Republic of the Philippines
Province of Nueva Vizcaya
Municipality of Bayombong

MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE

Municipal Hall, National Road corner Sgt. LB Perez St., Don Mariano Marcos, Bayombong, Nueva Vizcaya
Contact No.: 0906 631 4237 email: 2022mayorsoffice@gmail.com

November 06, 2025

HANSON T. VILLANUEVA
SMU
BAYOMBONG, NUEVA VIZCAYA

Dear Sirs and Mesdames,

Warm greetings!

In view of the latest forecast and advisories from PAGASA regarding **Tropical Depression "UWAN"**, which is within the Philippine Area of Responsibility by November 07, 2025, it is likely to move towards Northern Luzon and is possible to hit our region.

In connection to this, we are convening a Pre-Disaster Risk Assessment (PDRA) Meeting to discuss preparedness measures, resource readiness, and response protocols re: Tropical Depression "Uwan", scheduled on this day, November 07, 2025, later at 09:00 AM to be conducted at the 3rd floor Koko Pimentel Building, LGU-Bayombong.

Your presence in the said activity is much appreciated.

Thank you and God bless!

Respectfully yours,

JENKINS C. AMPAT
LDRRMO III

Noted by:

HON. ANTONIO SERGIO G. BAGASAO
Municipal Mayor/ MDRRMC Chairman

For Mr. Hanson Villanueva – or representative

NOV 07 2025

RECEIVED
Date: NOV 07 2025
Office of the University President
Saint Mary's University
Bayombong, Nueva Vizcaya

* Permanent rep: Mr. Hanson Villanueva
Alternates: Mr. Domingo Guntalilib
Jojo Macabori

* Forwarded to Sir Hanson via messenger 11/7

Scanned with CamScanner

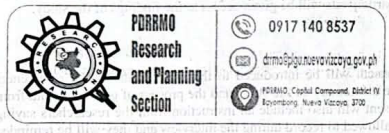
INVITATION TO ANNUAL FORUM ON CLIMATE-RESILIENT AGRICULTURE AND CLIMATE INFORMATION

Provincial Disaster Risk Reduction Management Office NOV 17, 2025, 4:45 PM
(drrmo@plgu.nuevavizcaya.gov.ph)

Good morning Sir/Ma'am:

Forwarding herewith the above-mentioned file.
For your information. Please let me know you've received it.

Thank you and stay safe.



Additionally,

Kindly note that food and meal expenses are only covered for the specified event.

RECEIVED
Date: NOV 18 2025
Office of the University President
Saint Mary's University
Bayombong, Nueva Vizcaya

Scanned with CamScanner

REPUBLIC OF THE PHILIPPINES
CAGAYAN VALLEY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
Dalan na Pavvurutun Di Dalan na Paopabalo, Regional Government Center, Carig Sur, Tuguegarao City

MEMORANDUM
No. 148 series 2025

TO	:	CHAIRPERSONS, PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS (PDRRMCs) OF BATANES, CAGAYAN, ISABELA, QUIRINO AND NUEVA VIZCAYA;
FROM	:	DIR. LEON DG RAFAEL JR. Chairperson, CVDRRMC
SUBJECT	:	INVITATION TO THE ANNUAL FORUM ON CLIMATE-RESILIENT AGRICULTURE AND CLIMATE INFORMATION
DATE	:	14 NOVEMBER 2025

1. This is in reference to the invitation of PAGASA CLIMPS regarding the Annual Forum on Climate-Resilient Agriculture and Climate Information Services 2025, A copy of the Concept Note and Agenda is hereto attached.

2. Anent this, may we respectfully invite participants from the five (5) Provincial Disaster Risk Reduction and Management Councils (PDRRMCs) of Region 2 to attend the said activity on 24 - 26 November 2025 at Alabang, Muntinlupa City.

3. Participants shall register through this link: https://bit.ly/GCF-APA_AnnualForum on or before 17 November 2025.

4. For queries about the activity, you may directly coordinate with DOST-PAGASA CLIMPS at telephone number: (02) 8284 0800 local 4920 or 4921, or through email atpagasa.climps@gmail.com. You may also contact PAGASA Northern Luzon Services Division at Mobile Number: 0966 325 5672.

5. For Information and Guidance.

RAFAEL

RECEIVED
PDRRMO
Received by: MANOY
Date: 11-17-25 Time:
Reference #: 11-130

SERVING THE NATION, PROTECTING THE PEOPLE
Tel/fax Nos: (078) 304-1630 /395-9828 E-mail Address: ocdrc2@gmail.com / region2@ocd.gov.ph
Facebook: Civil Defense Cagayan Valley
Website: www.ocd.gov.ph; www.ndrrmc.gov.ph

BAGONG PILIPINAS

Republic of the Philippines
OFFICE OF THE PROVINCIAL GOVERNOR
Bayombong, Nueva Vizcaya
-ooo-

NUEVA VIZCAYA PDRRMC Active

RELEASED
RELEASED BY
DATE/TIME: 12-13-24 9:57
REFERENCE #: 12-07

Email: pdrrmo@nuevavizcaya.gov.ph

PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

NOTICE OF MEETING

FOR:

Vice Governor
Chair, SP Committee on Climate Change and Disaster Risk Reduction
Chair, SP Committee on Environment
Chair, Committee on Public Health and Social Welfare
Chair, SP Committee on Public Safety and Peace and Order
Provincial DRRM Officer
Provincial SWD Officer
Provincial Director, DILG
District Engineer, DPWH 1st DEO
District Engineer, DPWH 2nd DEO
Provincial Engineer
Provincial Treasurer
Provincial Agriculturist
Provincial Veterinarian
Provincial General Services Officer
Provincial Health Officer
Provincial Budget Officer
Provincial ENR Officer
Provincial Planning and Development Coordinator
Provincial ITD Chief
DENR - PENRO
Provincial Director, DTI
Schools Division Superintendent, DepED
Commanding Officer, 502 IB Phil Army
DSWD-SWAD
Provincial Officer, PROCEDE
GAD Focal Person
Commanding Officer, ARESCOM
Provincial Director, NVPPO
Provincial Director, BFP
Provincial Director, TESDA
Provincial Manager, NFA
Provincial Manager, NIA
General Manager, NUVELCO
Provincial Director, DOST
President, LNB Provincial Federation
President, League of Municipalities
Administrator, PRC – NV Chapter
Provincial Chief, PSA
Head, Independent Kabalikat Civicom
Head, DeltaCom Nueva Vizcaya
Head, Pugad Lawin Philippines, Inc. NV
Executive Director, FRENDS
Chief, PAIAD
President, Saint Mary's University
President, NVSU
President, PLT College
President, King's College
President, Aldersgate College
Chief, PAGASA NV
President, PPSK
Chief, Provincial DOH Office
Provincial Officer, DICT
Provincial Manager, PIA
Provincial Administrator

SUBJECT: 4th Quarter NVDRRM Council Regular Meeting

DATE: December 6, 2024

1. The Nueva Vizcaya Disaster Risk Reduction and Management Council (NVDRRMC) will conduct its 4th Quarter Regular Meeting on December 20, 2024, 1:30 P.M at the Highlander Resort. Solano, Nueva Vizcaya.

