



Republic of the Philippines
Department of Education
 REGION VI – Western Visayas
 SCHOOLS DIVISION OF SAGAY CITY

APRIL 29, 2025

DIVISION MEMORANDUM

No. 285, s. 2025

LEARNING AND INTERFACING ON WATER SAFETY AND RESCUE: SDO SAGAY CITY PERSONNEL'S ENGAGEMENT WITH SDO SIQUIJOR DRRM BEST PRACTICES AND STRATEGIC TARGET SETTING

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. The Schools Division Office of Sagay City will conduct the ***“Learning and Interfacing on Water Safety and Rescue: SDO Sagay City Personnel's Engagement with SDO Siquijor DRRM Best Practices and Strategic Target Setting,”*** which is designed to enhance the technical competencies and strategic planning capacities of the Schools Governance and Operations Division (SGOD) personnel and unit heads of the Schools Division Office (SDO) of Sagay City. This capacity-building initiative will be conducted from **May 5 to 9, 2025**. The venue of the activity will be announced in a separate Memorandum.
2. The objectives of this activity are:
 - a. Develop participants' competencies in handling emergency and disaster-related situations;
 - b. Encourage a culture of learning exchange and best practice sharing through interfacing with another high-performing SDO;
 - c. Strengthen inter-unit collaboration within the division; and
 - d. Enhance the implementation of programs and services through well-defined and aligned targets.
3. Participants to this activity are the Schools Governance and Operations Division (SGO) personnel and unit heads of the Schools Division Office of Sagay City. (Please refer to the annexes of this Memorandum)
4. Travel, food, accommodation, and other related expenses incurred in the conduct of this activity shall be chargeable to the Division DRRM Program Support Funds, subject to the usual accounting and auditing rules and regulations.
5. Non-teaching and teaching-related personnel involved in this training shall be entitled to compensatory time-off during the holidays/weekends in accordance with item no. 4.11 of Department Order No. 53, s. of 2003 re: Updated Guidelines on the Grant of Service Credits to teachers as amended by DO No. 84, s. 2003 and DO No. 13, s. 2024 titled Revised Guidelines on the Grant of Vacation Service Credits for Teachers and Regional Memorandum No. 140, s. 2025 and upon compliance of the required documentary requirements.



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
 Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

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. Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
OIC – Schools Division Superintendent



Enclosure : N/A
Reference : as stated
Allotment : N/A
No. of Pages :
To be indicate in the **Perpetual Index** under the following subjects:
SGOD DRRM UNIT PERFORMANCE
FN: JJM/SG



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF SAGAY CITY

LIST OF PARTICIPANTS

NO.	NAME	GENDER	POSITION
1	Dannie Clark M. Uguil	M	SDS
2	Mark Anthony J. Tan	M	ASDS
3	Alma M. Mirasol	F	Chief-CID
4	Noe B. Abdon	M	Admin Officer V
5	Josie R. Rebusquillo	F	Accountant III
6	Ma. Leah Linda S. Tan	F	Admin V- Budget

SGOD Personnel

NO.	NAME	GENDER	POSITION
1	Ma. Theresa Q. Bingcang	F	Chief Education Supervisor
2	Josette P. Balandra	F	Education Program Supervisor
3	Dominique Cheung	F	Medical Officer III
4	Edward S. Martorillas	M	Engineer III
5	Araceli A. Craus	F	Senior Education Program Specialist
6	Nova B. Zamora	F	Senior Education Program Specialist
7	Brenda Dina C. Labangco	F	Planning Officer III
8	Rhizza Faye T. Barcenilla	F	Dentist II
9	Junmarl B. Alconga	M	Senior Education Program Specialist
10	Jecen A. Despi	F	Senior Education Program Specialist
11	Alyssa Joana A. Dagunan	F	Nurse II
12	Irish Theresa E. Ubamos	F	Nurse II
13	Grace B. Lanutan	F	Nurse II
14	Julie Pearl L. Duran	F	Nurse II
15	Rex B. Yangco	M	Nurse II
16	Marli P. Piccio	F	Nurse II
17	James D. Sabio	M	Project Development Officer II
18	Princess Harney C. Basa	F	Project Development Officer I
19	Jerald Maglantay	M	Project Development Officer I
20	Melanie A. Descartin	F	Dental Aide
21	Jason D. Rubrico	M	Administrative Support Staff (DRRM)
22	Kristele Ann B. Malundo	F	Job Order
23	Marilou Millares	F	COS
24	Josie Sebunga	F	COS
25	Resource Speaker		
26	Resource Speaker		



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF SAGAY CITY

TRAINING MATRIX
May 5-9, 2025

Time	Day 0
2:00AM- 10:00AM	Travel from Sagay to Dumaguete
10:00AM – 12:00NN	Travel from Dumaguete to Siquijor
12:00 – 1:00PM	Lunch
1:00PM-3:00PM	Travel to the Venue
3:00PM-5:00PM	Arrival, billeting and registration
5:00PM-6:00PM	Dinner
Time	Day 1
6:00-8:00AM	Breakfast
8:00-8:20AM	Preliminaries
8:20-10:00AM	Topic 1: Fundamentals of Water Safety and Drowning Prevention
10:00-12:00NN	Topic 2: Common Water Emergencies
12:00-1:00PM	Lunch
1:00-5:00PM	Topic 3: Life-Saving Equipment: Proper Use, Maintenance, and Deployment
5:00PM-6:00PM	Dinner
Time	Day 2
6:00-8:00AM	Breakfast
8:00-8:20AM	Preliminaries
8:20AM-12:00NN	Topic 4: Rescue Techniques in Coastal and Inland Water Environments
12:00 – 1:00PM	Lunch
1:00PM-5:00PM	Familiarize & execute shallow water crossing technique
5:00PM-6:00PM	Dinner
Time	Day 3
6:00-8:00AM	Breakfast
8:00-8:20AM	Preliminaries
8:20-10:00AM	Best Practices Showcase by SDO Siquijor A formal presentation highlighting key DRRM programs, policies, success stories, and lessons learned, especially in water safety and rescue
10:00-12:00NN	Topic 6: Learning Exchange and visit to LGU Siquijor DRRM
12:00 – 1:00PM	Lunch
1:00PM-5:00PM	Topic 7: SDO Target Setting and Alignment of Targets to KRAs of each Units/Division
5:00PM-6:00PM	Dinner
Time	Day 4
4:00AM to 10:00PM	Travel Time from Siquijor to Sagay City