January 30, 2026

DIVISION MEMORANDUM
No. **054** , s. 2026

WORKSHOP ON THE FINALIZATION AND ROLL-OUT OF THE DRRM MONITORING AND INFORMATION SYSTEM (PHASE 3)

To: Assistant Schools Division Superintendent
        Chief Education Supervisors
        Education Program Supervisors
        Public Schools District Supervisors, Principals In-Charge of the District
            Head Teacher In-Charge of the District
        Senior/Education Program Specialists
        Heads of Public and Private Elementary/Integrated/Secondary Schools
        All Others Concerned

1. Attached is the Regional Memorandum No. 090, s. 2026 regarding the conduct of Workshop on the Finalization and Roll-Out of the DRRM Monitoring and Information System (Phase 3) on Febuary 02 – 06, 2026 at Days Hotel Iloilo, Gen. Luna St., Iloilo City, which is self-explanatory.

2. Mr. Denor D. Torres, Administrative Officer II, Dr. Ramon B. Legaspi National High School, District of Makato, will attend the workshop in behalf of Chief Education Supervisor-SGOD, Mr. Michael T. Rapiz.

3. The travel and other incidentals expenses of the participants shall be charged against DRRM downloaded fund/local funds or other available funds subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum is desired.
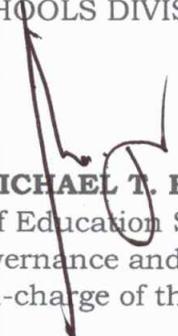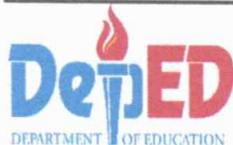
FOR THE SCHOOLS DIVISION SUPERINTENDENT:

MICHAEL T. RAPIZ
Chief Education Supervisor
School Governance and Operations Division
In-charge of the Division

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
    Under the following subjects:

CALAMITY	**DATA**	**INFORMATION TECHNOLOGY**
PROGRAM	**SCHOOLS**	

NSATM/ragr

JAN 2 8 2026

REGIONAL MEMORANDUM
No. 0 9 0 _____, s. 2026

WORKSHOP ON THE FINALIZATION AND ROLL-OUT OF THE DRRM MONITORING AND INFORMATION SYSTEM (PHASE 3)

To: Schools Division Superintendents
        All Others Concerned

1.   In support of the Department of Education's continuing efforts to strengthen evidence-based DRRM planning, preparedness, response, and recovery in the education sector and DepEd Order No. 21, s. 2015 that institutionalizes the DRRM Coordination and Information Management Protocol and mandates the timely and accurate reporting during emergencies and disasters, this Office, through the Education Support Services Division (ESSD), will conduct a **Workshop on the Finalization and Roll-Out of DRRM Monitoring and Information System (Phase 3)** on **February 2-6, 2026** at **Days Hotel Iloilo, Gen. Luna Street, Iloilo City.**

2.   This activity aims to achieve the following objectives:

   a. Ensure standardized, timely, and accurate collection, validation, and reporting of DRRM-related data to support evidence-based planning, decision-making, and policy implementation;
   b. Strengthen coordination, information sharing, and accountability among regional, division, and school levels to support effective disaster risk reduction and management operations and learning continuity; and
   c. Finalize and institutionalize the implementation of DRRM Monitoring and Information System (DMIS) across all Schools Division Offices and schools in the Region.

3.   The list of expected participants and proposed activity matrix to this activity are attached as Enclosures 1 and 2, respectively, to this Memorandum. Participants are advised to bring laptops and extension cords to be used in the workshop.

Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

Certificate No. PHP QMS
24 93 0184

BAGONG PILIPINAS

4. The food, venue, and accommodation of the participants including the materials needed shall be charged against the Regional DRRM Program Support Fund (DPRP), while the travel and other incidental expenses incurred by the participants against their respective DPRP/local funds, all subject to the usual accounting and auditing rules and regulations.

5. For queries and clarifications, contact **Dr. Leonerico E. Barredo, Chief, Education Support Services Division** at mobile number 0998-461-5448 or email at region6.essd@deped.gov.ph.