2. The agenda folder shall be uploaded a day before the meeting and may be accessed through this link: https://tinyurl.com/4thCouncil2024 or you may scan:

RECEIVED
Date: DEC 16 2024
Signature:
Office of the President
SMU – Bayombong, NV

Republic of the Philippines
Province of Nueva Vizcaya
Municipality of Bayombong

OFFICE OF THE MUNICIPAL MAYOR

Municipal Hall, National Road corner Sgt. LB Perez St., Don Mariano Marcos, Bayombong, Nueva Vizcaya
Contact No.: 0906 631 5237

Tulay-tulay ng Gobyerno at Bayan sa Bayan!
BAYOMBONG

MARCH 19, 2024

DR. JOHN S. PALINA
President – Saint Mary's University
Bayombong, Nueva Vizcaya

Forwarded to

ATTENTION: MR. HANSEN T. VILLANUEVA

19 MAR 2024

Dear Sirs and Mesdames:

Greetings!

Please be informed of an emergency meeting scheduled on March 20, 2024 at 9:00 AM to be conducted at the MDRRMO Evacuation Center, Bayombong, Nueva Vizcaya.

AGENDA:

- Discuss the detail for the Nationwide Simultaneous Earthquake Drill for 1st Quarter of 2024.

Your presence to the said activity is very much anticipated.

Thank you.

Respectfully yours,

Hon. ANTONIO SERGIO G. BAGASAO, CPA
Municipal Mayor/Chairman of MDRRMC

RECEIVED
Date: MAR 19 2024
Signature:
Office of the President
SMU – Bayombong, NV

Republic of the Philippines
OFFICE OF THE PROVINCIAL GOVERNOR
Bayombong, Nueva Vizcaya
-ooo-

BAGONG PILIPINAS

NUEVA VIZCAYA PDRRMC Proactive

RELEASED
RELEASED BY
DATE/TIME: 12-13-24 9:27
REFERENCE #: 12-C7

Email: pdrrmo@nuevavizcaya.gov.ph

PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

NOTICE OF MEETING

FOR:

- Vice Governor
- Chair, SP Committee on Climate Change and Disaster Risk Reduction
- Chair, SP Committee on Environment
- Chair, Committee on Public Health and Social Welfare
- Chair, SP Committee on Public Safety and Peace and Order
- Provincial DRRM Officer
- Provincial SWD Officer
- Provincial Director, DILG
- District Engineer, DPWH 1st DEO
- District Engineer, DPWH 2nd DEO
- Provincial Engineer
- Provincial Treasurer
- Provincial Agriculturist
- Provincial Veterinarian
- Provincial General Services Officer
- Provincial Health Officer
- Provincial Budget Officer
- Provincial ENR Officer
- Provincial Planning and Development Coordinator
- Provincial ITD Chief
- DENR - PENRO
- Provincial Director, DTI
- Schools Division Superintendent, DepED
- Commanding Officer, 502 IB Phil Army
- DSWD-SWAD
- Provincial Officer, PROCEDE
- GAD Focal Person
- Commanding Officer, ARESCOM
- Provincial Director, NVPPO
- Provincial Director, BFP
- Provincial Director, TESDA
- Provincial Manager, NFA
- Provincial Manager, NIA
- General Manager, NUVELCO
- Provincial Director, DOST
- President, LNB Provincial Federation
- President, League of Municipalities
- Administrator, PRC – NV Chapter
- Provincial Chief, PSA
- Head, Independent Kabalikat Civicom
- Head, DeltaCom Nueva Vizcaya
- Head, Pugad Lawin Philippines, Inc. NV
- Executive Director, FRENDS
- Chief, PAIAD
- President, Saint Mary's University
- President, NVSU
- President, PLT College
- President, King's College
- President, Aldersgate College
- Chief, PAGASA NV
- President, PPSK
- Chief, Provincial DOH Office
- Provincial Officer, DICT
- Provincial Manager, PIA
- Provincial Administrator

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DATE: December 6, 2024

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2. The agenda folder shall be uploaded a day before the meeting and may be accessed through this link: https://tinyurl.com/4thCouncil2024 or you may scan:

RECEIVED
Date: DEC 16 2024
Signature:
Office of the President
SMU – Bayombong, NV

Republic of the Philippines
PROVINCE OF NUEVA VIZCAYA
-oOo-
NUEVA VIZCAYA WATERSHED MANAGEMENT COMMITTEE (NVWMC)

Capitol Compound, Bayombong, Nueva Vizcaya
Email Address: nvwmc2019@gmail.com

VISION: "A WATERSHED HAVEN where spiritually, socially, politically, and culturally and economically empowered people are living in peace and prosperity"

MISSION: "To effect and implement a collaborative governance and management system for Nueva Vizcaya watersheds towards the sustainability of its ecosystem and the benefits it provides to the communities and stakeholders within its bounds".

***The Provincial Local Government Unit - Nueva Vizcaya Watershed Management Committee Operations and Coordination Office** is tasked to "Provide coordination and linkage functions for all NVWMC members and its partners and coordinate the implementation of programs and project for watershed conservation, management, and development.*

SERVICES OFFERED

Data/ Information and or Lecture/Training on:

1.Watershed Characterization, Vulnerability Assessment (VA) and Preparation of Integrated Watershed Management Plan (IWMP);
2. Environmental Impact Study (EIS)
3. Watershed Data and Thematic Maps;
4.Technology Information in Plantation Development and Management;
5. Soils and Plant Nutrition;
6. Nursery and Plantation Pest and Diseases Control;
7. Seed Technology (germination, seed collection calendar);
8. Plant Propagation (with emphasis on macro-somatic clonal propagation)

contact us:
e-mail address:
nvwmc2019@gmail.com
contact number:
0917-102-8961
0965-790-3620

February 20, 2024

OG-057-2024
NVWMC-OCU
RELEASED
DATE 2-23-2024
BY Lhen

DR. JOHN OCTAVIOUS S. PALINA
President
Saint Mary's University
Don Mariano Marcos, Bayombong, Nueva Vizcaya

Dear Sir,

Environmental greetings!

The Nueva Vizcaya Watershed Management Committee (NVWMC) Secretariat are currently updating the NVWMC directories in the preparation and arranging activities for the committee. It requires the name of the agency/institution's head of office, contact details, permanent and alternate representatives to participate in various NVWMC activities and have the authority to make decision on behalf of the agency/institution.

In this regard, may we request your good office to **update your contact information** based on the required information on the sheet attached herewith.

Kindly send your response on or before March 9, 2024, through our email *nvwmc2019@gmail.com* or group chat the NV Watershed Management Committee.

We appreciate your continued support and cooperation.

