



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



BY: *[Signature]* DATE:

REGIONAL MEMORANDUM

ORD-2025- 121

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
Division of Pasig City
Division of Taguig City & Pateros

FROM : **JOCELYN DR ANDAYA** *[Signature]*
 Regional Director, NCR
 Concurrent Officer-in-Charge
 Office of the Assistant Secretary for Operations

SUBJECT : **INVITATION TO THE FINALIZATION OF PILLAR-1: SAFE LEARNING FACILITIES GUIDEBOOK AND INCLUSIVE CHILD-CENTERED DRRM (ICDRRM) WORKSHOP**

DATE : February 4, 2025

- Attached is DepEd Memorandum OUOPS No. 2025-004-00602 re: Invitation to the Finalization of Pillar-1: Safe Learning Facilities Guidebook and Inclusive Child-Centered DRRM (ICDRRM) Workshop on February 9-13, 2025 at Astoria Plaza, 15 Escriva Dr. Ortigas District, Pasig City. The content of which is self-explanatory, for information and appropriate action.
- Attention is particularly invited to paragraph 2 and 3 of the aforesaid Memorandum.
- Immediate dissemination of this Memorandum is desired.

essd/lito/25



Address: Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph



Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1

Certificate No. PMP-0M3
2493 0193



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



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Division of Taguig City & Pateros

FROM : **JOCELYN DR ANDAYA**
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations *[Handwritten signature]*

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Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2025- 004-00602

MEMORANDUM

TO : **MINISTER, BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM
ALL REGIONAL DIRECTORS CONCERNED
ALL SCHOOL DIVISION SUPERINTENDENTS CONCERNED
ALL SCHOOL HEADS CONCERNED**

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

SUBJECT : **INVITATION TO THE FINALIZATION OF PILLAR 1: SAFE
LEARNING FACILITIES GUIDEBOOK AND INCLUSIVE
CHILD-CENTERED DRRM (ICDRRM) WORKSHOP**

DATE : January 27, 2025

To strengthen the Department of Education's initiatives in Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation and Mitigation (CCAM), and Peacebuilding, the Disaster Risk Reduction and Management Service (DRRMS) invites your office to participate in the **Finalization of Pillar 1: Safe Learning Facilities Guidebook and Inclusive Child-Centered DRRM (ICDRRM) Workshop** scheduled for **09-13 February 2025** (including travel time) in **Astoria Plaza, Pasig City, Metro Manila**. Please refer to Annex A for Workshop Details and Administrative Information, Annex B for Indicative Program and Annex C for the list of participants and panelists per region.

The workshop aims to finalize the draft **Pillar 1 Guidebook**, a comprehensive resource providing recommendations and guidance to schools for ensuring safe learning environments. Additionally, it will integrate the **Inclusive Child-Centered DRRM (ICDRRM)** approach as a key component of the guidebook. For your reference, the indicative program and the draft Pillar 1 Guidebook are attached to this memorandum.

DRRMS_MAN/01272025

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: oure@deped.gov.ph; Website: www.deped.gov.ph

The DRRMS through UNICEF will cover board and lodging, workshop materials, and other logistical requirements. Travel expenses should be charged against local funds, subject to the usual accounting and auditing rules and regulations.

In line with the weekend Day 0 (February 9, 2025) of the workshop, all participants are entitled to claim Compensatory Time-Off (CTO) in accordance with Joint Circular No. 2, s. 2015, issued by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), titled "Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees."

For further questions or need more clarifications, you may reach out to Ar. Mark Anthony B. Nito at drmo@deped.gov.ph cc. mark.nito@deped.gov.ph (Email) or through (63) 910 208 7179 (Viber).

For consideration and appropriate actions.

