



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2025- 411

TO : SCHOOLS DIVISION SUPERINTENDENT

FROM : JOCELYN DR ANDAYA
Regional Director NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations

**SUBJECT : REGIONAL GAWAD KALASAG: SEARCH FOR EXCELLENCE IN
DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) AND
HUMANITARIAN ASSISTANCE CY 2025.**

DATE : May 5, 2025

1. In preparation for the Regional Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) this coming June, 2025, all Schools Divisions are encouraged to participate in this laudable program of the Office of the Civil Defense (OCD). Each Schools Division will select the best performing school on DRRM, **one (1) public elementary school** and **one (1) public secondary school**. All Division entries must be endorsed by their respective Schools Division Superintendent and to be submitted to the Office of the Civil Defense – NCR, 15th Avenue Murphy, Cubao, Quezon City on or before June 04, 2025.

2. Attached is a letter from the Office of the Civil Defense National Capital Region, for your information and guidance.

3. For any query, please contact Mr. Perlito G. Mandalad, Project Development Officer II, Education Support Services Division-NCR at mobile no. 09196262308.

4. Immediate and wide dissemination of this Memorandum is desired.

essd/lito25



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Memorandum
No. 13 s. 2025

TO : All Concerned MMDRRMC Member Agencies

FROM : Chairperson, MMDRRMC

SUBJECT : Conduct of Regional Gawad KALASAG (GK) Seal and Special Awards for DRRM and Humanitarian Assistance CY 2025 Activities and Reconstitution of the Regional Validation Committee and Regional Selection Committee

DATE : April 29, 2025

I. REFERENCES

- a. NDRRMC Memorandum Circular No. 3, s. 2025 or the Guidelines for the Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance;
- b. National Gawad KALASAG Committee Resolution No. 09, s. 2025; and
- c. NDRRMC Memorandum No. 103, s. 2025 or the Commencement and Call for Entries for the 25th Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance CY 2025

Reference "a" and "b" pertains to the guidelines on the criteria (requirements/qualifications), procedures (phases/steps), processes (assessment/selection/evaluation process), including the timelines for the implementation of Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance and the Resolution Recommending with Conditional Approval of the CY 2025 Gawad KALASAG Seal for Excellence in DRRM and Humanitarian Assistance Guidelines. While reference "c" provides direction to commence the regional validation for GK Seal for LDRRMCO Category and Special Awards Categories.

II. PURPOSE

This Memorandum is issued to supplement the NDRRMC MC No. 3, s. 2025 and prescribe the timeline of activities for the effective implementation of the Gawad KALASAG Program in NCR. Additionally, it seeks to reconstitute the Regional Validation Committee and the Regional Selection Committee to enhance the evaluation process, uphold transparency, and ensure the recognition of outstanding efforts in disaster risk reduction and management in the region. Lastly, it aims to reiterate the commencement and call for entries for GK CY2025 in NCR.

III. REGIONAL GAWAD KALASAG ACTIVITIES

The OCD NCR, as the Regional GK Secretariat, will take the lead in facilitating the following activities:

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GK Activities	Schedule
GK Special Awards Categories	
Regional GK Orientation	April 22-24, 2025
Call for Entries	Deadline: June 4, 2025
Regional Desk Evaluation of the entries for GK Special Awards	June 16-17, 2025
Regional Field Validation	June 18-July 11, 2025
Regional Deliberation of Winners	July 17, 2025
Endorsement of the Regional Finalist to the NGKC	July 29, 2025
LDRRMCO Category	
Regional GK Orientation	April 22-24, 2025
Self-Assessment of LGUs	April 25-June 13, 2025
Technical Assistance for LGUs (upon request)	May 2-June 13, 2025
Regional Desk Evaluation for the LDRRMCO Category	July 21-23, 2025
Regional Final Deliberation	July 24-25, 2025
Endorsement of Beyond Compliant and Fully Compliant LGUs to the NGKC	August 11, 2025

The Metro Manila Disaster Risk Reduction and Management Council (MMDRRMC) enjoins its member agencies and all Local DRRM Councils as well as all concerned DRRM stakeholders of Metro Manila to actively support and participate in the said program.

