	ENGR. GENEFER BESARIO	Senior Technical Assistant IV	
34	ENGR. DAVE PAYMALAN	Division Engineer	
35	ENGR. ROLDAN ZARTIGA	Senior Technical Assistant IV	
36	ENGR. NIEL ESPENIDO	Division Engineer	
37	ENGR. DAVE BETITA	PFU Siargao	
38	ENGR. ALVIN MARION ORBOC	PF Coordinator	
39	ENGR. AL PETER CANEDA	Division Engineer	
40	CHRISTIAN JAY PULIDO	Technical Assistant	





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2025-07-11449

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1



Table 2: Group of Participants

	Number of Pax	Total	tern
SGOD Chiefs	12 -Division Offices	12	Calcan
DepEd DRRM Division Coordinator	12 -Division Offices	12	Catur
DepEd teachers, AO's, PDO's and Division Personnel with engineering backgrounds from the field	3 pax per Division	36	> Hotele Bluit > Horken > Hody Son Emmen
	Total	60	

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 RO-ASD-F107
 Rev
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 Effectivity
 02.01.23
 Page
 2 of 2

2025-07-11449



(Enclosure No. 2 to Regional Memorandum No.

s. 2025)

Time	Activity	Responsible Persons/RP
Day 1 August 4, 2025	5	
8:00 a.m12:00	Travel Time	Participants
p.m.	9	T
1:00 PM-2:00 p.m	Opening Program	
	National Anthem	AVP
	Prayer	
	Welcome Message	Edmund D. Mendoza, Ph.D.
	Acknowledgment of	
	Participants	
	Message	Maria Ines C. Asuncion
		Regional Director
2:00 p.m 5:00 p.m.	Updating on Basic	Engr. Nehru Sarmento
	Education Facilities	Caraga Area Manager
	Programs and QRF update	
	Reporting of BEFF Projects	DE1E GDO ::1
	Reporting of BEFF Projects	DepEd Engineers SDOs with projects
Day 2 August 5, 2025	5	projects
6:00 a.m8:00 a.m.	Breakfast	Participants
8:00 a.m8:15	Preliminary	1 at ticipatits
a.m.	Fremmiary	
8:15 a.m11:30	Background of Structural	Structural Engineer
a.m.	Engineering and	Resource Speaker
	Inspection of School	Resource Speaker
	Building	
11:30 a.m 12:00	Open Forum	Structural Engineer
p.m.		Resource Speaker
		Participants
12:00 p.m – 1:00	Lunch	_
p.m		
1:00 p.m – 4:30	Post-disaster structural	Structural Engineer
p.m	inspection of the building	Resource Speaker
4.20 5.00	(earthquake, fire, typhoon)	
4:30 p.m - 5:00	Open Forum	Structural Engineer
p.m		Resource Speaker
Day 3 August 6, 2025		Participants
8:00 AM -8:15 AM		
	Preliminary	
8:15 AM – 11:30 AM	Geotagging the orientation of school sites	Resource Speaker
11:30 AM – 12:00	Open Forum	Resource Speaker
PM		Participants
12:00 PM – 1:00 PM	Lunch	
1:00 PM - 2:30 PM	Workshop on Geotagging	Resource Speaker
		Participants

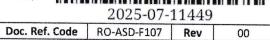




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1 of 1

Page

2:30 PM -5:00 PM	RADAR Re-orientation	Regional DRR Coordinator	
	and Record Management		
	During Calamity		
Day 4 August 7, 2025			
8:00 AM- 9:00 AM	Preliminary		
9:00 AM -10:00 AM	RADAR Report Template:	Regional DRR Coordinator	
	Post-Disaster School		
	Building Assessment		
10:00 AM - 12:00	Open Forum	Resource Speaker	
AM		Participants	



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2025-07-11449 Doc. Ref. Code RO-ASD-F107 Rev 00 02.01.23 Page 2 of 2

