



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-668

To : **JAYZON T. CARDINES**
Division DRRM Coordinator

Subject : PARTICIPATION IN THE 2025 DRRM SUMMIT

Date : September 25, 2025

In reference to the Memorandum OM-OUGOPS dated September 09, 2025 from Malcolm S. Garma, Undersecretary for Governance and Operations titled **"Participation in the 2025 DRRM Summit"**, you are hereby directed to participate in the above-mentioned activity on **October 01-03, 2025** at **Metro Manila**.

Boarding and lodging, supplies and materials shall be charged against DRRMS-CO DPRP funds while traveling and other incidental expenses will be chargeable to Division DRRM downloaded funds subject to the usual accounting and auditing rules and regulations.

For information and compliance.

Melanie T. Estacio
MELANIE T. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
do PB

DATE: OCT 02 2025 TIME: 10:17am

BY: *[Signature]*

Enclosed: As stated.
SGOD/DRRM/jtc



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUGOPS-2025-__-__

TO : **BARM MINISTERS OF BASIC, HIGHER, AND TECHNICAL EDUCATION**
ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL AND DIVISION DRRM COORDINATORS

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations



SUBJECT : **Participation in the 2025 DRRM-CCA Summit**

DATE : September 09, 2025

The Department of Education (DepEd), through the Disaster Risk Reduction and Management Service (DRRMS), will conduct the 2025 DRRM-CCA Summit on 01-03 October 2025 at a venue within Metro Manila.

The Summit will bring together DRRM Coordinators and partners across the education sector to:

- Launch the DRRMS key initiatives (*Plansmart for Safe Schools Web Application, Pillar 1: Safer Learning Facilities Guidebook, and M7X Program*);
- Orient on the Incident Management Reporting System (IMRS);
- Provide updates on the State of DRRM in the Basic Education Cluster;
- Present and consult on draft DRRM policies in the Basic Education Sector;
- Share upcoming capacity building programs and initiatives;
- Foster networking, collaboration, and knowledge sharing among DRRM Coordinators; and
- Highlight the role of the DRRM Coordinators Association of the Philippines (DRRCAP) as a partner in strengthening school safety and resilience.

Attached is the program of activities (Annex A) for reference.

In this regard, all Regional and Division DRRM Coordinators are directed to participate in the said event. The board and lodging of all registered participants shall be charged to the 2025 Disaster Preparedness and Response Program (DPRP) current fund. Travel and other related expenses may be charged against local funds or available DPRP funds, both continuing and current, subject to the usual accounting and auditing rules and regulations.

Only pre-registered participants will be accommodated with the following provisions outlined in the table below:



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: ouops@depd.gov.ph | Website: www.deped.gov.ph

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Event Date	Hotel Accommodation ¹	Breakfast	AM snacks	Lunch	PM snacks	Dinner
Oct. 1, 2025 (Day 1)	✓			✓	✓	✓
Oct. 2, 2025 (Day 2)	✓	✓	✓	✓	✓	✓
Oct. 3, 2025 (Day 3)		✓	✓	✓		

For confirmation of attendance and billeting requirements, please complete the pre-registration through this link: <https://forms.office.com/r/sR5kyGXJgG> no later than 26 September 2025.

All walk-in or unregistered participants shall facilitate their logistical requirements for the whole duration of their attendance in the activity.

If a registered participant is unable to attend, a written justification letter signed by the Regional Director for regional offices and the Schools Division Superintendent for division offices must be submitted to the DRRMS addressed to the Director IV via email at drms@deped.gov.ph.

It is also important to note that a certificate of participation and appearance shall only be given to those who submit the following requirements:

- a. Duly signed FY 2024 and 2025 DPRP Physical and Financial Accomplishments as of September 15, 2025, using the prescribed template.
- b. Screenshot of the completed 2025 DRRM-CCA Summit Evaluation Form.
- c. Complete 3-day attendance at the Summit.

For participants traveling by land accompanied by drivers, the expenses incurred by the drivers, such as board and lodging, and other expenses, shall be charged to their respective local funds, subject to the existing accounting and auditing rules and regulations.

Lastly, all participants shall adhere to the prescribed dress code as follows:

- Day 1: Business
- Day 2: Business casual
- Day 3: Smart casual

Should there be any concerns or require further information, please do not hesitate to contact Mr. Aldwin B. Rimbao of the DRRMS, by email at aldwin.rimbao@deped.gov.ph or through Viber on 0927-588-0443.



¹ Standard check-in at the hotel on Day 0 is at 2:00 PM and check-out on Day 3 at 12:00 noon.



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2025 DRRM-CCA SUMMIT PROGRAMME

1 – 3 October 2025

Time	Session Title	Resource Speaker/ Lead Facilitator
Day 1: 01 October 2025		
8:00 - 1:30 PM	Arrival, Registration, Check-In, and Lunch	
1:31 - 2:00 PM	Opening Program	Program Host/s
	National Keynote Speech	Hon. Sonny Angara Secretary, DepEd
2:01 - 3:30 PM	Media launch of DRRMS key initiatives	Program Host/s
3:01 - 3:30 PM	Health break	
3:31 - 4:00 PM	Orientation on the Incident Management Reporting System	Aldwin B. Rimbao PDO III, Operations Division
4:01 - 5:00 PM	Question and Answer Session	
5:01 - 7:00 PM	Dinner	
Day 2: 2 October 2025		
08:00 - 09:00 AM	Pre-Summit Networking and Collaboration	
9:01 - 10:00 AM	State of DRRM in the Basic Education Cluster	Felino O. Castro V Director IV, DRRMS
10:01 - 10:15 AM	Health Break	
10:16 - 11:00 PM	Presentation of draft DRRM Policies in the Basic Education Sector	April Allen Sayde PDO II, Plans and Policy Division
11:01 - 12:00 NN	Question and Answer Session	
12:01 - 1:00 PM	Lunch Break	
1:01 - 3:00 PM	Presentation of upcoming Capacity Building Initiatives	Orlando B. Barachina PDO IV, Capacity Building Division
3:01 - 4:00 PM	Question and Answer Session	
4:01 - 5:00 PM	Post Summit Session and Networking	
05:01 - 07:00 PM	Dinner	
07:01 - 09:00 PM	Fellowship Night	
Day 3: 3 October 2025		
08:00 - 09:00 AM	Pre-Summit Networking and Collaboration	

9:01 - 10:00 AM
10:01 - 10:15 AM
10:16 - 11:15 AM
11:16 - 11:45 PM
11:46 - 12:00 NN
12:01 NN onwards

DRRMCAP Connect: Kwentuhan and
 Kumustahan

Arvin Repaso
 PDO II/President,
 DRRMCAP

Health Break

Open Forum

DRRMCAP and DRRMS
 Officers

Synthesis and Admin
 Announcements

Lorenzo Masandero
 PDO II, Support to
 Operations Unit

Closing Remarks

Felino O. Castro V
 Director IV, DRRMS

Lunch and Departure of all Participants