



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

March 16, 2026

DIVISION MEMORANDUM

No. **125** s. 2026

CAPACITY BUILDING OF THE DIVISION FIELD TECHNICAL ASSISTANCE PROVIDERS ON TECHNICAL ASSISTANCE MECHANISM AND PROCESSES CUM ASSESSMENT OF THE FUNCTIONALITY OF SCHOOL DRRM PLAN

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs/PSDSs/PICs
Unit/Section Heads
All Others Concerned

1. This Office, through the Schools Governance and Operations Division (SGOD), shall conduct a Capacity Building of the Division Field Technical Assistance Providers on Technical Assistance Mechanism and Processes cum Assessment of the functionality of School DRRM Plan on **March 19-21, 2026**, at **Ciriaco Hotel, Calbayog City**.
2. The activity aims to:
 - a. Revisit the Contextualized Technical Assistance Mechanism (CTAM) Handbook to ensure its alignment to DepEd Order No. 07, s. 2024 or the Policy Guidelines on the Implementation of the School-Based Management (SBM) System; and
 - b. Further equip the members of the DFTACT with the necessary skills to provide strategic, relevant, effective, and efficient technical support to schools and community learning centers.



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Website: <https://northernsamar.deped.gov.ph>

3. Participants in this activity are the members of the Division TA Core group and the DFTACT members. The aforementioned participants shall bring their laptops to the activity.
4. Attached are the List of Participants, Indicative Activity Matrix, and the Program Management Team.
5. Division personnel involved in this activity shall be given Compensatory Time Off (CTO) to offset services rendered during holidays and weekends, in compliance with DepEd Order No. 53, s. 2003 and DBM Circular No. 2 entitled Nonmonetary Remuneration of Overtime Services Rendered.
6. This memorandum shall serve as Travel Authority for the personnel involved in this activity
7. Expenses on board and lodging of the participants shall be charged against DRRM Funds while travelling expenses incurred by the participants shall be charged against their respective local funds, subject to the usual government rules and accounting procedures.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE, JR., PhD, CESO V
Schools Division Superintendent 

DepEd Northern Samar

RELEASED

By: 

Date: 16 MAR 2026

Enclosure No. 1 of Division Memorandum No. 125, s. 2026

PROGRAM MANAGEMENT TEAM

Name	Designation
Dr. Gaudencio C. Aljibe Jr., CESO V	Activity Manager
Dr. Rey F. Bulawan Dr. Antonio delos Reyes	Co-Activity Manager
Dr. Noe M. Hersmosilla Dr. Sylvia D. Villanueva	Onsite Managers
Dr. Elna D. Enano	TA Coordinator/Resource Person
Dr. Nelida M. Lobos	Co-TA Coordinator/Resource Person
Merlita B. Fajardo	SBM Coordinator/Resource Person/QAME Manager
Dr. Lucila R. Balondo	Resource Person
Reynel M. Ignacio	Resource Person/Class Manager
Medardo Baylon III	DRRM Coordinator/Resource Person
Peter R. Bobiles	HRD Focal
Rolando P. Lucenecio	ITO
Jocelyn I. Acebuche	Planning Officer
Deah A. Gamao	Accountant III
Ma Joy L. Gepollo	Budget Officer
April Rose Ballicud	Support Staff
Christy A. Ador	Nurse In-charge

LIST OF PARTICIPANTS

No.	NAME	OFFICE/SECTION/UNIT
1.	Omar O. Ty	EPS - CID
2.	Emily Adrayan	EPS - CID
3.	Alex B. Rejuso	EPS - CID
4.	Myra Bato	EPS - CID
5.	Felix Ladenon	EPS - CID
6.	Dionesia A. Mercader	SNED Focal/EPS Designate - CID
7.	Nestor Ada	LR Focal/EPS Designate - CID
8.	Anecita B. Marzol	PSDS – Capul District
9.	Eleanor A. Bido	PSDS – Rosario District
10.	Allan C. Acedera	PSDS - San Jose District
11.	Esther O. Dela Cruz	PSDS – Pambujan I & II Districts
12.	Carlos B. Balanquit	PSDS – Catubig I District
13.	Silvano S. Pinca	PSDS – Laoang II District
14.	Roberto T. Galono	PSDS – Palapag III District
15.	Rico B. Baladad	PSDS – Lapinig District
16.	Lenore P. Salor	PSDS – Victoria District
17.	Mary Jane M. Aguirre	PSDS – Catarman I District
18.	Marivic A. Estavillo	PIC – Biri District
19.	Fe C. Agaton	PIC – San Antonio District
20.	Petronilo M. Panis	PIC – San Vicente District
21.	Maribel A. Formaran	PIC – San Isidro I District
22.	Geana S. Lingling	PIC – San Isidro II District
23.	Denmark M. Fernandez	PIC – Allen I District
24.	Agustin B. Estinopo Jr.	PIC – Allen II District
25.	Edelma O. Blasquillo	PIC – Lavezares I District
26.	Erma G. Parina	PIC - Lavezares II District
27.	Raquel G. Perfas	PIC – Bobon District
28.	Arnio L. Saludario	PIC – Catarman II District
29.	Ruth B. Capaz	PIC – Catarman III District
30.	Brenda E. Villadolid	PIC – Catarman IV District
31.	Arnoldo Rosales	PIC – Catarman V District
32.	Elena E. Flores	PIC – Catarman VI District
33.	Alma G. Solayao	PIC – Lope de Vega District
34.	Nimfa O. Magpayo	PIC – Mondragon I District
35.	Zoraida S. Bulosan	PIC – Mondragon II District
36.	Venus V. Malobago	PIC – Mondragon III District
37.	Lucio S. Lobos	PIC – Silvino Lubos District
38.	Rosalyn A. Sosing	PIC – San Roque District
39.	Epigenia E. Po	PIC – Laoang I District
40.	Michael J. Froilan	PIC – Laoang III District
41.	Edilberto I. Poso	PIC – Laoang IV District
42.	Janette B. Cerbito	PIC – Laoang V District
43.	Marlon P. De Asis	PIC - Catubig II District
44.	Dionesio S. Nueva	PIC – Catubig III District
45.	Marites C. Mahinay	PIC – Las Navas I District
46.	Elvira P. Subiaga	PIC – Las Navas II District

