



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
 Superintendent**

SEP 18 2025

MEMORANDUM

MANAGEMENT OF DEAD AND MISSING - COACHES TRAINING

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisor, Curriculum Implementation Division
 OIC-Chief Education Supervisor, School Governance and Operations Division
 Public Elementary and Secondary School Principals / OICs
 All Others Concerned

- Attached is a letter from Dr. Erwin O. Alfonso, Department Head, DRRM, dated September 10, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
- Please see the attached list of participants for reference.

Name	Designation
Mr. Eduardo L. Kondo	Project Development Officer II, DRRM
Mr. Jericho B. Ylen	Administration Assistant III

- Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI

Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encl.: As stated
 References: As stated
 To be indicated in the Perpetual Index
 Under the following subjects:

SAFETY EDUCATION COMMUNICATIONS

ELK/DM/Management of the Dead and Missing-Coaches Training

378 /September 17, 2025

UN-2025-378





Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
 City of Muntinlupa



DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT
 (Formerly Muntinlupa City Disaster Risk Reduction Management Office)

Hall of Justice Compound, Resilience Building, Susana Heights, Tunasan, Muntinlupa City
 Tel. No.: 8925-43-82

September 10, 2025

SDO CITY OF MUNTINLUPA
 Received 42AH
 Date 9.15.25
 Time 4:57 PM

To selected City Offices,

- DR. CAROLYN H. MAGALONG** - Acting Head, City Health Office
- DR. JIMMY M. EVANGELISTA** - Officer-in-Charge, Ospital ng Muntinlupa
- MS. ANALYN A. MERCADO, RSW** - Head, Social Services Department
- VIOLETA M. GONZALES, CESO VI** - OIC-SDS, SDO Muntinlupa City

Dear Mam/Sir,

Greetings from Muntinlupa City Department of Disaster Resilience and Management!

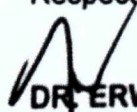
As part of the continuous capacity building of Muntinlupa City thru our department, we are pleased to announce that the **"MANAGEMENT OF THE DEAD AND MISSING – COACHES TRAINING"** will be held on **September 22-26, 2025** at Club Balai Isabel, Talisay, Batangas.

This training will contribute to a more effective, coordinated and compassionate disaster response, handling the dead and missing persons, with an overall support to the well-being of the affected communities. Another goal, is to create a pool of manpower who will be the advocates of the MDM in our city and eventually, will be able to disseminate information to the rest of the community that will enhance community resilience by incorporating MDM into DRRM planning and response.

In line, we would like to invite **TWO (2) personnel** from your office to be the participants for the upcoming training. Attached herewith is the **CONFIRMATION SLIP** that is needed to **submit on or before September 12, 2025** via email (atda0504@gmail.com) or you may submit it to our office at DDRM Resilience Building, Hall of Justice Compound, Susana Heights, Tunasan, Muntinlupa City. You may contact 0962.3299145 and look for Ms. Amy de Alday, Training Division Head should you have any concerns or clarifications.

We look forward for your participation in this training. Thank you and God Bless!

Respectfully,


DR. ERWIN O. ALFONSO
 Department Head II
 Muntinlupa City – DDRM

Noted by: 
ENGR. ALLAN A. CACHUELA
 City Administrator
 Muntinlupa City