



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


Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 248

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

SUBJECT : **PLANNING CONFERENCE FOR SCHOOL-BASED
DRRM TRAINING**

DATE : November 7, 2025

1. To ensure the readiness, alignment, and effective implementation of upcoming School-based Disaster Risk Reduction Training, this Office, through the School Governance and Operations Division (SGOD), shall conduct a **Planning Conference** on **Tuesday, November 11, 2025, at 9:30 AM**, at the **Division Office Conference Room**.
2. Division trainers are enjoined to attend in the said activity to align training content, clarify roles, responsibilities and timelines, and ensure smooth coordination and delivery of the training sessions. Participants are advised to bring their laptops for use during the planning activities.
3. Expenses shall be chargeable against the Disaster Preparedness and Response (DPRP) funds 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.