

Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 3, 2025

DIVISION MEMORANDUM

No. 995, s. 2025

**ORIENTATION-WORKSHOP ON THE ANALYSIS AND MANAGEMENT  
OF DISASTER RISK REDUCTION MANAGEMENT (DRRM) AND  
OTHER BASIC EDUCATION AND INFORMATION  
SYSTEM (BEIS) DATA ELEMENTS**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors/In-Charge of the Districts  
Public and Private School Heads  
All Others Concerned

1. The Department of Education issued DepEd Order No. 027, s. 2019 titled, "Guidelines on the Yearly Collection of Data/Information Requirements and Validation Processes" to provide guidance to all schools in collecting basic education statistics. These collected data, information or knowledge are measured, collected, reported and analyzed in various ways to use in decision-making.
2. Analysis and management of DRRM data are foundational to effective, enabling proactive measures, informed decision-making, and efficient resource utilization to mitigate the impacts of disasters and enhance community resilience.
3. In lieu of these, this Office through the SGOD DRRM and Planning and Research Section will conduct a live-out orientation workshop on the analysis and management of DRRM and other BEIS data elements and provide technical assistance (TA) in connection with the implementation of the BEIS and LIS.
4. The orientation-workshop will be conducted in two (2) batches on the following dates, with the venue to be announced in a separate memorandum/advisory.

Batch 1 (Zone 1 and Zone 4)	April 9, 2025
Batch 2 (Zone 2 and Zone 3)	April 10, 2025

5. Each school is allowed to send **one** (for public and private elementary and secondary schools) **or two participants** (for Integrated Schools), preferably the School Head, DRRM/BEIS/LIS Coordinator, Administrative Officer, Registrar or Administrative Assistant, who are required to bring their accomplished BEIS data gathering forms, a laptop and an extension cord.
6. Additionally, in reference to DepEd Order No. 2, s. 2024 (*Immediate Removal of Administrative Tasks for Public School Teachers*), all concerned are reminded that **no teaching personnel** should be assigned in this activity.
7. For participation on a holiday, public non-teaching and teaching-related participants shall be granted Compensatory Overtime Credit (COC) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2015.



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8. Expenses on food and the venue of this activity shall be charged to the SDO SGOD DPRP fund while the travel and other incidental expenses of the school-based participants shall be charged against their respective school local funds/ MOOE, subject to the existing budgeting, accounting, and auditing rules and regulations.
9. For information, guidance, and compliance of all concerned.

By Authority of the OIC-Schools Division Superintendent

  
**EVA S. TOLENTINO**  
Administrative Officer V  
Officer-in-Charge



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