



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

NOV 03 2025

REGIONAL MEMORANDUM

No. 567, s. 2025

**CONDUCT OF JOINT COORDINATION AND CAPACITY-BUILDING WORKSHOP
ON STRENGTHENED AND HARMONIZED SCHOOL DISASTER AND INCIDENT
REPORTING AND RESPONSE OF DEPED NIR**

To: OIC-Assistant Regional Director
Schools Division Superintendents
OIC-Chief of ESSD
All Others Concerned

1. This Office, through the Education Support Services Division (ESSD) and in coordination with Public Affairs Unit and Information Communication Technology Unit, will conduct a face-to-face **Joint Coordination and Capacity-Building Workshop on Strengthened and Harmonized School Disaster and Incident Reporting and Response of DepEd NIR** on November 6-8, 2025 in Bacolod City (venue to be shared in respective group chats).
2. This activity aims to:
 - a. determine existing challenges, issues, and concerns in current disaster and incident reporting and response mechanisms to develop appropriate solutions and improvements;
 - b. establish a common framework system and reporting tool for disaster and incident data across schools in the Region;
 - c. enhance the knowledge and skills of the division concerned focals and school DRRM coordinators and administrators in utilizing assessment and reporting tools and system;
 - d. review and discuss roles and responsibilities of focals to ensure more accurate reporting and coordination flow; and
 - e. discuss other matters.
3. Attached are the list of program management team, participants, and matrix of activities. While attending the activity, the participants shall see to it that the usual office/school operation shall not be hampered.
4. The food, venue, accommodation, and other workshop materials shall be charged against DepEd NIR Funds while travelling expenses of the participants to their respective local funds, all subject to the usual accounting and auditing rules and regulations.



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: depednir.net



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5. The first meal is dinner on November 6, 2025 and the last meal is snacks on November 8, 2025. The participants are also advised to bring laptop, mobile data, and extension wire during this activity.
6. It is understood that in the conduct of this activity, there shall be no discrimination on the account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
7. For further queries, coordinate with Engr. Marlon B. Bungcasan, OIC-PDO II, Education Support Services Division at 0917-105-5069.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated
Reference/s: None
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
FACILITIES
MEETINGS
PROJECTS
REPORTS

Kf/ESSD/RM ISAFE
____/October 29, 2025



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Enclosure 1 – RO and SDO Program Management Team

No.	Name	Functional Division/ Office	Position/ Designation
1	Dr. Ramir B. Uytico, CESO III	ORD	Regional Director
2	Anthony H. Liobet JD, CESO V	ORD	OIC-Asst. Regional Director
3	Mrs. Ma. Lira Cynthia B. Quejada	ESSD	OIC-ESSD Chief
4	Engr. Kristine Joy D. Fernandez	ESSD	OIC-Engineer III
5	Engr. Marlon B. Bungcasan	ESSD	OIC-PDO II (DRRM)
6	Nathaniel E. Lajot	ICTU	OIC-ITO I
7	Almyr Caezar Dequiña	PAU	OIC-AO V
8	Gian Dainelle E. Centeno	ICTU	COS (PMT)
9	Regional Office Personnel		
10	Regional Office Personnel		
11	Regional Office Personnel		
12	Regional Office Personnel (RO VI)		
School Division Office Participants			
	Division Engineers		
	Division DRRM Focals		
	13 Division Information Officers	Bacolod City, Negros Occidental, Himamaylan City, San Carlos City, Silay City, Victorias City, Bais City, Bayawan City, Canlaon City, Dumaguete City, Guihulngan City, and Negros Oriental, Siquijor	
	9 Division Information Technology Officers	Bacolod City, Bago City, La Carlota City, Negros Occidental, Negros Oriental, Guihulngan City, San Carlos City, Silay City, Tanjay City,	
Schools			
	Select 3 Principals/School Heads per Division		



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Enclosure 2 – Matrix of Activities

Day/Time	Activities	In Charge
Day 0 (Nov. 6, 2025)		
2:00 p.m. onwards	Arrival/ Registration/Check-in	PMT
Day 1 (Nov. 7, 2025)		
8:00 a.m. - 9:00 a.m.	Preliminaries and Opening Program	PMT
	Presentation of Participants	Mr. Almyr Caezar Dequiña
	Welcome Message	Mrs. Ma. Lira Cynthia B. Quejada <i>OIC-Chief Education Supervisor Education Support Services Division</i>
	Objectives of the Activity and Activity Matrix	Engr. Kristine Joy Fernandez <i>OIC-Engineer III</i>
	Message of Inspiration	Dr. Ramir B. Uytico, CESO III <i>Regional Director</i>
9:01 a.m. - 9:30 a.m.	Introduction and Background Disasters and Response in Schools	ESSD, Engr. Marlon B. Bungcasan
9:31 a.m. – 11:00 a.m	Workshop on Roles/Duties and Responsibilities and Gaps/Concerns/Recommendations	ESSD, PAU
11:01 a.m. – 12:00 noon	Presentation of Outputs	Participants
12:01 p.m. - 1:10 p.m.	Lunch Break	
1:10 p.m. – 1:30 p.m.	Energizer	PMT
1:31 p.m. – 2:30 p.m.	Continuation and Open Forum	ESSD, PAU
2:31 p.m. – 3:00 p.m.	DepEd School Facilities	ESSD, Engr. Kristine Joy D. Fernandez
3:01 a.m. – 3:15 p.m.	Health Break	
3:16 p.m. – 3:45 p.m.	Public Information in Schools	PAU, Mr. Almyr Caezar Dequiña
3:46 p.m. – 4:30 p.m.	ISAFE System and Familiarization	ICT, Mr. Nathaniel E. Lajot
4:31 p.m. - 5:00 p.m.	Open Forum	PMT
Day 2 (Nov. 8, 2025)		
8:00 a.m. - 8:30 a.m.	Preliminaries	PMT
8:30 a.m. - 10:00 a.m.	ISAFE System Simulation	ICT, DRRM, ESSD
10:00 a.m. - 11:00 a.m.	Report Consolidation and Presentation	PAU, ESSD
11:00 a.m. - 11:30 a.m.	Open Forum	PMT
11:30 a.m. - 12:00 noon	Ways Forward/Closing Program	PMT
12:00 noon - 1:30 p.m.	Lunch Break	
1:30 p.m. – onwards	Back to Stations	