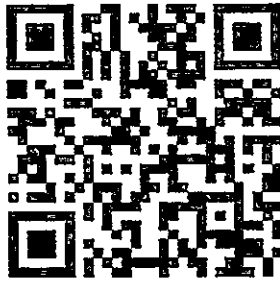
Annex A. Workshop Details and Administrative Information

Event: CONSULTATION WORKSHOP ON THE FINALIZATION OF THE PILLAR 1: SAFE LEARNING ENVIRONMENT AND FACILITIES GUIDEBOOK

Venue: ASTORIA PLAZA (15 Escrivá Dr, Ortigas Business District, Pasig, 1600 Metro Manila)

Schedule: February 09-13, 2025 (including travel time)

Registration Link: <https://forms.office.com/r/vzT7uQfLSs>



Hotel Accommodation:

Check-in: February 09, 2025, 3:00 PM. (First meal is Dinner)

Check-out: February 13, 2025, 12:00 NN (Last meal is Breakfast)

Request for early check-in or late check-out is subject to availability and applicable charges.

- Twin-sharing room (2 separate beds per bedroom suite)
- Daily breakfast per registered guest. Breakfast is served daily.
- One (1) complimentary wifi access suite.
- Only the room charges and function room meals will be shouldered by Host (UNICEF-GNIP). Charges outside of room (i.e. telephone calls, laundry service, mini-bar, business center service, meals outside of breakfast, etc.) shall be charged to the personal account of participants to be settled immediately after rendition of service.

Other Reminders:

- Laptops are required for the duration of the activity.
- The Draft Pillar 1 Guidebook is attached for advance review and input.
- Please note that transportation services from the airport to venue, and vice versa, will not be provided. Transportation and incidental expenses may be charged to their local funds (FY 2024 Current and Continuing Funds), subject to existing accounting and auditing rules.
- Participants' active engagement, insights, and contributions during the sessions will be highly valued and appreciated.



PROGRAM OF ACTIVITIES
CONSULTATION WORKSHOP ON THE FINALIZATION OF THE
PILLAR 1: SAFE LEARNING ENVIRONMENT AND FACILITIES GUIDEBOOK
 09-13 February 2025 | Astoria Plaza, Ortigas

TIME	SESSION	FACILITATOR
DAY 0 09 FEBRUARY 2025 (Sunday)		
3:00 PM onwards	Arrival and Check-in of Participants (Field Offices & TWG)	% DRRMS and GNIP
6:00 - 9:00 PM	Dinner	
DAY 1 10 FEBRUARY 2025 (Monday)		
6:00 - 8:00 AM	Breakfast	
8:00 - 8:30 AM	Registration	
8:30 - 9:15 AM	Preliminaries	
	Philippine National Anthem	Emcees
	Ecumenical Prayer	
	Mindfulness Exercise	
	Acknowledgement of Participants	
	Safety Briefing	Astoria Plaza Security Personnel
	Opening Remarks	Nenette Esplana-Alama Director IV DepEd - DRRMS
		Akihiro Fushimi Chief of Education UNICEF Philippines
Jae Choon Lee Country Director GNIP		
House Rules and Expectation Setting of Participants	Emcees	
Presentation of Objectives and Program of Activities	Orlando Barachina Project Development Officer IV DepEd - DRRMS	
SESSION 1: Introduction and Context Setting		
9:15 - 10:00 AM	Introduction to the Pillar 1: Safe Learning Environment and Facilities Guidebook	Arch. Mark Anthony Nito Project Development Officer II DepEd - DRRMS
10:00 - 10:15 AM	BREAK	
ACTIVITY 1: Assessing Existing Safety Measures in Schools		
10:15 - 10:45 AM	Activity Proper	Lorelyn Tamares Facilitator
10:45 - 11:45 AM	Presentation of Outputs (per group)	
11:45 - 12:00 PM	Synthesis	