47	Arnel Pajares	PIC – Las Navas III District
48	Cecilia Doria	PIC – Palapag I District
49	Francisco Botaire	PIC – Palapag II District
50	Liza B. Engo	PIC – Mapanas District
51	Marialita P. Orio	PIC – Gamay I District
52	Maria Teresita D. Urbano	PIC – Gamay II District
53	Dr. Warren Otadoy	SGOD – Health & Nutrition
54	Roberto Orias	SGOD – P&R
55	Rodel Lutao	SGOD -SMN
56	Zyra Ultra	SGOD – Education Facilities
57	Atty. Risty Adarayan	OSDS – Legal Officer
58	Eva A. Baldoza	CID – EPS II, ALS
59	Michelle D. Caguimbal	OSDS - Admin
60	Eunice V. Taringting	OSDS – Personnel Officer



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Enclosure No. 3 of Division Memorandum No. 15, s. 2026

Capacity Building of the Division Field Technical Assistance Providers on Technical Assistance Mechanism and Processes cum Assessment of the functionality of School DRRM Plan

TIME	DURATION	THURSDAY	FRIDAY	SATURDAY
7:00 – 8:30 am	1 hr	Arrival, Registration & Breakfast	Breakfast and Checking of Attendance	Breakfast and Checking of Attendance
8:30 – 9:00 am	30 min	Opening Program	Preliminaries	
9:00 – 10:00 am	1 hr	Session 1 Introduction: Enhanced Contextualized Technical Assistance (CTAM) Handbook Structure in Providing Technical Assistance Elna D. Enano, PhD EPS, SGOD	Session 4 Reporting of Technical Assistance Provided Process of Identifying Technical Assistance Agenda Lucila Balondo, PhD EPS, TVL	Session 7 Assessment of the Functionality of School DRRM Plan <ul style="list-style-type: none"> • Presentation of School DRRM Plan (sample) • Simulation Drills and Tabletop Exercises • Post Activity Evaluation (Debriefing)
10:00 – 10:15 am	15 min	HEALTH BREAK		
10:15 – 11:15 am	1 hr	Session 2 Competencies of Technical Assistance Provider Merlita B. Fajardo M&E/SBM Coordinator	Continuation of Session 4	Continuation of Session 7 Medardo Baylon PDO 11, DRRM Coordinator
11:15 – 12:00 pm	45 min	Session 3-A Technical Assistance Processes <ul style="list-style-type: none"> • Assumptions • Definition of Technical 	Session 5 TA Forms	Ways Forward





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		Assistance <ul style="list-style-type: none"> • Purpose and Objectives of Technical Assistance • Guiding Principles • Scope of Technical Assistance 		
		Noe M. Hermosilla, PhD Chief, SGOD	Reynel M. Ignacio EPS II, SMME	
12:00 – 1:00 pm	1 hr	LUNCH BREAK		
1:00 – 1:15 PM	15 min	WELLNESS ACTIVITY		
1:15 – 2:00 pm	45 min	Continuation of Session 3-A		Closing Program
2:00 – 3:00 pm	1 hr	Session 3-B Technical Assistance Processes Framework <ul style="list-style-type: none"> ➤ TA Needs Assessment stage ➤ Planning Stage ➤ Implementation Stage ➤ Feedback Giving Stage ➤ Adjustment of Quarter Plans and Targets Stage ➤ Progress/Annual Report to Management Stage ➤ Evaluation of a TA Provided 	Session 6 DFTACT Deployment <ul style="list-style-type: none"> • Simulation • DTAPP, DisTAPP, STAPP (Workshop) • Presentation of Output 	
		Sylvia D. Villanueva, PhD Chief, CID		

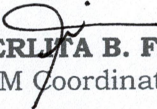




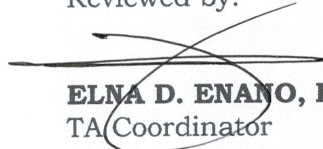
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			Nelida M. Lobos, PhD EPS, TA Co-Coordinator	
3:00 – 3:15 pm	15 min	HEALTH BREAK		
3:15 – 4:15 pm	1 hr	Continuation of Session 3-B	Continuation of Session 6	
4:15 – 5:00 pm	45 min	Open Forum/ Wrap up		

Prepared by:


MERLITA B. FAJARDO
SBM Coordinator

Reviewed by:


ELNA D. ENANO, PhD
TA Coordinator