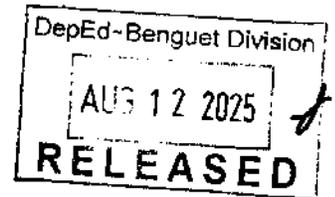




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



11 August 2025

**DIVISION MEMORANDUM**

No. 359 s. 2025

**CONDUCT OF DISTRICT-BASED DISASTER RISK REDUCTION MANAGEMENT (DRRM) PROGRAM EVALUATION AND PLANNING FOR SY 2025-2026**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors/Districts-in-charge  
School Heads  
Others Concerned

1. Aligned with the Department's Basic Education Monitoring and Evaluation Framework (BEMEF), the School Governance and Operations Division - Disaster Risk Reduction Management (SGOD-DRRM), collaborates with the District Heads to conduct District-based DRRM Program Evaluation and Planning for SY 2025-2026 this August 2025.
2. This district-based activity seeks to update the school heads on latest policies and guidelines relative to the implementation of DRRM-CCAM in the schools and monitors the implementation of SDRRM activities, along with the issues and concerns encountered, for provision of technical assistance.
3. Participants to this activity are the School Heads, and the assigned members of the District Program Management Team (PMT). Attached are the Activity Matrix, Schedule of DPIR by District and the list of expected participants, for information and guidance.
4. Meal and snacks shall be provided chargeable against the DPRP 2025 Funds while traveling and other incidental expenses may be charged to local funds, subject to existing budgeting, accounting and COA rules and regulations.
5. This memorandum shall serve as **authority to travel on official business for the identified participants.**
6. For dissemination and compliance.

**ESTELA P. LEON-CARIÑO, EDD, CESO III**  
Regional Director and Concurrent Officer-in-charge  
Office of the Schools Division Superintendent

/DRRM/SGOD/LBA



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**ANNEX A. INDICATIVE ACTIVITY MATRIX**

<b>Time</b>	<b>Activities</b>	<b>Person Responsible</b>
<b>Part 1. Preliminaries and Call to Order</b>		
8:00am – 8:15am	Registration	PMT
8:15am – 8:30am	Preliminaries: Nationalistic Song Opening Prayer Checking of Attendance Call to Order	
<b>Part 2. Meeting Proper</b>		
8:45 – 4:30pm	<b>Proposed Agenda</b> (each district may specify other topics based on their needs): 1. SGOD Matters a) DRRM Updates b) SIP Updates 2. CID Updates a) LCSP 3. OSDS Updates a) Financial Matters b) Personnel Matters 4. Other Matters	Presiding Officer (PSDS/PSDI)
9:30am – 9:35am	Health Break (working break)	
12:00nn – 1:00pm	Lunch Break	
4:30 – 5:00pm	> Agreements and Ways Forward > Adjournment > Distribution of Certificate of Appearance	Presiding Officer  Secretariat
<b>Note: PSDS/PSDI to assign members of the following Committee:</b>		
Documentation	- Take charge in preparing the Minutes of Meeting and Accomplishment Report - Take photo-documentation for IEC/A in the official DepEd Tayo District FB Page/Account	
Secretariat	- take charge in disseminating information prior to the conduct of activity. - ensures confirmation of target participants for 100% attendance - prepares and or photocopies and distribute documents/files needed during the meeting proper - Prepares and distributes Certificate of Appearance	
Facilitator	Ensures orderly and smooth flow of the activity based on agenda	
Finance	Ensures completeness and submission of the following documents for liquidation: a. Pertinent documents of winning bidder (i.e. PhilGEPS Certificate, Business Permit, etc) b. Signed Purchase Order c. Attendance Sheet (complete and properly signed) d. Statement of Account	



## ANNEX B. SCHEDULE BY DISTRICT

	District	Venue	Target Date
1	Atok	District Office Hall, Camp 30 Caliking Atok	August 22, 2025
2	Bakun	Labinio Acquisio ES, Bakun	August 26, 2025
3	Bokod	District Office Bokod	August 19, 2025
4	Buguias	Buguias Socio Cultural Center Loo Buguias	August 22, 2025
5	Itogon1	Itogon 1, District Office	August 15, 2025
6	Itogon2	Itogon District II Office	August 29, 2025
7	Kabayan	District Office, Poblacion Kabayan	August 22, 2025
8	Kapangan	Fongwan Hall, Fongwan Bldg. Lomon, Paykek Kapangan	August 20, 2025
9	Kibungan	Kibungan NHS Library, Poblacion, Kibungan	August 20, 2025
10	La-Trinidad	Dap-ayan Pico, La-Trinidad	August 28, 2025
11	Mankayan	Poblacion, Mankayan	August 27, 2025
12	Sablan	Sablan Central School, Poblacion, Sablan	August 26, 2025
13	Tuba	Tuba Central School	August 15, 2025
14	Tublay	Paoad Elementary School	August 29, 2025

## ANNEX C. LIST OF EXPECTED PARTICIPANTS

District	SHs	PSDS/ DIC	SDO*/Dist. PMT	Total
Atok	21	1	3	25
Bakun	22	1	3	26
Bokod	22	1	3	26
Buguias	48	1	3	52
Itogon 1	21	1	3	25
Itogon 2	20	1	3	24
Kabayan	20	1	3	24
Kapangan	19	1	3	23
Kibungan	19	1	3	22
La Trinidad	31	1	3	35
Mankayan	38	1	3	42
Sablan	11	1	3	15
Tuba	38	1	3	42
Tublay	20	1	3	24
<b>TOTAL</b>				<b>405</b>

**\*SDO Participants: Key SDO personnel/program owners who may have updates and/or invited by District Heads to discuss relevant matters**