TIME	SESSION	FACILITATOR
12:00 - 1:00 PM	LUNCH	
1:00 - 1:45 PM	SESSION 2: Comprehensive School Safety Framework	
	Introduction to the Comprehensive School Safety Framework	Save the Children Philippines
1:45 - 2:45 PM	SESSION 3: Input Sessions	
	Climate-Resilient Design Principles for Safe Learning Environment and Facilities: An Introduction to Green and Blue Infrastructure	Resource Person
2:45 - 3:00 PM	BREAK	
3:00 - 4:00 PM	Inclusive Design Principles and Practices for Safe Learning Environment and Facilities	Resource Person
4:00 - 5:15 PM	SESSION 4: Case Study Presentation	
	Case Study Presentation on Good Practices	Selected Schools Division Offices
	Open Forum	Lorelyn Tamares Facilitator
5:15 - 5:30 PM	Synthesis of Day 1, Announcements, and Evaluation	
6:00 - 9:00 PM	DINNER	
DAY 2 11 FEBRUARY 2025 (Tuesday)		
6:00 - 8:00 AM	Breakfast	
8:00 - 8:30 AM	Recapitulation of Day 1 and Energizer	Group 1
8:30 - 11:00 AM	WORKSHOP 1: Chapter 1 - Safe School Site Selection and Risk Mitigation	
	Overview of Chapter 1	Marie Sapuay DepEd - DRRMS
	Presentation of Workshop Mechanics	
	Workshop Proper	
	BREAK	
Plenary Discussion		
11:00 AM - 12:00 PM	WORKSHOP 2: Chapter 2 - Design Standards and Technical Plans	
	Overview of Chapter 2	Arch. Mark Anthony Nito Project Development Officer II DepEd - DRRMS
	Presentation of Workshop Mechanics	
Workshop Proper		
12:00 - 1:00 PM	LUNCH	
1:00 - 2:30 PM	WORKSHOP 2: Chapter 2 - Design Standards and Technical Plans (Continuation)	
	Workshop Proper (Continuation)	Arch. Mark Anthony Nito Project Development Officer II DepEd - DRRMS
	Plenary Discussion	
2:30 - 4:30 PM	WORKSHOP 3: Chapter 3 - Construction Supervision and Maintenance of School Facilities	
	Overview of Chapter 3	Orlando Barachina Project Development Officer IV DepEd - DRRMS
	Presentation of Workshop Mechanics	
	BREAK	
	Workshop Proper	
Plenary Discussion		
4:30 - 5:00 PM	Synthesis of Day 2 and Announcements	
6:00 - 9:00 PM	DINNER	

TIME	SESSION	FACILITATOR
DAY 3 12 FEBRUARY 2025 (Wednesday)		
6:00 - 8:00 AM	Breakfast	
8:00 - 8:30 AM	Recapitulation of Day 2 and Energizer	Group 3
8:30 - 11:00 AM	WORKSHOP 4: Chapter 4 - Ensuring Safety of Instructional and Non-Instructional Spaces After Disasters	
	Overview of Chapter 4	Jomel Grageda DepEd - DRRMS
	Presentation of Workshop Mechanics	
	Workshop Proper	
	BREAK	
Plenary Discussion		
11:00 AM - 12:00 PM	ACTIVITY 2: A Safe Learning Environment	
	Activity Proper	Lorelyn Tamares Facilitator
12:00 - 1:00 PM	LUNCH	
1:00 - 2:30 PM	ACTIVITY 2: A Safe Learning Environment (Continuation)	
	Presentation of Outputs	Lorelyn Tamares Facilitator
	Synthesis	
2:30 - 4:30 PM	WORKSHOP 5: Pillar 1 Guidebook Look and Feel	
	Presentation of Workshop Mechanics	Petite Ferrer Consultant
	Workshop Proper	
	Plenary Discussion	
4:30 - 5:00 PM	Closing Program	
	Summary of Key Agreements & Ways Forward	Aldwin Rimbao Project Development Officer III DepEd - DRRMS
	Closing Remarks	Reynante Sofera Chief DepEd - DRRMS
	Final Announcements and Other Matters	% UNICEF/GNIP
DAY 4 13 FEBRUARY 2025 (Thursday)		
6:00 - 8:00 AM	Breakfast	
8:00 - 12:00 PM	Check-out and Travel time of Field Offices participants	