Respectfully yours,

FOR. HENRY P. PATRICIO
Head Secretariat, NVWMC

ok; pls. update form then submit (c/o Iya). Ty, Sir

RECEIVED
Date: FEB 23 2024
Signature:
Office of the President
SMU – Bayombong, NV

* Permanent rep: Dr. Allen Mayguis
Alternate rep: Dr. Elsa Cajucom

26 FEB 202

* ok - 2/27

PLGU-PENARO and SMU-CNS Environmental Stewardship Collaboration

Pursuant to Ordinance No. 2013-084: An Ordinance locally adopting Republic Act No. 9512 otherwise known as the Environmental Awareness and Education Act of 2008 Declaring the month of November of each year as Environmental Awareness Month, the Provincial Local Government Unit of Nueva Vizcaya through the Provincial Environmental Awareness and Education Team (PEAE) with its lead offices, the Provincial Environment and Natural Resources Office in cooperation with the Department of Education Schools Division of Nueva Vizcaya - Youth Formation Unit conducted contested activities involving the public and private secondary schools in the province with the theme "*Balon ng Buhay: Pahalagahan, Pagbabago ng Klima, Ating Tugunan."*

Dr. Elsa L. Cajucom, the elected Chairperson of PEAET TWG and the team members organized the contested activities of this year's Environmental Awareness cum YES-O Month! (1) Sayawit para sa Kalikasan, (2) tiktoKalikasan, and (3) Pasiklaban ng mga Proyektong MakaKalikasan. PEAET thru the full support of PENARO under the headship of For. Tito Tanguilig proposed a PhP 500, 000.00 for the cash incentives of winners and consolation prizes to the non-winners. The budget was approved and been granted by the Office of the Governor Jing V. Gambito. The culmination program was conducted on November 30, 2023, at the NV Convention Center, Capitol, Bayombong, Nueva Vizcaya.







Culminating Activity

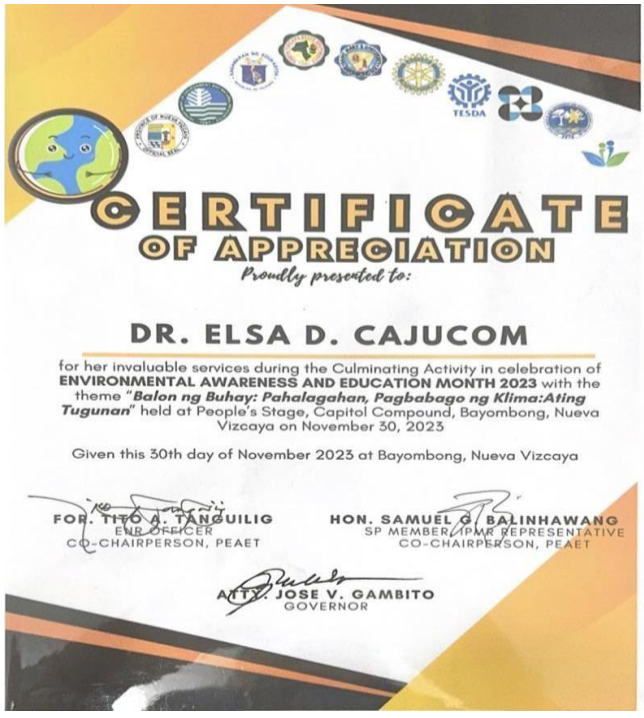
IN CELEBRATION OF
ENVIRONMENTAL AWARENESS & EDUCATION MONTH 2023
PEOPLE'S HALL, CAPITOL COMPOUND, BAYOMBONG, NUEVA VIZCAYA

PART 1

TIME	ACTIVITY	
8:00- 8:30 AM	Arrival & Registration of Participants	
8:30- 12: 00 NN	Tiktokalikasan Presenter 1-15 (Junior High School) Presenter 1-15 (Senior High School)	**VENUE** : Paniqui Hall, Main Building, Capitol Compound
	Pasiklaban: Proyektong Maka-Kalikasan Presenter 1-5	**VENUE :** Provincial Treasury Conference Hall, Main Building, Capitol Compound
12:00 NN-1:00 PM	**LUNCH BREAK**	

PART 2

1:00 – 2:00 PM	Invocation	**Lito A. Calub, RPF**
	National Anthem	**Genita P. Dulnuan, RPF**
	Acknowledgement of Participants	**Tracy Ann A. Martin, RPF**
	Welcome Message	**Hon. Samuel G. Balinhawang** SP Member/ IPMR Representative
	Inspirational Message	**Atty. Jose V. Gambito** Governor
		Mr. Orlando E. Manuel, PhD., CESO V Deped Superintendent
		Mr. Nelson P. Honrado, LLB Regional Director, EMB-DENR R02
2:00 – 2:15 PM	Presentation of Judges Tiktokalikasan Pasiklaban: Proyektong Makakalikasan Sayawit	**Vibian M. Arzadon, EnP** PENARO Secretariat
2:15- 3:00 PM	Presentation of Criteria for Judging Sayawit para sa Kalikasan Presenter 1-10	**Dr. Elsa D. Cajucom** PEAET TWG Chairman
3:00 – 4:00 PM	Awarding of Certificates Closing Remarks	**Tito A. Tanguilig, RPF** ENR Officer



CERTIFICATE OF APPRECIATION

Proudly presented to:

DR. ELSA D. CAJUCOM

for her invaluable services during the Culminating Activity in celebration of **ENVIRONMENTAL AWARENESS AND EDUCATION MONTH 2023** with the theme "***Balon ng Buhay: Pahalagahan, Pagbabago ng Klima:Ating Tugunan***" held at People's Stage, Capitol Compound, Bayombong, Nueva Vizcaya on November 30, 2023

Given this 30th day of November 2023 at Bayombong, Nueva Vizcaya

FOR. TITO A. TANGUILIG
ENR OFFICER
CO-CHAIRPERSON, PEAET

HON. SAMUEL G. BALINHAWANG
SP MEMBER/ IPMR REPRESENTATIVE
CO-CHAIRPERSON, PEAET

ATTY. JOSE V. GAMBITO
GOVERNOR

Republic of the Philippines
PROVINCE OF NUEVA VIZCAYA
BAYOMBONG

PROVINCIAL ENVIRONMENTAL AWARENESS AND EDUCATION TEAM (PEAET)

NOTICE OF MEETING

December 9, 2024

PENARO
RELEASED BY: EA
DATE: 14/10/2024
TIME: 9:16
REF. NO.: 4521

DR. JOHN OCTAVIOUS S. PALINA
President, Saint Mary's University
This Province

Dear Dr. Palina,

Warm Environmental Greetings!

The **Provincial Environmental Awareness and Education Team (PEAET) and its Technical Working Group (TWG)** is set to convene its meeting on **December 16, 2024 @ 1:00 PM** to be held at Livelihood and Pasalubong Center, Magsaysay, Bayombong, Nueva Vizcaya.

Anent this, may we request you or your permanent representative to attend and discuss the following agenda to wit:

1. Post assessment on the recently conducted activities of the Environmental Awareness and Education Month celebration;
2. Other matters.

For confirmation, kindly contact Ms. Charmane Joy Navarro @ cellphone number 09958697936 or email us at envidivisionenro@gmail.com

We highly appreciate your continuous support as our partner in this noble endeavor.