6. Immediate dissemination of and compliance with this Memorandum are desired.

CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Encl.: As stated
Reference: DepEd Order No. 21, s. 2015
To be indicated in the Perpetual Index
　　　under the following subjects

　　　CALAMITY
　　　DATA
　　　INFORMATION TECHNOLOGY
　　　PROGRAM
　　　SCHOOLS

WMV/RM/ Workshop on the Designing the System....
248/December 2, 2025

Address: Duran Street, Iloilo City, 5000
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LIST OF PARTICIPANTS TO THE FINALIZATION AND ROLL-OUT OF THE DRRM MONITORING AND INFORMATION SYSTEM (PHASE 3)

February 2-6, 2026

	Chief, Schools Governance and Operations Division		
	Division	Name	Position
1	Aklan	Michael T. Rapiz	CES
2	Antique	Evelyn C. Remo PhD	CES
3	Capiz	Edna B. Azcarraga PhD	EPS – OIC Office of the SGOD Chief
4	Guimaras	Edlyn D. Legita PhD	EPS - SGOD
5	Iloilo	Gilbert D. Solidum PhD	CES
6	Iloilo City	Cynthia J. Punsalan PhD	EPS – OIC Office of the SGOD Chief
7	Passi City	Pinky P. Sia	CES
8	Roxas City	Nerissa A. Resente , PhD	CES
	Division DRRM Coordinators		
9	SDO Aklan	Niño Sean Axl T. Morales	PDO I-Division DRRM Designate
10	SDO Antique	Adonis C. Parcon	PDO II
11	SDO Capiz	Glenda Marie B. Botin	PDO II
12	SDO Guimaras	Jhelly Ann M. Robles	PDO II
13	SDO Iloilo	Von D. Deano	Division DRRM Designate
14	SDO Iloilo City	Arch. John N. Taroballes	PDO II
15	SDO Passi City	Mary Ann P. Encila	PDO II
16	SDO Roxas City	Maribeth A. Baldonado	PDO II
	Division ITO		
	Division	Name	Position
17	SDO Guimaras	Cliven L. Martizano	ITO I
18	SDO Capiz	Emmanuel V. Lati	ITO III
19	SDO Passi City	Mhel Jun Dela Cruz	ITO I
20	SDO Iloilo	Geofrey C. Soriano	ITO I
21	SDO Roxas City	Williamson Enoc	ITO I
22	SDO Antique	Junnifer P. Alolod	ITO I
23	SDO Aklan	Floradel P. Jamero	ITO I
24	SDO Iloilo City	Nilo N. Taroballes	ITO I
	Division DRRM TAs		
	Division	Name	Position
25	SDO Guimaras	Irah D. Gaurana	DRRM TA
26	SDO Capiz	Calvin B. Calinao	DRRM TA
27	SDO Iloilo	Allysa Grace Magbanua	DRRM TA
28	SDO Iloilo	Marjon Dailan	DRRM TA
29	SDO Roxas City	Ma. Fe B. Atienza	DRRM TA
30	SDO Antique	Marvin Sumper	DRRM TA
31	SDO Aklan	Jay V. Fernandez	DRRM TA
32	SDO Iloilo City	Lodger Deslate Jr.	DRRM TA
	Regional ICT Personnel		
33	Regional Office VI	Noel Donell Y. Narida	RITO I
34	Regional Office VI	Justin A. Abuela	Computer Programmer II
35	Regional Office VI	Winchester Gerona	Contractual of Service

LIST OF PARTICIPANTS TO THE FINALIZATION AND ROLL-OUT OF THE DRRM MONITORING AND INFORMATION SYSTEM (PHASE 3)

February 2-6, 2026

	Office of the Regional Director		
36		Cristito A. Eco, CESO III	Regional Director
	ESSD TWG		
37	Regional Office VI	Dr. Leonerico E. Barredo	CES - ESSD
38	Regional Office VI	Ruby T. Llave	EPS - M&E
39	Regional Office VI	Wendyl Mae N. Villaprudente	PDO II
40	Regional Office VI	ResJohn Leonardo	TA I - DRRM
41	Regional Office VI	Engr. Lester Alentaje	TA III - EFU
42	Regional Office- VI	Cherry D. Elgario	AA III

WORKSHOP ON THE FINALIZATION AND ROLL-OUT OF THE DRRM MONITORING AND INFORMATION SYSTEM (PHASE 3)

