



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**SGOD-2025-084**

TO :

- Joseph C. Barrete**  
EPSvr TLE/TVL - Tagbilaran City Schools Division Office
- Editha Gone**  
Principal II - City East Elementary School
- Jenelou John F. Israel**  
Principal I – Manga National High School
- Glaiza T. Jala**  
Principal I – Cogon Elementary School
- Jonathan D. Membreve**  
Principal I – Tagbilaran City Central Elementary School
- Jesilo G. Jala**  
Principal I – City of Tagbilaran National High School
- Aljon S. Fronteras**  
Head Teacher I – Tagbilaran City Science High School
- Alberto L. Tibod Jr.**  
Principal I – Mansasa National High School
- Jericho L. Yarte**  
PDO II – Tagbilaran City Division DRRM Coordinator

FROM : **WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

SUBJECT : **REGIONAL TRAINING OF TRAINERS (RTOT) ON  
SCHOOL-BASED DISASTER RISK REDUCTION (SDRR)**

DATE : April 10, 2025

1. Attached is Regional Memorandum No. 0311 s. 2025 titled **FINAL LISTS OF PARTICIPANTS AND UPDATED SPECIFIC SCHEDULE FOR REGIONAL TRAINING OF TRAINERS (RTOT) ON SCHOOL-BASED DISASTER RISK REDUCTION (SDRR)** for the information and guidance of all concerned.
2. The schedule for the Tagbilaran City Division will be on April 21-24, 2025 with April 21 designated as Day 0. The venue for the activity will be announced at a later date.
3. Per diem, transportation and other related expenses shall be chargeable against the Division MOOE for Division personnel and the School MOOE for School personnel, or any local available funds, subject to the usual accounting and auditing rules and regulations
4. Immediate dissemination of this Memorandum to all concerned is desired.



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS



received SGOP: 04/07/25 @ 4:29 pm

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

No. \_\_\_\_\_ s. 2025

**FINAL LISTS OF PARTICIPANTS AND UPDATED SPECIFIC SCHEDULE FOR REGIONAL TRAINING OF TRAINERS (RTOT) ON SCHOOL-BASED DISASTER RISK REDUCTION (SDRR)**

To: Schools Division Superintendents  
 Region and Division DRRM Coordinators  
 All Others Concerned

1. In relation to the conduct of the Regional Training of Trainers on School-based Disaster Risk Reduction (RTOT-SDRR) on April 20-26, 2025 for all batches 1-4. This Office, announces the final list of participants with corresponding schedule per batches (please refer to the attached annexes for the master list of participants).

2. The schedule for first and last meal accommodation per batches are the following:

Participants/batch no.	First Meal and accommodation	Last Meal and accommodation
SDRR Task Force	AM snacks of April 20, 2025	Dinner of April 26, 2025
SDRR Trainer	AM snacks of April 20, 2025	Dinner of April 26, 2025
Batch 1	PM snacks of April 20, 2025	Dinner of April 23, 2025
Batch 2	PM snacks of April 21, 2025	Dinner of April 24, 2025
Batch 3	PM snacks of April 22, 2025	Dinner of April 25, 2025
Batch 4	PM snacks of April 23, 2025	Dinner of April 26, 2025

3. School-based Disaster Risk Reduction (SDRR) Task Force (TF) and Trainers are requested to report in the morning of April 20, 2025 for the final preparations of the said training.

4. Participants who will render services during Saturday or holidays can claim service credits or compensatory time-off (CTO) or service credits in accordance with Joint Circular No. 2 s. 2025 of the Civil Service Commission (CSC) and Department of Budget and Management (DBM), titled "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees shall be granted service credits or compensatory time-off on days rendered on weekends and holidays.

5. Per diem and transportation and other related expenses shall be chargeable against MOOE or any local available funds while food and accommodation during the training is chargeable to DPRP -NBC 592 subject to the usual accounting and auditing rules and regulations.

6. For questions and clarifications, you may contact Mr. Ranilo L. Edar through his mobile phone no. 09171566073.
7. Immediate and wide dissemination of this Memorandum to all concerned is desired.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