Very truly yours,

TITO A. TANGUILIG, RPF
Environment and Natural Resources Officer
Co-Chairperson, PEAE Team

For Dr. Elsa –
if available, (or rep.)
12 Dec 24

Noted by:

HON. CASTILLO B. TIDANG, JR.
Indigenous People's Mandatory Rights (IPMR) Representative
Co-Chairperson, PEAE Team

not available
representative
12/12

RECEIVED
Date: DEC 12 2024
Signature:
Office of the President
SMU – Bayombong, NV

* Permanent rep; Dr. Elsa Cajucom
Alternate: Dr. Allen Marquez

CERTIFICATE
OF APPRECIATION

is proudly presented to

SAINT MARY'S UNIVERSITY

in recognition of your unwavering commitment and active participation in the **SEARCH FOR MAKAKALIKASANG BARANGAY 2025** in celebration of **ENVIRONMENTAL AWARENESS AND EDUCATION MONTH 2025** with the theme: *"Kalikasan ay Buhay, ating Mahalin; Hamon ng Klima, Sama-samang Harapin"*

Your dedication and efforts in promoting environmental stewardship and sustainable SWM practices and innovations exemplify commitment to protect our natural resources and building a greener province.

Given this 4th day of December 2025 at Carlos M. Padilla, Convention Center, Bayombong, Nueva Vizcaya

ARLENE S. TARRANCO, RPF
Acting ENR Officer
Co-chairperson, PEAET

HON. CASTILLO B. TIDANG, JR.
Chairman on Environmental Protection
Natural Resources and Climate Change
Co-chairperson, PEAET

ATTY. JOSE V. GAMBITO
Governor

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement entered into and executed between:

The **PROVINCIAL GOVERNMENT OF NUEVA VIZCAYA**, a local government entity, with principal office address at Provincial Capitol Compound, Bayombong Nueva Vizcaya, Philippines, represented herein by the Honorable **Governor ATTY. JOSE V. GAMBITO,** herein referred to as **PLGU NUEVA VIZCAYA;**

-and-

SAINT MARY'S UNIVERSITY OF BAYOMBONG, with business and postal address at Ponce St., Bayombong, Nueva Vizcaya, a duly recognized institution by the Commission on Higher Education (CHED), represented by its President, **Dr. JOHN OCTAVIOUS S. PALINA** to be referred to as "**SMU".**

Each entity may hereinafter be referred to individually as a 'Party' and collectively as the 'Parties'."

-WITNESSETH-

WHEREAS, the establishment of a Vernacular Ecological Station (VES) as part of the Climate Change initiatives of SMU under Project WEALTH 2.0 underscores the vital role of indigenous communities in environmental protection by integrating their traditional knowledge, systems, and practices into sustainable conservation efforts.

WHEREAS, the VES to be established can become a learning resource and a venue to showcase innovativeness in environmental governance as it recognizes and promotes the ingenuity of the indigenous communities in Nueva Vizcaya towards environmental sustainability.

WHEREAS, the Provincial Local Government of Nueva Vizcaya (PLGU Nueva Vizcaya) recognizes the imperative of providing financial support to effectively advance its agenda on Forest Conservation and Development, ensuring the sustainable management and protection of the province's natural resources.

WHEREAS, PLGU Nueva Vizcaya and SMU agree that it is necessary to enter into a Memorandum of Agreement which defines areas of cooperation and commitment of each party in carrying out the VES project.

NOW, THEREFORE, in consideration of the aforementioned premises and the mutual covenant hereafter set forth, the parties to this agreement have agreed as follows:

ARTICLE 1 SCOPE OF AGREEMENT

This agreement provides the implementation of the establishment of VES as part of the SMU Climate Change Research and Development Program.

CLEARED
OFFICE OF THE LEGAL COUNSEL
SEP 05 2025

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ARTICLE 2 RESPONSIBILITIES OF THE PARTIES

A. SMU will, within the approved framework of CHED-approved terms of reference and guidelines on implementing the said research program:

1. Receive and utilize the fund from PLGU Nueva Vizcaya based on the line items budget and work plan of the approved project proposal in accordance with auditing and accounting rules and regulations.
2. Ensure that the project shall be fully completed in accordance with the approved work plan and Term of Reference.
3. Submit to PLGU Nueva Vizcaya progress and annual report and audited financial statement indicating all project expenditure.
4. Submit a full technical report with findings and recommendations at the end of the project implementation.
5. Coordinate with the identified Municipal Local Government Unit and other relevant stakeholders the activities in setting up VES in their area.

B. The PLGU Nueva Vizcaya will:

1. Allocate and provide the necessary fund requirement and transfer the same to Saint Mary's University (SMU) the allotted budget for the project.
2. Conduct monitoring and project review to get update on the progress and accomplishments of the project.
3. Require progress and terminal reports from SMU reflecting accomplishments and expenditures incurred, with the financial liquidation documents duly audited in accordance with existing NGAA and other relevant COA regulations.
4. Provide policy support and facilitate collaboration among relevant government agencies, local government units, and other stakeholders to enhance the sustainability of the project.
5. Ensure the issuance of an Ordinance or Resolution by the Sangguniang Panlalawigan, granting the Governor authority to enter into this Memorandum of Agreement (MOA) on behalf of the PLGU of Nueva Vizcaya.

ARTICLE 3 CAPABILTY BUILDING

The Contracting Parties will jointly:

1. Conduct workshops on integrating indigenous environmental practices with modern sustainability approaches.
2. Offer training for faculty and students on conducting research in ecological conservation; and

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: _____

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3. Provide training in policy advocacy and community engagement in environmental governance.

ARTICLE 4 COMMON PROVISIONS

1. The Parties confirm that neither Party shall disclose or distribute any confidential information that is supplied to the order Party in the course of conduct of co-operative activities under this Memorandum of Understanding to any third party except as and to the extent authorized in writing to do so by the other Party.

2. The parties shall ensure compliance with Republic Act No. 10173 (Data Privacy Act of 2012) in handling, storing, and processing confidential data obtained during the project implementation. No party shall disclose any sensitive information to third parties without prior written consent, except as required by law.

3. In case of any dispute, controversy, or claim arising out of or relating to this agreement, the parties shall endeavor to settle the matter amicably through negotiation. If unresolved, the dispute shall be referred to the courts of competent jurisdiction in Bayombong, Nueva Vizcaya, or subject to arbitration per Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004).

4. All research findings, publications, and intellectual property produced under this agreement shall be jointly owned by SMU and PLGU Nueva Vizcaya, with SMU having the primary right to publication and utilization for academic and research purposes. Any commercialization of the research output shall require mutual consent.

5. Neither party shall be liable for failure to perform obligations due to unforeseen events beyond their reasonable control, including but not limited to natural disasters, war, pandemics, or government-imposed restrictions. In such cases, the affected party shall notify the other party in writing within fifteen (15) days.

ARTICLE 5 AMENDMENTS

This Memorandum of Agreement may be modified or amended as necessary, provided that any such modifications or amendments shall be made in writing with the mutual consent of both Parties. In such cases, a new MOA shall be executed or a Supplemental MOA shall be issued to formally incorporate the agreed-upon changes.

ARTICLE 6 VALIDITY

This Memorandum is valid for one (1) year starting from the date the parties have affixed the final signature below.

