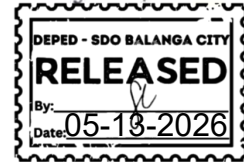




Republic of the Philippines
Department of Education

Region III - Central Luzon
SCHOOLS DIVISION OFFICE OF BALANGA CITY

May 11, 2026



DIVISION MEMORANDUM

No. 260, s. 2026

**RECONSTITUTION OF THE COMPOSITION OF THE CRISIS
COMMUNICATION MANAGEMENT TEAM (CCMT) IN CRISIS
COMMUNICATION AND MEDIA RELATIONS IN THE SCHOOLS DIVISION
OFFICE OF BALANGA CITY**

To: Assistant Schools Division Superintendent
Division Chiefs and Section Heads
Public Elementary, Junior High School,
and Senior High School Heads
All Others Concerned

1. Pursuant to *Regional Memorandum No. 003, s. 2024* entitled "Roles and Functions of the Crisis Communication Management Team in Crisis Communication and Media Relations in the Regional Office, Schools Division Offices, and Public Elementary and Secondary Schools in Region III" and in line with and in line with *Regional Memorandum No. 132, s. 2026* entitled "Submission of the Updated Composition of the Schools Division Office (SDO) Crisis Communication Management Team", this Office hereby adopts and reconstitutes the Composition of the Division Crisis Communication Management Team (CCMT) of the Schools Division Office of Balanga City, to wit:

CCMT Lead

Merlinda T. Tablan, EdD
Chief Education Supervisor

CCMT Assistant Lead

Maila M. Capulong, DPA
Education Program
Supervisor/Division Information
Officer

CCMT Members

Atty. Jayson Leo A. Visitacion
Legal Officer

Maria Carlina J. Nava
Legal Assistant



Republic of the Philippines

Department of Education

Region III – Central Luzon

SCHOOLS DIVISION OFFICE OF BALANGA CITY

Cherry Joy M. Enriquez
DRRM Coordinator/Project
Development Officer II

2. The CCMT shall have the following functions and responsibilities:

A. **CCMT Lead** shall:

- a. ensure the establishment of the CCMT in his/her respective organization and lead in the formulation and implementation of the crisis communication management plan;
- b. declare a crisis and activate the crisis plan and response;
- c. prepare the necessary reports specified in relevant DepEd issuances on standardized incident reporting, such as but not limited to the Incident Report Form and Situational Report (SitRep), and submit the same to the appropriate offices through the designated focal person;
- d. prepare Official Statements, when necessary, subject to existing DepEd policies and protocols;
- e. regularly update the top management on the status of the crisis response; and
- f. recommend post-crisis activities and intervention plans.

B. **CCMT Assistant Lead** shall:

- a. provide assistance to the CCMT Lead;
- b. assist in the formulation of the crisis communication management plan;
- c. assist in the preparation and consolidation of reports and documents related to crisis incidents;
- d. assist and act as focal person in verifying and addressing issues and concerns raised by stakeholders and the media involving the Schools Division Office and schools;
- e. coordinate with the concerned offices regarding media requests and related communications; and
- f. gather all necessary reports and documents and provide assistance in the drafting of official or holding statements.

C. **CCMT Members** shall:

- a. assist in the formulation and implementation of the crisis communication management plan; and
- b. provide the necessary information, technical assistance, and support in crisis response and management.



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3. All public elementary and secondary schools are likewise encouraged to organize and maintain their respective Crisis Communication Management Team (CCMT), consistent with existing DepEd and Regional Office issuances.
4. Immediate and widest dissemination of the contents of this Memorandum is hereby directed.

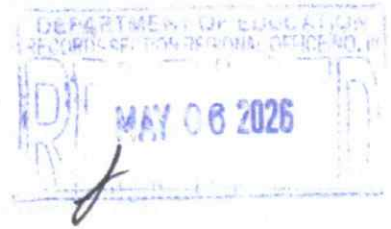

ROLAND M. FRONDA, EdD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
CRISIS MANAGEMENT

Encl: As stated
Ref No. PAU-DM-2026-01
JL/May 11, 2026



Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 132, s. 2026

SUBMISSION OF THE UPDATED COMPOSITION OF THE SCHOOLS DIVISION OFFICE (SDO) CRISIS COMMUNICATION MANAGEMENT TEAM (CCMT)

To: Schools Division Superintendents
 Division Information Officers
 Division Public Assistance Coordinators

1. As stated in Regional Memorandum No. 003 s.2024 titled Roles and Functions of the Crisis Communication Management Team in Crisis Communication and Media Relations in the Regional Office, Schools Division Offices, and Public Elementary and Secondary Schools In Region III, "the Regional Office, Schools Division Offices, and public elementary and secondary schools shall establish their respective Crisis Communication Management Teams (CCMT) composed of the following personnel:"

	RO	SDO	School
CCMT Lead	Assistant Regional Director (ARD)	Assistant Schools Division Superintendent (ASDS)	School Head (SH)
CCMT Assistant Lead	Regional Information Officer (RIO)	Division Information Officer (DIO)	School Information Coordinator (SIC)
CCMT Members	<ul style="list-style-type: none"> Regional Public Assistance Coordinator (RPAC) Legal Officer DRRM Coordinator 	<ul style="list-style-type: none"> Division Public Assistance Coordinator (DPAC) Legal Officer DRRM Coordinator 	<ul style="list-style-type: none"> School Public Assistance Coordinator (SPAC) DRRM Coordinator

2. In line with this, all SDOs are requested to submit their updated Crisis Communication Management Team Members by accomplishing the online submission form which may be accessed through <https://bit.ly/UpdatedCCMT> on or before **May 15, 2026**.

3. For information and compliance of all concerned.

TOLENTINO G. AQUINO
 Regional Director



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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:
CRISIS COMMUNICATION MEDIA PROTOCOL
PUBLIC AFFAIRS

PAU1/R03_ORD_PAU-MEMO-2026-00013/May 5, 2026



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Certificate No. PFP 0M3
2024 2026