



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

11 NOV 2025

DIVISION MEMORANDUM
No. 704, s. 2025

**SCHOOLS DIVISION OFFICE OF IMUS CITY OFFICIAL AND
PERSONNEL ASSIGNED TO THE DISASTER RISK REDUCTION
MANAGEMENT OFFICE (CDRRMO) COMMAND CENTER FOR
TROPICAL CYCLONE UWAN (FUNG-WONG)**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public and Private Schools)
All Others Concerned

1. To facilitate effective coordination between the Schools Division Office of Imus City (SDOIC) and the City Government of Imus in preparation for and in response to the anticipated impact of Tropical Cyclone Uwan (Fung-Wong), this Office informs the field of the designated official and personnel assigned to the City Disaster Risk Reduction and Management Office (CDRRMO) Command Center from November 8 to 11, 2025. Please refer to Enclosure No. 1 for the detailed schedule of assignments.
2. The SDOIC personnel assigned shall be entitled to a Compensatory Time-Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 (Non-monetary Remuneration for Overtime Services Rendered).
3. For inquiries, please contact Ivan Honorpette A. Mijares, Education Program Supervisor/Officer-in-Charge, School Governance and Operations Division at 09150870679.
4. Immediate and widest dissemination of this Memorandum is earnestly desired.

Digitally signed by
Mendoza Homer
Napenas
Date: 2025.11.11
15:28:59 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subject:

PROGRAMS

sgod/iham/11-8-2025

Enclosure No. 1 to Division Memorandum No. 704, s. 2025

**SCHEDULE OF DUTY AT CITY DISASTER RISK REDUCTION
MANAGEMENT OFFICE (CDRRM) COMMAND CENTER FOR
TROPICAL CYCLONE UWAN/FUNG-WONG**

Schedule		Official/Personnel	Drivers
Date	Time		
Nov. 8, 2025	1:00 PM – 11:59 PM	Homer N. Mendoza	Wilfredo Estopace Remigio Villanueva Abner Monciller
		Anthony D. Bungay	
Nov. 9, 2025	12:00 AM- 11:59 AM	Ivan Honorpette A. Mijares	
Nov. 9, 2025	12:00 PM - 11:59 PM	Christian Gabriel C. Ynieto	
		Anthony D. Bungay	
Nov. 10, 2025	12:00 AM – 11:59 AM	June Bence L. Adelan	
Nov. 10, 2025	12:00 PM - 11:59 PM	Dr. Gian Paul G. Creencia	
Nov. 11. 2025	12:00 AM – 11:59 AM	Josephus Perseus B. Banaag	
Nove. 11. 2025	12:00 PM - 11:59 PM	Winchell Y. De Vera	