IN WITNESS WHEREOF, the Parties hereto have affixed their signatures on this ___ day of _____, 2025, at Bayombong, Nueva Vizcaya, Philippines.

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: SEP 09 2025

Scanned with CamScanner

By: Provincial Local Government of Nueva Vizcaya

ATTY. JOSE V. GAMBITO
Governor
Valid ID: ORN -006 -0817-0124-9

Date signed: _____

By: Saint Mary's University

DR. JOHN OCTAVIOUS S. PALINA
University President
Valid ID: TIN: 106-651-097-000

Date signed: _____

WITNESSES:

ARLENE S. TARRANCO, RPF
Acting Environment and Natural Resources Officer

DR. ELSA L. CAJUCOM
Center for Natural Sciences
Director

DR. JOMAN J. BALITON
School of Health & Natural Sciences
Academic Dean

Scanned with CamScanner

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF NUEVA VIZCAYA) S.S
MUNICIPALITY OF BAYOMBONG)
X.....X

BEFORE ME, a Notary Public, this _____ day of 14 OCT 2025 2025 at the Province of Nueva Vizcaya personally appeared the above named persons known to me to be the same person who executed the foregoing instrument and acknowledge to me that the same is their voluntary act and deed.

This instrument consists of four (4) pages including this page where the acknowledgement is written.

WITNESS MY HAND AND NOTARIAL SEAL.

ATTY. ANDREW M. PALMA
Notary Public for the Province
of Nueva Vizcaya
Not. Com. No. 27-23 until 2025
Roll of Attorney's No. 62993
PTR No 2962144; 12-18-'24 for 2025
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Page No. 81;
Book No. 14;
Series of 20 25;

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MEMORANDUM OF AGREEMENT

This agreement made and entered into by and between:

ST. MARY'S UNIVERSITY OF BAYOMBONG, a private Catholic education institution duly organized and existing in accordance with the laws of the Republic of the Philippines with office address at Bayombong, Nueva Vizcaya with TIN No. 000-542-627-000, represented in this act by its President, **Dr. John Octavious S. Palina,** hereinafter referred to as the ***FIRST PARTY***,

-and-

R2 SAFEWASTE MANAGEMENT SERVICES, a hazardous waste transporter duly organized and existing in accordance with the laws of the Republic of the Philippines with business address at Ipil Street, District 1, Cauayan City, Isabela, represented in this act by its Proprietor, **Mr. Samuel B. Castillejos**, hereinafter referred to as the ***SECOND PARTY***,

WITNESSETH: That

WHEREAS, the **SECOND PARTY** is a **DENR-EMB** registered transport service provider of Hazardous Wastes with registration number **OL-TP-R2-31-000044** operating in compliance with the laws, rules and regulations on environmental protection of the Republic of the Philippines;

WHEREAS, the FIRST PARTY seeks to engage the services of the SECOND PARTY, recognizing its established credibility and expertise in handling hazardous waste transportation;

WHEREAS, the SECOND PARTY warrants to the FIRST PARTY that the hazardous waste it has collected will be diligently transported to a registered Treatment, Storage, and Disposal (TSD) Facility for appropriate treatment, and subsequently disposed of in a sanitary landfill in full compliance with legal mandates. Additionally, the SECOND PARTY further warrants that all its licenses or accreditations are established and diligently complied with in accordance with relevant laws, rules, and regulations, ensuring comprehensive adherence to regulatory standards.

NOW, **THEREFORE**, for and in consideration of the foregoing and the covenants herein set forth, both **PARTIES** enter into this agreement subject to the following terms and conditions:

TERMS AND CONDITIONS:

1. The **SECOND PARTY** shall collect the hazardous waste of the **FIRST PARTY** and transport it to a DENR-EMB registered TSD Service provider for treatment and final disposal;

2. The **FIRST PARTY** will be responsible for the absolute segregation and containment of the following:

A. Medical sharps in a puncture proof and lockable container;

B. Blood, body fluids and other pathogenic wet waste in a plastic and sealable Med-Bin provided by the **SECOND PARTY** for free;

C. Dry hazardous waste in Yellow Heavy Duty plastic bags that are suitable for microbial destruction through autoclaving.

If any one of the **SECOND PARTY's** collectors will be wounded or injured ex. puncture or cut in the skin because the **FIRST PARTY'S** employees did not follow the segregation requirement by disposing sharps in the yellow trash bags for dry hazardous waste and not in the sharps containers, it shall be the **FIRST PARTY's** responsibility to give him proper medical treatment.

CLEARED
OFFICE OF THE LEGAL COUNSEL
DATE: AUG 1 2024

I. COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

Composition:

The Vice President for Administration recommends to the University President the appointment of the chair and members of the Committee on Decorum and Investigation (CODI) based on the SMU Anti-sexual Harassment Policy and Implementing Guidelines.

Functions:

1. Receive and investigate complaints on sexual harassment following the prescribed procedure ;
2. submit a report of its findings and recommendations to the Committee on Arbitration;
3. lead in the discussions on sexual harassment in the university in order to prevent occurrence of sexual harassment; and
4. Other functions as specified in the SMU Anti-sexual Harassment Policy and Implementing Guidelines.

J. CAMPUS SAFETY AND DISASTER PREPAREDNESS COMMITTEE (CSDPC)

Composition:

Chairman: Vice President for Administration
Vice Chairman: Head, Safety and Pollution Control Officer

Members:

Dean of Student Affairs and Services
Academic Deans
Basic Education Principals
Director, HRDO
Director, PPPDMO
ADSAS for Men/Women
Department Head, Criminology
University Medical Teams
NSTP Coordinator
DRRM & Safety Coordinators
Head, Security Agency

General Services Supervisor
Adviser & President, Marian Emergency Response Team
Adviser, Senior High School Emergency Response Team
President, Student Central Council
ROTC Corps Commander

Functions:

1. Ensures that safety and security measures are in place in all buildings and facilities of the University at all times;
2. Makes the necessary plans and procedures for a pro-active, quick and effective response to any calamity, disaster or major emergency cases that may affect the University, employees and students;
3. Coordinates with other external agencies for disaster preparedness programs and activities for an effective and quick response to any calamity and disaster that may affect the University;
4. Conducts the necessary disaster-preparedness drills and activities that will ensure effective response to calamities and other emergencies;
5. Supervises emergency operations within the campuses and immediate vicinity during and after a calamity or disaster;
6. Regularly inspects and submits reports to the University President regarding the safety and security assurance of the University and immediately after every calamity or disaster.

K. PERSONNEL SELECTION, RANK AND TENURE COMMITTEE (PSRTC)

Composition:

Chairman: University President
Members:
Vice Presidents

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 16
AY 2022-2023

TO: THE SELECTED NON-ACADEMIC PERSONNEL (SEE ATTACHED LIST)

RE: TRAINING ON FIRST AID AND USE OF FIRE EXTINGUISHER

DATE: 24 January 2023

In line with the Occupational Safety and Health requirements of the Department of Labor, the **Safety and Pollution Control Office(SPCO)** in cooperation with **Kabalikat Civicom** will conduct a **Basic First Aid Training and Proper Use of Fire Extinguisher** on Wednesday, **January 25, 2023 from 8:00 AM to 12:00** noon at the Aula Maria Hall, Apo Pilo Building.

