

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



29 September 2025

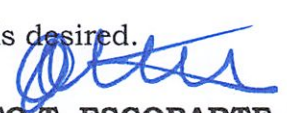
Regional Memorandum

No. 721, s. 2025

**PARTICIPATION IN THE 2025 DISASTER RISK REDUCTION
AND MANAGEMENT - CLIMATE CHANGE ADAPTATION
(DRRM-CCA) SUMMIT**

To **Schools Division Superintendents**

1. In reference to the DepEd DRRMS Unnumbered Memorandum OM-OUGOPS-2025¹, and Advisory No. 2², this Office, through the Education Support Services Division, disseminates the invitation to the 2025 DRRM-CCA Summit on October 1-3, 2025, at Axon Hall, Green Sun Hotel, 2285 Don Chino Roces Ave., Makati City.
2. The following are the objectives of the activity:
 - a. Launch the DRRMS key initiatives (Plansmart for Safe Schools Web Application, Pillar 1: Safer Learning Facilities Guidebook, and M7X Program);
 - b. Orient on the Incident Management Reporting System (IMRS);
 - c. Provide updates on the Status of DRRM in the Basic Education Cluster;
 - d. Present and consult on draft DRRM policies in the Basic Education Sector;
 - e. Share upcoming capacity building programs and initiatives;
 - f. Foster networking, collaboration, and knowledge sharing among DRRM Coordinators; and
 - g. Highlight the role of the DRRM Coordinators Association of the Philippines (DRRMCAAP) as a partner in strengthening school safety and resilience.
3. The participants of the summit are the Regional and Division DRRM Coordinators.
4. The board and lodging of all registered participants shall be charged to the 2025 Disaster Preparedness and Response Program (DPRP) current fund.
5. For inquiries, contact Wilbert C. Ulpindo, PDO II of the Education Support Services Division at (02) 8682-2114 loc 430 or email essd.calabarzon@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director *gmy*

03/ROE6/ROETMJ

¹ Participation in the 2025 DRRM-CCA Summit

² Final Advisory for the 2025 DRRM-CCA Summit



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Certificate No. PHP



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUGOPS-2025- -

**TO : BARMN MINISTER OF BASIC, HIGHER, AND TECHNICAL
EDUCATION
ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL AND DIVISION DRRM COORDINATORS**

FROM : MALCOLM S. GARMA
Undersecretary for Governance and Operations

SUBJECT : Participation in the 2025 DRRM-CCA Summit

DATE : September 09, 2025

The Department of Education (DepEd), through the Disaster Risk Reduction and Management Service (DRRMS), will conduct the 2025 DRRM-CCA Summit on 01-03 October 2025 at a venue within Metro Manila.

The Summit will bring together DRRM Coordinators and partners across the education sector to:

- Launch the DRRMS key initiatives (*Plansmart for Safe Schools Web Application, Pillar 1: Safer Learning Facilities Guidebook, and M7X Program*);
- Orient on the Incident Management Reporting System (IMRS);
- Provide updates on the State of DRRM in the Basic Education Cluster;
- Present and consult on draft DRRM policies in the Basic Education Sector;
- Share upcoming capacity building programs and initiatives;
- Foster networking, collaboration, and knowledge sharing among DRRM Coordinators; and
- Highlight the role of the DRRM Coordinators Association of the Philippines (DRRMCAPI) as a partner in strengthening school safety and resilience.

Attached is the program of activities (Annex A) for reference.

In this regard, all Regional and Division DRRM Coordinators are directed to participate in the said event. The board and lodging of all registered participants shall be charged to the 2025 Disaster Preparedness and Response Program (DPRP) current fund. Travel and other related expenses may be charged against local funds or available DPRP funds, both continuing and current, subject to the usual accounting and auditing rules and regulations.

Only pre-registered participants will be accommodated with the following provisions outlined in the table below:

Event Date	Hotel Accommodation ¹	Breakfast	AM snacks	Lunch	PM snacks	Dinner
Oct. 1, 2025 (Day 1)	✓			✓	✓	✓
Oct. 2, 2025 (Day 2)	✓	✓	✓	✓	✓	✓
Oct. 3, 2025 (Day 3)		✓	✓	✓		

For confirmation of attendance and billeting requirements, please complete the pre-registration through this link: <https://forms.office.com/r/sR5kyGXJgG> no later than 26 September 2025.

All walk-in or unregistered participants shall facilitate their logistical requirements for the whole duration of their attendance in the activity.

If a registered participant is unable to attend, a written justification letter signed by the Regional Director for regional offices and the Schools Division Superintendent for division offices must be submitted to the DRRMS addressed to the Director IV via email at drms@deped.gov.ph.

It is also important to note that a certificate of participation and appearance shall only be given to those who submit the following requirements:

- Duly signed FY 2024 and 2025 DPRP Physical and Financial Accomplishments as of September 15, 2025, using the prescribed template.
- Screenshot of the completed 2025 DRRM-CCA Summit Evaluation Form.
- Complete 3-day attendance at the Summit.

For participants traveling by land accompanied by drivers, the expenses incurred by the drivers, such as board and lodging, and other expenses, shall be charged to their respective local funds, subject to the existing accounting and auditing rules and regulations.

Lastly, all participants shall adhere to the prescribed dress code as follows:

- Day 1: Business
- Day 2: Business casual
- Day 3: Smart casual

Should there be any concerns or require further information, please do not hesitate to contact Mr. Aldwin B. Rimbao of the DRRMS, by email at aldwin.rimbao@deped.gov.ph or through Viber on 0927-588-0443.



