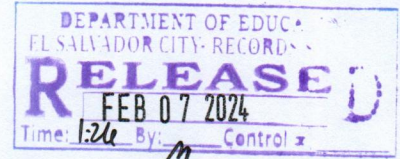




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

06 February 2024

DIVISION MEMORANDUM
NO. 057, s. 2024

**CORRIGENDUM ON DM 540, S.2023 RE: DIVISION AND SCHOOL
TRAINING-WRITESHOP IN THE DEVELOPMENT AND/OR
ENHANCEMENT OF EXISTING CONTINGENCY PLAN**

To: **Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Administrative Officer V
Education Program Supervisor, SGOD
Planning Officer III
SEPS, HRTD and M & E
EPS II, HRTD and M & E
Project Development Officer II
Project Development Officer I
Administrative Officer II
Division Medical Section
All Public Elementary and Secondary School Heads
All Others Concerned
This Division**

1. In connection with Division Memorandum 540, s. 2023 Re: Division and School Training-Writeshop in the Development and/or Enhancement of existing Contingency Plan for Disaster Risk Reduction and Management (DRRM) which was originally scheduled on December 13-16, 2023 shall be changed on February 13-16, 2024, 8:00 a.m.-5:00 p.m. at Hotel Monicon, Zone 3, Poblacion, El Salvador City.
2. Expected participants are required to bring Laptop and Extension Wire for the writeshop. Kindly check Annex A for the List of Participants.
3. Further, Medical Staff will act as participants and medical responder in this training. All other provisions in the previous memorandum shall remain in effect.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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4. Moreover, travel and other expenses related to the conduct of this activity shall be charged to MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
5. This memorandum serves as an **Authority to Travel**.
6. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol set for this activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. Immediate and wide dissemination of this Memorandum is enjoined.

RANDOLPH B. TORTOLA
Schools Division Superintendent

n/

Encl:

As stated

Reference:

DM 540, s. 2023

To be indicated in the Perpetual Index
under the following subject:

SGOD/DRRM/jee CONTINGENCY PLAN
 PLANS/PROGRAM/ACTIVITIES
 TRAINING/WRITESHOP



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Annex A. List of Participants

	NAME	DESIGNATION	SCHOOL/STATION
1.	Randolph B. Tortola	Schools Division Superintendent	Division Office
2.	Conniebel C. Nistal	Assistant Schools Division Superintendent	Division Office
3.	Rolly B. Labis	Chief Education Supervisor	Division Office
4.	Ninian A. Alcasid	Chief Education Supervisor	Division Office
5.	Jeffrey M. Martinez	Administrative Officer V	Division Office
6.	Sammy S. Tres Reyes	Head Teacher I	Amoros ES
7.	Charlotte J. Ytang	School Principal I	Badiangon ES
8.	Lindo M. Cayadong	School Principal I	Bolisong ES
9.	Jackeline L. Ocon	Head Teacher IV	Cogon ES
10.	Chuchie A. Quiring	Head Teacher I	Cogon NHS
11.	Emma B. Menirva	Teacher III	Cogon NHS (SHS)
12.	Melanie M. Ligutom	School Principal II	El Salvador City CS
13.	Nilo L. Lomongo	Head Teacher III	El Salvador City NHS
14.	Richard A. Sabellano	Teacher I	El Salvador City NHS (SHS)
15.	Jovel C. Labis	Head Teacher I	Himaya ES
16.	Salvador T. Bendijo II	Head Teacher I	Himaya NHS
17.	Bob T. Paquinol	Head Teacher I	Hinigdaan ES
18.	Rebecca B. Namoc	School Principal I	Hinigdaan NHS
19.	Arnel A. Superable	Teacher I	Kalabaylabay IS
20.	Jessica Marie B. Ramos	Head Teacher III	Kibonbon ES
21.	Ian Khay H. Castro	School Principal I	Molugan CS



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22.	Marivic S. Torres	School Principal I	Molugan NHS
23.	Helen S. Palasan	School Principal III	PSB ES
24.	Rosemarie U. Saguing	Head Teacher III	Sambulawan ES
25.	Joey A. Oco	Teacher III	Sambulawan NHS
26.	Ivy Mae P. Bergado	Teacher I	San Francisco de Asis ES
27.	Mark Anthony G. Arrieta	Teacher III	San Francisco de Asis NHS
28.	Ma. Lou Lea C. Nob	School Principal II	Sinaloc ES
29.	Maristel C. Castaños	Teacher I	Sinaloc NHS
30.	Roger E. Pagayon	Head Teacher IV	Taytay ES
31.	Zigger E. Villahermosa	Head Teacher I	Ulaliman ES
32.	Charmaine Irish L. Apdian	Project Development Officer I	Bolisong ES
33.	Nishi M. Abratiguin	Project Development Officer I	Amoros ES
34.	Samantha Ellis M. Geñoso	Registrar I	Molugan NHS
35.	Jenice Mae N. Lolo	Administrative Officer II	Cogon ES
36.	Clark Airon G. Unson	Administrative Officer II	El Salvador City NHS
37.	Kemberly D. Oco	Administrative Officer II	Kalabaylabay IS
38.	Leabeth P. Salva	Administrative Officer II	Molugan NHS
39.	Eulita M. Castillo	Administrative Officer II	Pedro Sa Baculio ES
40.	Rosa Maria M. Rebusto	Administrative Officer II	El Salvador City CS
41.	Rodrigo R. Valmoria	Administrative Officer II	Molugan CS
42.	Honey Luz S. Nacua	Administrative Officer II	Sambulawan ES
43.	Nick C. Ratunil	Administrative Officer II	Himaya ES
44.	Analyn G. Fabria	Education Program Supervisor	Division Office
45.	Jurica Ethel L. Estrada	Project Development Officer II	Division Office
46.	Kevin B. Asequia	Planning Officer III	Division Office



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47.	Esmael V. Malaco, Jr.	Project Development Officer I	Division Office
48.	Karen Rose A. Serrania	Senior Education Program Specialist	Division Office
49.	Marilou Y. Descallar	Education Program Specialist II	Division Office
50.	Maricris P. Quismundo	Senior Education Program Specialist	Division Office
51.	Cheriemy D. Generol	Education Program Specialist II	Division Office
52.	Tonnie Mae Gonzales	Division Engineer	Division Office
53.	Gladys Grace H. Cabeltes	Medical Officer III	Division Office
54.	Cecille Z. Khobuntin	Nurse II	Division Office
55.	Franz Maybelle M. Gaid	Nurse II	Division Office
56.	Vanessa Prores L. Tiad	Nurse II	Division Office
57.	Nurus Sinna Sarah R. Alonto	Dentist II	Division Office
58.	Faith Q. Colarte	Guidance Counselor II	Division Office/Cogon NHS
59.	Rheamie C. Magriña	Administrative Aide VI	Division Office
60.	Jon Louis Dacoco	Administrative Aide VI	Division Office

SGOD/DRRM/jee



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