



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
7/4/2025
BY: NMB
TIME: 3:47 PM

REGIONAL MEMORANDUM
No. 0669, s. 2025

7/4/2025

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 2ND 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 RECORD SCHOOL BUILDING

ESSD/mss
07/02/2025



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(Enclosure No. 1 to Regional Memorandum No. s. 2025)

Table 1: List of Individual Participants

	NAME	POSITION
1.	ENGR. NEHRU RAINIER SARMIENTO	Area Manager
2.	ROMMEL BALICANOT	Technical Assistant
3.	DR. EDMUND D. MENDOZA	ESSD Chief
4.	MEGNON BELDAD	PDO II
5.	DR. ADRILENE J. CASTANOS	PDO IV
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



Table 2: Group of Participants

	Number of Pax	Total
SGOD Chiefs	12 -Division Offices	12
DepEd DRRM Division Coordinator	12 -Division Offices	12
DepEd teachers, AO's, PDO's and Division Personnel with engineering backgrounds from the field	3 pax per Division	36
	Total	60



(Enclosure No. 2 to Regional Memorandum No. s. 2025)

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

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



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