CONSULTATION WORKSHOP ON THE FINALIZATION OF THE PILLAR 1: SAFE LEARNING ENVIRONMENT AND FACILITIES GUIDEBOOK
List of Participants

A. DepEd Personnel (Selected Engineers, DRRM Coordinator and School Head)

No.	REGION	DIVISION	NAME	DESIGNATION	TASK/RESPONSIBILITIES
Selected SDO & School Heads					
1	III	Angeles City	Clarisa A. Lagman,	Division DRRM Coordinator	Each division will select (1) one panelist to deliver a 20-minute presentation on best practices in inclusive education for children with disabilities and/or indigenous peoples (IP) learners and Climate-Resilient Design Principles for Safe Learning Environment and Facilities.
2			Nadine Rose Manio	PDO I	
3			Richard U. Ayson	School Head	
4	V	Legazpi City	Nonie S. Conda	PSDS	
5			Arch. Rolan Alianza	DRRM Coordinator School	
6			Lanie Atutubo	Head	
7	VI	Roxas City	Roger Zamora	School Head	
8			Maribeth A. Baldonado	Division DRRM Coordinator	
9			Virginia A. Alaban	School Head	
10	CARAGA	Siargao	Jocelyn Hedriana	School Head	
11			Catherine B. Landao	Division DRRM Coordinator	
12			Kem E. Abuton	School Head	
13	NCR	Taguig City and Pateros	Virginchita A. Gorgonio	School Head	Workshop Participants
14			Maribel L. Liddan	Division DRRM Coordinator	
15			Sarah J. Colarina	School Head	
16			Wilma P. Soriano	School Head	
17			Sebastienne Mari A. Picarda	Division DRRM Coordinator	
18	Aurelio Anduyan	School Head			
19	-	-	School Head		
Selected SDO DRRM Coordinators & Engineers					
20	IV-A	Lipa City	Raymund Bautista	DRRM Coordinator	Workshop Participants
21			Engr. Wilfredo Subaan	Division Engineer	
22	IV-B	Regional Office	Lolaine Bagsic	DRRM Coordinator	
23			Hans Formento	Regional Engineer	
24	V	Regional Office	Deo Moreno	DRRM Coordinator	
25	VI	Iloilo City	John N. Taroballes	DRRM Coordinator	
26			Brent Christian Andranda	DRRM Coordinator	
27	VIII	Regional Office	Ryan Jay Bagon	Regional Engineer	
28	BARMM	MHBTE / SDO Marawi City	Alhadar Pajiji	DRRM Chief	
29			Yul Adelfo Olaya	CID Chief	
30			Rohanina Omar	DRRM Coordinator	

B. DepEd Central Office Personnel

No.	Organization	No. of Pax	TASK/RESPONSIBILITIES
31	Site Titling Office	1	CO-FACILITATOR WORKSHOP 1: Chapter 1 - Safe School Site Selection and Risk Mitigation
32	Education Facilities Division	2	CO-FACILITATOR WORKSHOP 2: Chapter 2 - Design Standards and Technical Plans
33			
34	Bureau of Learner Support Services - SHD (WinS Focal)	1	Workshop Participants
35	Learner Rights and Protection Office (LRPO)	1	
36	Bureau of Learning Delivery (BLD)	2	
37	(IPEd & SNEd)		

C. National Government Agencies (NGAs) and Education Cluster Partners

No.	Organization	No. of Pax	TASK/RESPONSIBILITIES
38	Department of Public Works and Highways	1	Workshop Participants
39	Department of Health	1	
40	National Council on Disability Affairs	1	
41	EDCOM II	2	
42	Save the Children Philippines	2	Resource Speaker: SESSION 2: Comprehensive School Safety Framework
43			