



Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education
 Division of Marinduque
RECORDS SECTION
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 Date: APR 24 2025
 Signature: [Signature]

Office of the Schools Division Superintendent

April 22, 2025

DIVISION MEMORANDUM
 No. 052, s. 2025

**TRAINING-WORKSHOP ON RISK MANAGEMENT AND HOUSEKEEPING
 GUIDELINES FOR SDO BASED PERSONNEL**

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Section and Unit Heads
 All Others Concerned

1. In support to DepEd’s overarching thrust on safe, resilient, and responsive education governance, anchored on DepEd Order No. 21, s. 2015 - Disaster Risk Reduction and Management Framework, which highlights the integration of risk reduction principles in all education governance functions; DepEd Order No. 44, s. 2021 – Guidelines on the Implementation of the DRRM in Basic Education, which calls for preparedness against not only environmental but also operational and reputational risks; and relative to DepEd Order No. 009, s. 2021, titled “Institutionalization of a Quality Management System (QMS) in the Department of Education” which aims to enhance the delivery of quality basic education services across all governance levels, this Office announces the conduct of **Training-Workshop on Risk Management and Housekeeping Guidelines for SDO-Based Personnel** at SDO Marinduque Conference Hall on the following dates:

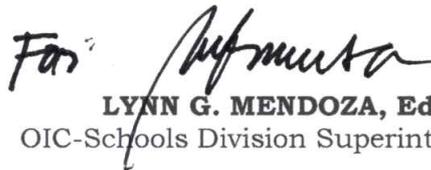
Date	Session	Participants
April 25, 2025	Session on Housekeeping Guidelines	All 115 SDO-Based Personnel
May 2, 2025	Session on Gaps of Risk Management	58 Select SDO-Based Personnel
May 5-9, 2025	Asynchronous Workshop on Gaps of Risk Management	58 Select SDO-Based Personnel
May 14, 2025	Session on SWOT Analysis and Risk Registry	58 Select SDO-Based Personnel



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611
Email: marinduque@deped.gov.ph
Website: https://depedmarinduque.com

May 19-23, 2025	Asynchronous Workshop on SWOT Analysis and Risk Registry	58 Select SDO-Based Personnel
May 26-28, 2025	Harmonization of Risk Registry	58 Select SDO-Based Personnel

2. Participants are advised to bring their own food provision.
3. Attached are the following enclosures:
 - a. List of Participants
 - b. Members of the Program Management Team
4. Immediate dissemination of the contents of this Memorandum is highly desired.


LYNN G. MENDOZA, EdD
 OIC-Schools Division Superintendent

Encls: As stated
 References: DepEd Order No. 21, s. 2015
 DepEd Order No. 44, s. 2021
 DepEd Order No. 009, s. 2021

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

SAFETY EDUCATION TRAINING PROGRAMS



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Enclosure

LIST OF PARTICIPANTS

Training Session	Date	Participants
1	April 25, 2025	All 115 SDO-Based Personnel
2-6	May 2, 5-9, 14, 19-23, 26-28, 2025	Select 58 SDO-Based Personnel

No.	NAME	DESIGNATION
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT		
1	Dr. Lynn G. Mendoza	OIC, Schools Division Superintendent
2	Dr. Mabel F. Musa	Asst. Schools Division Superintendent
3	May Bernadeth O. dela Rosa	Administrative Officer V
4	Arlene M. Marasigan	Administrative Officer V
5	Aleli L. Arceo	Administrative Officer IV
6	Maridell F. Hermosa	Administrative Officer IV
7	Jinky L. Meron	Administrative Officer IV
8	Ruby M. Tan	Administrative Officer IV
9	John Dhelter P. Pastrana	Accountant III
10	Atty. Ayzel Lea R. Palermo	Legal Officer
11	Engr. David M. Zoleta, Jr.	Information Technology Officer
CURRICULUM IMPLEMENTATION DIVISION		
12	John M. Chavez	Chief Education Supervisor
13	Jelly L. Sore	Education Program Supervisor
14	Florie M. Regencia	Education Program Supervisor
15	Dr. Ma. Shiela S. Saet	Education Program Supervisor
16	Dr. Nestor T. Rualo	Education Program Supervisor
17	Rolito M. dela Cruz	Education Program Supervisor
18	Dr. Mariam B. Rivamonte	Education Program Supervisor
19	Dr. Jennifer E. Monte	Education Program Supervisor
21	Freddie R. Malabayabas	Education Program Supervisor
22	Romualdo A. Magculang	Education Program Supervisor
23	Aurea L. Mazo	Public Schools District Supervisor
24	Myra R. Labay	Public Schools District Supervisor
25	Maridel G. Lincallo	Public Schools District Supervisor
26	Dr. Elvin C. Perlas	Public Schools District Supervisor
27	Warlito P. Constantino	Public Schools District Supervisor
28	Dr. Jay P. Pena	Public Schools District Supervisor
29	Dr. Maria Lourdes P. Ricohermoso	Public Schools District Supervisor
30	Constancia R. Vasco	Public Schools District Supervisor
31	Dr. Dingson A. de Sena	Public Schools District Supervisor
32	Dr. Joven M. Mogol	Public Schools District Supervisor
33	Chona S. Recto	Education Program Specialist - ALS
34	Michelle M Mutya	Education Program Specialist - ALS
SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)		
35	Ma. Cecilia S. Manay	Chief Education Supervisor
36	Maita M. Lazares	Education Program Supervisor



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37	Bernadith R. Lacerna	Senior Education Program Specialist
38	Dr. Melanie M. Mendoza	Senior Education Program Specialist
39	Marisol O. Luarda	Planning Officer III
40	Rey R. Raymundo	Education Program Specialist II
41	Mayda N. Lagran	Education Program Specialist II
42	Edgar H. Loto	PDO II / DRRM Coordinator
43	Glaiza T. Palatino	PDO I
44	Josefina P. Brual	PDO I
45	Engr. Arnold H. Moreno	Engineer III
46	Dr. Rica Mai O. Larga	Medical Officer
47	Dr. Queza Rina Q. Membrebe	Dentist



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Enclosure

MEMBERS OF THE PROGRAM MANAGEMENT TEAM

1	Kyle David V. Atienza	Lead, Training and Advocacy Team (TAT)
2	Charmain J. Mogol	TAT Member
3	Maria Kristine Nicola D. Iglesia	TAT Member
4	Guiller B. Maulion	TAT Member
5	Marie Laurence J. Luarca	TAT Member
6	Dr. Fretzie P. Alcantara	Lead, QMS Secretariat
7	Loida M. Ordillano	Member, QMS Secretariat
8	Jessarene R. Madronio	Member, QMS Secretariat
9	Mary Joy M. Roque	Member, QMS Secretariat
10	Fatima M. Villanueva	Administrative Assistant II
11	Kelvin J. Labaguis	Administrative Aide VI



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