¹ Standard check-in at the hotel on Day 0 is at 2:00 PM and check-out on Day 3 at 12:00 noon.

2025 DRRM-CCA SUMMIT PROGRAMME

1 – 3 October 2025

Time	Session Title	Resource Speaker/ Lead Facilitator
Day 1: 01 October 2025		
8:00 - 1:30 PM	Arrival, Registration, Check-In, and Lunch	
1:31 - 2:00 PM	Opening Program	Program Host/s
	National Keynote Speech	Hon. Sonny Angara Secretary, DepEd
2:01 - 3:30 PM	Media launch of DRRMS key initiatives	Program Host/s
3:01 - 3:30 PM	Health break	
3:31 - 4:00 PM	Orientation on the Incident Management Reporting System	Aldwin B. Rimbao PDO III, Operations Division
4:01 - 5:00 PM	Question and Answer Session	
5:01 - 7:00 PM	Dinner	
Day 2: 2 October 2025		
08:00 - 09:00 AM	Pre-Summit Networking and Collaboration	
9:01 - 10:00 AM	State of DRRM in the Basic Education Cluster	Felino O. Castro V Director IV, DRRMS
10:01 - 10:15 AM	Health Break	
10:16 - 11:00 PM	Presentation of draft DRRM Policies in the Basic Education Sector	April Allen Sayde PDO II, Plans and Policy Division
11:01 - 12:00 NN	Question and Answer Session	
12:01 - 1:00 PM	Lunch Break	
1:01 - 3:00 PM	Presentation of upcoming Capacity Building Initiatives	Orlando B. Barachina PDO IV, Capacity Building Division
3:01 - 4:00 PM	Question and Answer Session	
4:01 - 5:00 PM	Post Summit Session and Networking	
05:01 - 07:00 PM	Dinner	
07:01 - 09:00 PM	Fellowship Night	
Day 3: 3 October 2025		
08:00 - 09:00 AM	Pre-Summit Networking and Collaboration	

9:01 - 10:00 AM
10:01 - 10:15 AM
10:16 - 11:15 AM
11:16 - 11:45 PM
11:46 - 12:00 NN
12:01 NN onwards

DRRMCAP Connect: Kwentuhan and
Kumustahan

Arvin Repaso
PDO II/President,
DRRMCAP

Health Break

Open Forum

DRRMCAP and DRRMS
Officers

Synthesis and Admin
Announcements

Lorenzo Masandero
PDO II, Support to
Operations Unit

Closing Remarks

Felino O. Castro V
Director IV, DRRMS

Lunch and Departure of all Participants



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Republika ng Pilipinas
Department of Education

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

ADVISORY No. 2

**FOR : BARMM MINISTER OF BASIC, HIGHER, AND TECHNICAL
EDUCATION
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION DRRM COORDINATORS**

SUBJECT : FINAL ADVISORY FOR THE 2025 DRRM-CCA SUMMIT

DATE : September 24, 2025

In line with the *Memorandum OM-OUGOPS-2025-(unnumbered)* with the subject: *Participation in the 2025 DRRM-CCA Summit*, the Department of Education (DepEd), through the Disaster Risk Reduction and Management Service (DRRMS), will conduct the 2025 DRRM-CCA Summit on **01–03 October 2025** at the **Axon Hall, The Green Sun Hotel, 2285 Don Chino Roces Ave., Makati City**. Further, all participants are enjoined to observe and be informed of the following:

1. Participants traveling from distant regions are authorized to travel a day before the Summit (September 30, 2025). Travel and other related expenses for day 0 may be charged against local funds or available Disaster Preparedness and Response Program (DPRP) funds, both continuing and current, subject to the usual accounting and auditing rules and regulations.
2. All participants must complete the **pre-registration** through the given link/QR code no later than **26 September 2025**. Priority will be given to registered participants, but those who have not registered will still be accommodated.
3. The following will be provided to the participants:
 - a. Hotel accommodation from 01–02 October 2025; and
 - b. Meals and snacks as scheduled in the program.
4. Certificate of Appearance and participation shall only be given to those who meet the following:
 - a. Submitted the **duly signed FY 2024 and 2025 DPRP Physical and Financial Accomplishment Reports (as of 15 September 2025) using the attached prescribed template**. Strict compliance with the prescribed format is required;
 - i. Uploaded the **soft copy** of the accomplishment report to the designated **Google Drive folder, which can be accessed through this link: <https://bit.ly/DPRPAccomplishmentReport>**;
 - ii. Submitted the **signed hard copy** of the report upon **registration at the venue**.
 - b. Complete the **3-day attendance**. *If a registered participant is unable to attend or complete the 3-day attendance, a written justification letter signed by the Regional Director for regional offices and the Schools*

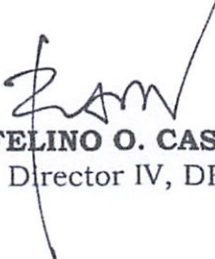
Division Superintendent for division offices must be submitted to the DRRMS addressed to the Director IV via email at drrms@deped.gov.ph;
and

- c. Submit the **Summit Evaluation Form** (screenshot proof required).

Non-submission and/or incomplete submission shall not be provided with the said certificate.

5. Strictly follow the event's dress code:
- Day 1 (01 Oct): Business Attire
 - Day 2 (02 Oct): Business Casual
 - Day 3 (03 Oct): Smart Casual

All other provisions in the previously issued memorandum inconsistent with this advisory are hereby rescinded.


FELINO O. CASTRO V
Director IV, DRRMS