PROPOSED ACTIVITY MATRIX
February 2-6, 2026

Time	Activity	In-Charge
Day 1 – February 2, 2026		
8:00am-10:00am	Arrival and Registration of Participants	Secretariat
10:00pm – 10:30am	Opening/Preliminaries Program	Pre-Recorded Video
	Recognition of Participants	**Wendyl Mae N. Villaprudente** Project Development Officer II
	Words of Welcome	**Dr. Leonerico E. Barredo** Chief, ESSD
	Inspirational Message	**Cristito A. Eco, CESO III** Assistant Regional Director Officer-In-Charge Office of the Regional Director
10:30am – 11:00am	Levelling of Expectations	**Wendyl Mae N. Villaprudente** Project Development Officer II
11:00am – 12:00pm	Overview of DRRM MIS Phase 3 Features	ICT Personnel
12:00pm – 1:00pm	*Lunch*	
1:00pm – 3:00pm	***Session 1:*** Review of Previous Feedback & Updates Needed	ICT Personnel
3:00pm – 4:00pm	***Workshop 1:*** System Finalization: Data Structure & Dashboard Updates (Finalization of Indicators, Forms, and Templates)	Regional Office ICT Personnel
4:00pm – 5:00pm	***Workshop 2:*** Validation of Data Entries & User Access Settings (Validation of User Roles and Access Levels)	ICT Team/ DRRM Officers
5:00pm – 8:00pm	*Dinner*	
Day 2 – February 3, 2026		
6:00pm – 8:00pm	Breakfast	
8:00am – 8:30am	Management of Learning	Assigned group
8:30am – 10:30am	***Session 2:*** System Testing: Functionality & Reporting (Functional Testing of MIS Modules) (Orientation on Data Standards and Validation Rules)	ICT Team/ DRRM Officers
10:30am – 12:00pm	***Workshop 3:*** Simulated DRRM Scenario Exercises (DRRM Incident Encoding and Reporting)	ICT Team/ DRRM Officers
12:00pm – 1:00pm	*Lunch*	
1:00pm – 1:15pm	Energizer	Assigned group
1:15pm –3:30pm	***Workshop 4:*** Troubleshooting & Issue Resolution (Re-testing of Corrected Functions)	ICT Team
3:30pm – 5:00pm	Final Testing & Approval of Corrective Actions	ICT Team/ DRRM Officers

WORKSHOP ON THE FINALIZATION AND ROLL-OUT OF THE DRRM MONITORING AND INFORMATION SYSTEM (PHASE 3)

PROPOSED ACTIVITY MATRIX
February 2-6, 2026

	(Approval of Final System Configuration)	
6:00pm – 8:00pm	Dinner	
Day 3 February 4, 2025		
6:00pm – 8:00pm	Breakfast	
8:00am – 8:30am	Management of Learning	Assigned group
8:30am – 10:00am	*Session 3:* Orientation on System Navigation & Features	ICT Team
10:00am – 12:00am	*Workshop 5:* Hands-On Training: Data Entry & Report Generation (Data Encoding and Submission)	ICT Team/ DRRM Officers
12:00pm – 1:00pm	Lunch	
1:00pm – 1:15pm	Energizer	Assigned group
1:15pm – 3:00pm	*Session 4:* Advanced Features Training: Dashboard & Analytics (Analytics and Monitoring Tools)	ICT Team
3:00pm-5:00pm	*Session 5:* Q&A and Troubleshooting During Training (User Readiness Assessment and Feedback)	ICT Team/ DRRM Officers
6:00pm – 8:00pm	Dinner	
Day 4 – February 5, 2025		
6:00pm – 8:00pm	Breakfast	
8:00am – 8:30am	Management of Learning	Assigned group
8:30am – 10:00am	*Workshop 6:* Pilot System Roll-Out in Selected Divisions	ICT Team/ DRRM Officers/SGOD Chiefs
10:00am – 11:00pm	Monitoring Pilot Use & Collecting Feedback	ICT Team/ DRRM Officers/SGOD Chiefs
11:00am – 12:00pm	*Workshop 7:* System Refinement Based on Feedback and Consolidation of Pilot Findings & Action Plan	ICT Team/ DRRM Officers/SGOD Chiefs
12:00pm – 1:00pm	Lunch	
1:00pm – 1:15pm	Energizer	Assigned group
1:15pm – 2:30pm	*Continuation of Workshop 7:* System Refinement Based on Feedback and Consolidation of Pilot Findings & Action Plan	ICT Team/ DRRM Officers/SGOD Chiefs
2:30pm – 4:00pm	*Workshop 8:* Full Roll-Out Across All Divisions	ICT Team/ DRRM Officers/SGOD Chiefs
4:00pm – 5:00pm	*Workshop 9:* Preparation of Full Roll-Out Guidelines	ICT Team/ DRRM Officers/SGOD Chiefs
6:00pm – 8:00pm	Dinner	
Day 5 – February 6, 2026		
6:00pm – 8:00pm	Breakfast	
8:00am – 8:30am	Management of Learning	Assigned group
8:30am – 9:30am	*Workshop 10:* Monitoring & Verification of System Adoption	ICT Team/ DRRM Officers/SGOD Chiefs

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PROPOSED ACTIVITY MATRIX
February 2-6, 2026

9:30am – 10:30am	*Workshop 11:* Final Adjustments & System Stabilization	ICT Team/ DRRM Officers/SGOD Chiefs
10:30am – 11:30am	*Workshop 12:* Documentation & Reporting of Roll-Out Results	ICT Team/ DRRM Officers/SGOD Chiefs
11:30am - 12:00pm	Closing Program	Assigned group
12:00pm – 1:00pm	Lunch	
1:00 pm Onward	Home Sweet Home	