The MMDRRMC also enjoins its member agencies and all Local DRRM Councils as well as all concerned DRRM stakeholders of Metro Manila to extend Call for Nomination for Special Recognition (Heroic Act, Special Recognition for Individual and Organization) within the National Capital Region.

IV. SELECTION COMMITTEES

Trained and oriented representatives from selected MMDRRMC member agencies are requested to submit Office Orders officially designating them as members of the Regional Validation Committee (RVC) for the GK Seal – LDRRMCO Category, and the Regional Selection Committee (RSC) for the GK Special Awards, in line with existing guidelines.

To support the effective implementation of the Gawad KALASAG Program in the region, the designated RVC and RSC members are expected to actively participate in the program's major activities, including:

- Conduct of Technical Assistance
- Desk Evaluation
- Field Validation
- Final Deliberation

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For the LDRRMCO Category, if any Metro Manila LGU is ranked among the top three Beyond Compliant LGUs per classification at the national level and qualifies for national field validation, a member of the RVC shall be designated to join the National Validation Committee. The RVC representative will participate in the national field validation to observe and confirm the LGU's actual accomplishments.

In line with the above, the following are the member agencies composing the RVC and RSC, based on Annex C of NDRRMC Memorandum Circular No. 3, s. 2025.

COMPOSITION OF THE REGIONAL VALIDATION COMMITTEE (RVC)	
	AGENCY
Team Leader	OCD-NCR
Members	DOST-NCR DILG-NCR DSWD-NCR MMDA

COMPOSITION OF THE REGIONAL SELECTION COMMITTEE (RSC)	
CATEGORY: Best Civil Society Organization	
	AGENCY
Team Leader	MMDA
Members	DSWD-NCR OCD NCR
CATEGORY: Best Volunteer Organization	
Team Leader	MMDA
Members	BFP NCR OCD NCR
CATEGORY: Best People's Organization	
Team Leader	DSWD NCR
Members	DILG NCR/PIA NCR OCD NCR
CATEGORY: Government Emergency Management and Response Team (GEMs)	
	AGENCY
Team Leader	OCD NCR
Members	JTF NCR BFP NCR
CATEGORY: Hospital	
National Government Hospital; Local Government Hospital; Private Hospital	
Team Leader	DOH MMCHD
Members	BFP NCR OCD NCR
CATEGORY: School	
Public Elementary School	
Team Leader	DEPED NCR
Members	DPWH NCR OCD NCR
Public High School	
Team Leader	DEPED NCR

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REPUBLIC OF THE PHILIPPINES
METRO MANILA DISASTER RISK REDUCTION & MANAGEMENT COUNCIL
 METRO MANILA DISASTER RISK REDUCTION AND MANAGEMENT OPERATIONS CENTER, MMCMC,
 GUADALUPE, MAKATI CITY



Members	DPWH NCR/DOST NCR OCD NCR	
CATEGORY: Private Organizations (Business/Corporate)		
	NAMES	AGENCY
Team Leader	DTI NCR	
Members	PIA-NCR OCD NCR	
CATEGORY: Higher Education Institution		
Team Leader	CHED NCR/DOST NCR	
Members	-BFP NCR/DOST NCR/ PIA NCR/DPWH NCR OCD NCR	
CATEGORY: Special Recognition- (Individual and Organization)		
	AGENCY	
Team Leader	PIA-NCR	
Members	MMDA OCD NCR	
CATEGORY: Heroic Act (Individual/Group Living; Individual/Group Posthumous)		
Team Leader	PIA NCR	
Members	MMDA OCD NCR	

For guidance and compliance.


HON. ROMANDO S. ARTES
 Chairperson, MMDRRMC and
 Chairman, MMDA

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