The first batch of trainees from the non-academic personnel and other support staff have been selected (see attached list). The next batch will undergo a similar training on February 1, 2023 (Wednesday). It is required that all support staff should undergo the training.

Heads of Offices are hereby directed to make arrangements to allow their staff to attend the training.

JOHN G. TAYABAN, PhD
Vice President for Administration

Noted by:

JOHN OCTAVIOUS S. PALINA, PhD
University President

Room A203, Second Floor, Fr. Godfrey Lambrecht Building
SMU Main Campus, Ponce Street
Bayombong, 3700 Nueva Vizcaya, Philippines
smu.edu.ph | vpadmin@smu.edu.ph

NARRATIVE REPORT

SDG: 4: Quality Education; 13: Climate Action

Title of Activity: **Project CARE**: **C**limate **A**daptation and **R**esilience through **E**ducation (A Webinar)

Date/Time: May 4, 2024 – 10:00am to 12:30pm

Venue: Saint Mary's University via Google Meet

Organizers: Doctor of Philosophy in Science Education
Issues and Trends in Science Education
(EDSC 303)

Objectives:

Climate change is one of the most pressing challenges worldwide, affecting ecosystems, economies, and human well-being on multiple aspects. Regarding this, education is crucial for addressing these effects and equipping future generations, as it helps raise awareness, encourages adaptive strategies, mitigations, and builds resilience. Hence, this report details the initiatives and results of a recently concluded webinar that focused on enhancing climate adaptation and resilience through education.

This program entitled, *"**Project CARE**: Climate Adaptation and Resilience Through Education"* was conducted on May 4, 2025 (Sunday), targeting students, teachers, the community, and other stakeholders. Furthermore, this webinar served as a platform to spread awareness and information about climate change in the hope to integrate it in education.

Specifically, this webinar aimed to:

1. increase awareness and understanding of the causes of climate change and its environmental impacts;
2. highlight the role and importance of education in climate change adaptation and building resilience;
3. share best practices and innovative strategies in integrating climate change in community or school programs; and
4. uphold sustainable practices within schools and communities.

Beneficiaries:

The webinar participants were the beneficiaries from this activity through the shared knowledge by the speaker regarding climate change adaptation and resilience.

Participants:

Participants of this webinar were the PhD Science Education major in Mathematics and Biology students, invited teachers, and stakeholders. In total, there were 28 participants.

A. <u>Highlights of the Activity:</u>

Considering the increasing climate-related challenges affecting communities worldwide, the students of Doctor of Philosophy in Science Education in Mathematics Students of Issues and Trends in Education (EDSC 303) course, led by Dr. Analyn A. Guevarra, Head of the Health & Natural Sciences and Mathematics Cluster in the School of Graduate Studies, hosted a timely and informative webinar titled, **"Project CARE: Climate Adaptation and Resilience Through Education"**, on May 4, 2025, via Google Meet, in celebration of the Earth Day 2025. This online event aimed to deepen understanding of climate change impacts and promote education as a tool to empower individuals and communities to adapt, respond, and build resilience.

The activity was prompted by the singing of the National Anthem, followed by a solemn Saint Mary's University Prayer, through an audio-visual presentation. Ms. Jaycee D. Udanga, the moderator of the webinar, warmly welcomed the participants and introduced the session's objectives. To formally open and give the overview of the webinar, Dr. Mayvelyn S. Covita, the Dean of the School of Graduate Studies, delivered her Opening Remarks, highlighting the importance of education in adapting and building resilience to climate change. She then encouraged everyone to be informed about the topic to recognize the risks that may be faced and take actions to reduce vulnerability. Indeed, education plays a crucial role to respond to climate change.

Ms. Udanga introduced the keynote speaker, Dr. Bondee L. Peñaflor of Isabela State University Cabagan-Garitas Campus. He gave an insightful overview of climate change, emphasizing the science of climate change, its impacts, responses and actions, and shared the best practices in ISU Cabagan Campus. Dr. Peñaflor stressed that the earth is now experiencing the *"global boiling"* because of the emission of greenhouse

gases that are trapped in the earth's atmosphere. He gave a comprehensive information about how man-made sources contribute to the increase of temperature. After giving the details of the causes of climate change, the speaker introduced the global and local trends, how climate change is being felt in the Philippines, its adverse impacts to the biodiversity, and what mitigations or solutions to offer to reduce the risks of vulnerability of climate change. He then highlighted how schools can be catalysts of change by fostering climate awareness and resilience-building habits. To end his talk, the speaker presented his composed poem conveying how we partake in the preservation of the planet.

The next part of the webinar was the open forum which was participated by Ms. Grethen C. Tuquilar, Mr. Jayson Joe P. Salamida, Mr. Somerson J. Kis-ing, and Ms. Lynjane C. Tabelisma. To summarize their shared speeches, they agreed that climate change is felt in different ways, since Philippines is a diverse country. In uplands and lowlands, changes in temperature are evident, causing problems among humans, plants, and animals. In some ways, their schools lay out mitigation plans to be prepared for the typhoons, floods, and other natural disasters. Schools manifest that they build a foundation for long-term resilience such as clean-up drives, tree planting, and proper waste management. However, it cannot be denied that there are still problems regarding waste management or disposals, especially in urban schools. Notwithstanding, the students, teachers, parents, and the community, join hand in hand to promote care for the environment.

As a result, the webinar went on in a smooth motion. The meaningful topic gave the participants motivation to actively engaged in the discussions. The speaker left a significant learning through his comprehensive delivery of the topic. It was embarked in everyone's minds the urgency to unite for the preservation of the planet. As ways forward, the topic delivered was subjected for sharing in the participants' respective schools and for sustainable development.

Indeed, the webinar was successfully conducted and ended with a Closing Remarks by Mr. Christopher D. Julian, commending the active participants and able speaker, followed by a closing prayer by Ms. Jaycee D. Udanga, the effective moderator of this webinar.

B. Summary of the Activity Evaluation

Monitoring and Evaluation (M & E) Analysis

Satisfaction Level of Participants of the Session

Scale of Evaluation: 1.00 – 1.50 – Very Dissatisfied; 1.51 – 2.50 – Dissatisfied; 2.51 – 3.50 – Neither Satisfied nor Dissatisfied; 3.51 – 4.50 – Satisfied; 4.51 – 5.00 – Very Satisfied

Table 1
Level of Satisfaction of the Participants of the Session

Indicators	Mean	SD	Description
1. Mastery of Subject Matter	5.00	0.00	Very Satisfied
2. Time Management	4.69	0.48	Very Satisfied
3. Appropriateness of Learning Methodologies	4.62	0.77	Very Satisfied
4. Clearly defined objectives	4.77	0.44	Very Satisfied
5. Usefulness of training in current jobs	4.92	0.28	Very Satisfied
6. Relevance of the topics	4.92	0.28	Very Satisfied
7. Professional Conduct	4.69	0.63	Very Satisfied
Overall	**4.80**	**0.34**	**Very Satisfied**

As shown in Table 1, the participants were very satisfied with the speaker's mastery of topic/ subject matter (M=5.00, SD=0.00), time management (M=4.69, SD=0.48), appropriateness of learning methodologies (M=4.62, SD=0.77), clearly defined objectives (M=4.77, SD=0.44), usefulness of training in current jobs (M=4.92, SD=0.28), relevance of the topics (M=4.92, SD=0.28), and professional conduct (M=4.69, SD=0.63).