**FINAL LIST OF RTOT PARTICIPANTS WITH CORRESPONDING BATCHES AND SPECIFIC SCHEDULE**

<b>NO.</b>	<b>DIVISION OFFICE</b>	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE/SCHOOL</b>	<b>Batch No.</b>	<b>Specific Schedule</b>
<b>8</b>	Bais City	Janien Rodriguez	HT-I	Mabunao IS	1	Apr 20-23, 2025
	Bais City	Chennie Martinez	TIC	Palaypay IS	1	Apr 20-23, 2025
	Bais City	Marjuel Amato	TIC	Josefina T. Valencia MHS	1	Apr 20-23, 2025
	Bais City	Maria Sheila K. Badon	HT-I	Cabugan NHS	1	Apr 20-23, 2025
	Bais City	Michelle V. Larena	Legal Officer/DRRM alternate		1	Apr 20-23, 2025
	Bais City	Arlie Brent Cabrera	HT-I	Cansanag ES	1	Apr 20-23, 2025
	Bais City	Anthony G. Bitong	TIC		1	Apr 20-23, 2025
	Bais City	Christopher It-it	Head Teacher 1		1	Apr 20-23, 2025
<b>8</b>	Bayawan City	Albert E. Sarsuelo	Head Teacher I	Magsulay Elementary School	2	April 21-24
	Bayawan City	Johnrie Empeynado	Principal	BCECS	2	April 21-24
	Bayawan City	Joseph Baquiran	Principal	Monsale Elementarys School	2	April 21-24
	Bayawan City	Gleen E. Dicen	Principal	Pagatban High School	2	April 21-24
	Bayawan City	Jessil Faburda	Principal	Kalamtukan High School	2	April 21-24
Bayawan City	Maristel Cadayday	Principal	Dawis High School	2	April 21-24	

	Siquijor	Michael Mahinay	T-III/TIC	San Juan Integrated School-Secondary	2	April 21-24
	Siquijor	Peter Neil Bangcay	HT-III	Siquijor Integrated School-Elementary	2	April 21-24
<b>8</b>	Tagbilaran City	Editha G. Gone	Principal II	City East Elementary School	2	April 21-24
	Tagbilaran City	Jenelou John F. Israel	Principal I	Manga National High School	2	April 21-24
	Tagbilaran City	Glaiza T. Jala	Principal I	Cogon Elementary School	2	April 21-24
	Tagbilaran City	Jonathan D. Membreve	Principal I	Tagbilaran City Central Elementary School	2	April 21-24
	Tagbilaran City	Joseph C. Barrete	EPSvr	DepEd Division Office of Tagbilaran City	2	April 21-24
	Tagbilaran City	Jesilo G. Jala	Principal I	City of Tagbilaran National High School	2	April 21-24
	Tagbilaran City	Aljon S. Fonteras	Head Teacher I	Tagbilaran Science High School	2	April 21-24
	Tagbilaran City	Alberto L. Tibod Jr.	Principal I	Manasa National High School	2	April 21-24
<b>8</b>	Talisay City	Froilan M. Delos Santos	Head Teacher 1	Talisay City Science High School	4	April 23-26
	Talisay City	Chad M. Dioko	HT-I	Tanke Elementary School	4	April 23-26
	Talisay City	Ma. Catherine L. Laurente	Principal 1	Jaclupan Elem. School	4	April 23-26
	Talisay City	Ditto T. Chiu	EPS II - M & E	Sdo Talisay City	4	April 23-26
	Talisay City	Evelyn A. Bensig	Principal I	Hawanay ES	4	April 23-26
	Talisay City	Juliet A. Dela Cerna	PRINCIPAL I	Dumlog ES	4	April 23-26

	Bogo City	Francisco Gaon Jr	PMT-Batch 3	3	April 22-25
	Bohol	Philipp Marcelo Vigonte	PMT-Batch 2	2	April 21-24
	Carlaon City	Juanito C. Cuizon	PMT-Batch 4	4	April 23-26
	Siquijor	Leliani Jansalin	PMT-Batch 2	2	April 21-24
	Dumaguete City	Sean Adrian Guardiano	PMT-Batch 1	1	April 20-23
	Cebu	Ester Roldan	PMT-Batch 4	4	April 23-26
	Cebu City	Ericson Maglasang	PMT-Batch 3	3	April 22-25
	Danao City	Christopher Besin	PMT-Batch 3	3	April 22-25
	Mandaue City	Amiele Yngayo	PMT-Batch 3	3	April 22-25
	Tagbilaran City	Jerico Yarte	PMT-Batch 2	2	April 21-24
	Tanjay City	Armando Andicoy	PMT-Batch 1	1	April 20-23
5	HRDD	Misael Borgonia	Leader-PMT-Internal QATAME	1,2,3,4	April 20-26, 2025
	HRDD	Rosa Cabotaje	PMT-Internal QATAME	1,2,3,4	April 20-26, 2025
	HRDD	Helen Sabino	PMT-Internal QATAME	1,2,3,4	April 20-26, 2025
	HRDD	Janelyn Valleser	PMT-Internal QATAME	1,2,3,4	April 20-26, 2025
	HRDD	Ricky Yabo	PMT-Internal QATAME	1,2,3,4	April 20-26, 2025