



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

May 2, 2025

DIVISION MEMORANDUM
No. **308**, s. 2025

**SDO PAMPANGA DISASTER RISK REDUCTION AND
MANAGEMENT (DRRM): PROJECT CADRE LEVEL 4
MEDICAL TEAM**

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the School Governance & Operations Division (SGOD)-DRRM Unit conducts the “SDO Pampanga Disaster Risk Reduction and Management (DRRM): Project Cadre Level 4 Medical Team” in partnership with the Office of the Civil Defense (OCD).
2. Below is the new schedule for Project Cadre Level 4

Activity	Schedule and Venue	Facilitators
Level 4: All-Hazards Incident Management Team (AHIMT) Training	May 5-9, 2025 (Stay-In) at Greene Manor Condotel, City of San Fernando, Pampanga	Office of the Civil Defense




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3. This memorandum serves as the travel order of the following medical team members for the above-mentioned activity. In the event of suspension of work, the involved personnel are eligible to claim compensatory time-off (CTO).

NURSE-IN-CHARGE	SCHEDULE
MARIA ELENA FLORES MEIJI ROSE JINGCO	MAY 5, 2025
KRISTOFER CRAIG IGNACIO JELYN IGNACIO	MAY 6, 2025
JOSIE MEDINA MARITES S. CASTRO	MAY 7, 2025
JEFFREY JIAO JAYSON PHILIP BACANI	MAY 8, 2025
AUSTIN PASAMONTE KARL ANDREW SAMSON	MAY 9, 2025

4. Travel expenses incurred in this activity shall be charged to the school local fund subject to the existing accounting and auditing guidelines.
5. For more information, all concerned may contact the SGOD-DRRM Division Focal Person, Paula S. Meneses through drdm.pampanga@deped.gov.ph / 0932-185-1240, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
6. Immediate dissemination of this Memorandum is earnestly desired.


ROMEO M. ALIP, PhD CESO V
Schools Division Superintendent

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