Overall, it yielded an average of 4.80 (SD=0.34) or qualitatively described as "Very Satisfied". This also implies that the speaker has met the session's objectives and facilitated the session very well.

Agreement Level of Participants of the Session
Scale of Evaluation: 1.00 – 1.50 – Strongly Disagree; 1.51 – 2.50 – Disagree; 2.51 – 3.50 – Neutral; 3.51 – 4.50 – Agree; 4.51 – 5.00 – Strongly Agree

Moreover, Table 2 revealed the evaluation of the participants to the management of the session.

Table 2
Level of Agreement of the Participants of the Session

Indicators	Mean	SD	Description
1. The seminar workshop met my expectation.	4.85	0.38	Strongly Agree
2. The information was important.	4.69	0.63	Strongly Agree
3. I will be able to apply the knowledge learned.	4.69	0.63	Strongly Agree
4. The speaker is knowledgeable in his/her topic.	4.85	0.38	Strongly Agree
5. The used medium of discussion throughout the lecture is good and understandable.	4.85	0.38	Strongly Agree
6. There is an adequate time provided for questions and discussions.	4.69	0.63	Strongly Agree
Overall	**4.85**	**0.48**	Strongly Agree

It can be seen from Table 2 that the participants strongly agreed that the webinar met their expectations (M=4.85, SD=0.38), the information was important (M=4.69, SD=0.63), they will be able to apply the knowledge learned (M=4.69, SD=0.63), the speaker was knowledgeable of the topic (M=4.85, SD=0.38), the used medium of discussion throughout the lecture was good and understandable (M=4.85, SD=0.38), and there was an adequate time provided for questions and discussions (M=4.69, SD=0.48). The webinar obtained an overall rating of 4.85 (SD=0.48), also indicating that the webinar was excellent.

Furthermore, the participants' comments for the sessions are as follow:

What do you like the MOST about the webinar

- *I liked how informative and comprehensive the session was.*
- *I liked the discussion and the talk of the speaker (as a whole).*
- *I liked the indicated programs to mitigate climate change.*
- *I am enlightened about the scientific explanation on climate change.*
- *What I liked most about the webinar was how informative and engaging it was. The speaker explained real-time issues in a clear and practical way, and I appreciated the opportunity to learn new insights that I can apply not only on my work but in my daily life.*

What do you like the LEAST about the webinar?

- *The technical difficulty/ glitches, which are usual during webinar.*
- *Although time management, because it extends beyond lunch time, I was well-informed about climate change.*

Other Takeaways/Comments/Suggestions

- *I commend Dr. Bondee for such an inspiring speaker. His sharing was very timely and impactful. Kudos!*
- *It's not Global Warming, it's already global boiling.*
- *The speaker shared very informative facts about the topic.*
- *Congratulations! Excellent speaker!*
- *Thank you so much for this relevant webinar!*
- *More webinars to be conducted*
- *Global Boiling is alarming.*

C. Appendices

1. Attendance Sheet

No.	Name
1.	Adriel Wansi
2.	Arlene Lu-ib
3.	Christopher Julian
4.	Cathlyn Dumale
5.	Dennis Batara
6.	Ella Tricia Aquino
7.	Eliezer M. Gom-o
8.	Grethen Tuquilar
9.	Ian Karl Cusay
10.	Jasmin Trinidad
11.	Jayson Joe Salamida
12.	Jesper Valdez
13.	Jocelyn Lumas-e
14	Khriselle Mae Beting
15.	Krystel Alfa Grapiza
16.	Lynjane Tabelisma
17.	Nelvin Nool
18.	Rahamier Tuclab
19.	Somerson Kis-ing
20.	Fernando Ilave Jr.
21.	Jaycee Udanga
22.	Terel Gay Purisima
23.	Feinx de Leon
24.	Lhester Apay-yeo
25.	Renz Pagano
26.	Dawn Bellatrix Espinosa
27.	Joshua Daodawon
28.	Edjeff A. Banggalao

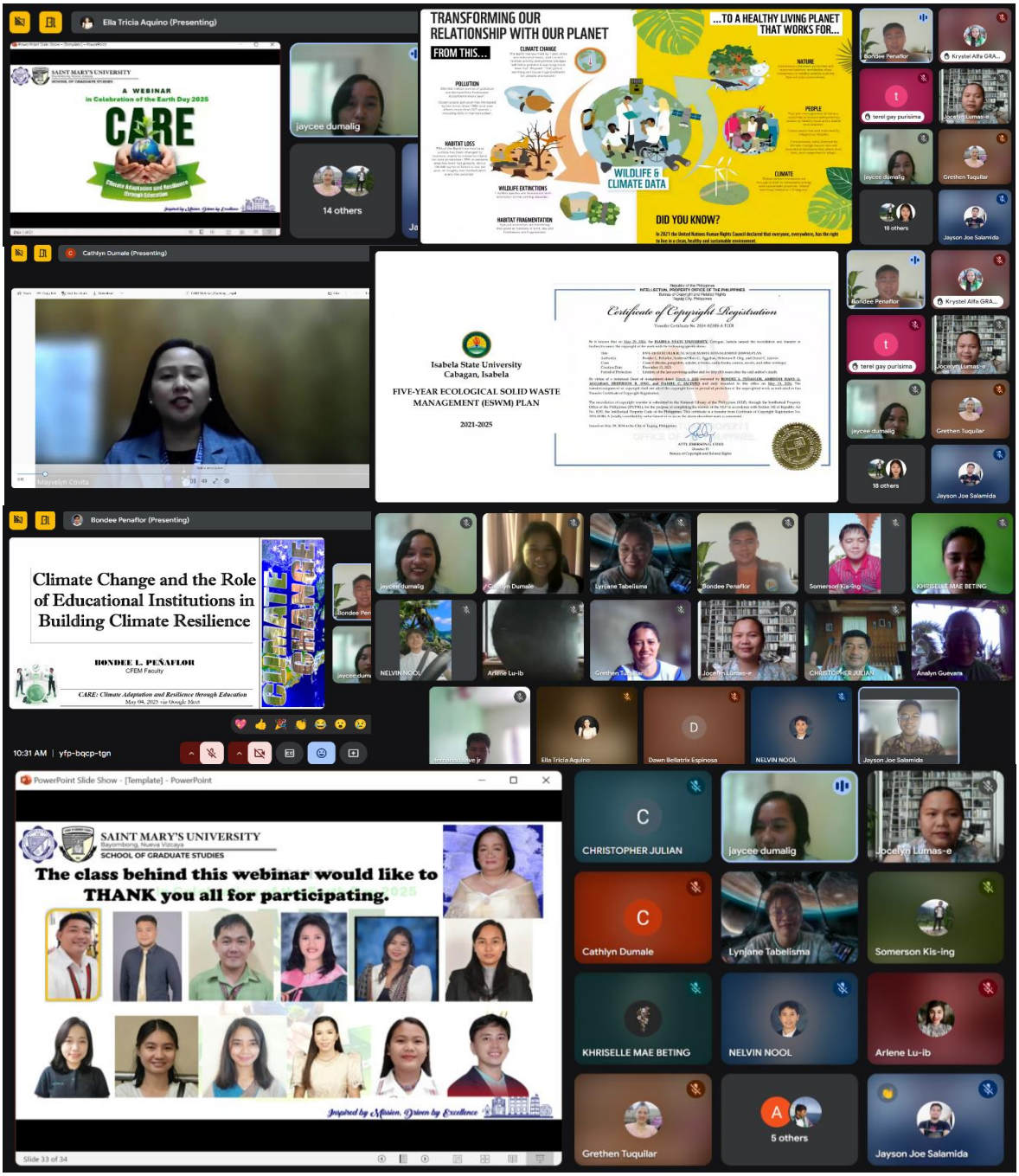
2. Program of Activities

Date	Activity	Person/s Involved
I. Pre-Implementation		
March to May 2025	*Planning and Conceptualization of the Webinar*	**Dr. Analyn A. Guevara** **EDSC 303 Students**
March 22, 2025	*Meeting and Orientation*	**Dr. Analyn A. Guevara** **MATH 331 Students**
April 10 to May 2, 2025	*Meeting and Preparation of Materials*	**MATH 331 Students**
April 21 to May 2, 2025	*Invitation of Participants and Dry run*	**Dr. Analyn A. Guevara** **EDSC 303 Students**
II. Implementation		
May 4, 2025	*Webinar*	**Dr. Analyn A. Guevara** **EDSC 303 Students**
	Evaluation and Distribution of E-Certificates	**Participants** **EDSC 303 Students**
III. Post-Implementation		
May 2025	*Completion and Submission of Narrative Report*	**Dr. Analyn A. Guevara** **EDSC 303 Students**





3. Photo Documentation



Prepared by:

EDSC 303 Class

NARRATIVE REPORT

SDG: 4

Title of Activity: ***"PSYCHOTHERAPY IN DISASTERS AND EMERGENCIES"***

Date/Time: April 30, 2025

Venue: via Zoom

Organizers: University of the Philippines Department of Psychiatry and Behavioral Medicine Psychotherapy Special Interest Group

Objectives: To provide a deeper understanding of how mental health professionals can respond effectively to psychological needs during disasters and emergencies.

Beneficiaries (if any):

Participants: Psychologists, Psychometrician, Social Workers, health Professionals

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A. Highlights of the Activity:

The speaker, Dr. Goran Mijamija, Consultant Psychiatrist, Haukeland University Hospital, Bergen, Norway, discussed intermediate interventions, interventions for disaster-affected individuals' post-disaster psychotherapeutic interventions. The speaker also presented real-life cases of crisis intervention.

B. Summary of the Activity Evaluation

The seminar made me better understand the critical role we can play not just in therapy rooms but also in communities during their most vulnerable times.

C. Appendices

1. **Attendance Sheet (scanned)**

2. **Program of Activities**

3. **Photo Documentation**



"Alagang Reyna" with the SMU extensionists

Prepared by:

Alona C. Costales
ADSAS Women

NARRATIVE REPORT

SDG: **(3) Good Health and Well-being**

Title of Activity: **Basic Water Safety & Survival Training (BWSS)**

Date/Time: May 17 - 18, 2025

Venue: CICM Covered Court, Saint Mary's University

Organizers: Marian Emergency Response Team (MERT) Officers, Trainers, and Alumni

Objectives: To assure and execute a satisfactory and safe Basic Water Safety & Survival Training (BWSS) of our trainees.

Beneficiaries (if any):

Participants: Marian Emergency Response Team (MERT) Officers, Trainees, and Alumni

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A. Highlights of the Activity

The two-day Basic Water Safety and Survival (BWSS) Training conducted on May 17–18, 2025, was a comprehensive and well-organized event spearheaded by the Marian Emergency Response Team (MERT). Prior to the start of the training at 0730H on May 17, MERT officers, along with their juniors, were mobilized to gather essential equipment. This included six Go bags, three oxygen tanks, four orange long backboards, ten life vests, one life buoy, and two large trauma bags. These items were necessary for the hands-on training sessions that would follow.

At approximately 0730H, Sir Dave Marcelo issued instructions to the next-in-command to assign teams for logistical tasks. The officers and juniors were divided accordingly. Team A, designated as the People Committee, was tasked with ensuring the safety and proper behavior of the trainees. This group was led by Mr. Earl V. Bacud, Vice President for Operations. Meanwhile, Team B, under the leadership of Ms. Alyssa Halili, the third-in-command, was assigned as the Food Committee, responsible for purchasing food and materials, refilling water jugs, and securing ice for the training. The team assignments were disseminated by the VP for Operations.

At exactly 0745H, Sir Dave Marcelo and Sir Kim Ogaya officially opened the training by discussing the do's and don'ts to ensure a safe and effective experience. Around 0900H, the trainees were instructed to change into their swimming attire, and by 0910H, the BWSS training proper began. The session, facilitated by Sir Kim Ogaya, Sir Dave Marcelo, and Sir Denmark Soriano, kicked off with warm-up exercises to prepare the participants' muscles for the day's activities.

The first skill introduced was "bubbling," a breathing technique used in swimming where one exhales underwater while the face is submerged. This helps swimmers maintain a steady rhythm and prepares them to inhale efficiently while turning their head to breathe. Afterward, trainees circled the sides of the pool to get comfortable with the water. As Sir Kim emphasized, "The water is your friend, not your enemy." Some trainees, especially those of smaller build, struggled

during this exercise, but officers and juniors quickly responded by providing life vests to those in need.

Following this, the instructors led a flutter kick drill, which helps swimmers propel forward while maintaining a streamlined position. At around 1030H, a 15-minute break was given. Training resumed at 1045H with diving techniques, where Ms. Karyn Nabulneg, a junior officer and a member of Saint Mary's University's swimming team, assisted in demonstrating proper diving form.

By 1200H, everyone paused for lunch. Officers, juniors, trainees, and instructors dined together, promoting a sense of unity. The afternoon session began at 1330H with the introduction of basic swimming strokes, starting with freestyle, which is vital for reaching a victim quickly. Trainees demonstrated varying levels of swimming ability—some were beginners, others fast learners, and a few were already strong swimmers. Officers and juniors assisted those who struggled and offered words of encouragement.

The next focus was on the frog kick, a technique that allows for powerful yet controlled movement while keeping the rescuer's upper body steady. This drill required considerable effort and coordination, and many trainees found it difficult, especially since it involved partner work—one playing the victim, the other the rescuer.

Training paused again at 1500H for the 3 o'clock prayer and another brief break. At 1515H, the trainees performed all previously learned skills in a return demonstration. The day's training concluded at approximately 1730H. Some trainees stayed to continue practicing, others enjoyed the pool, and some chose to take a bath and rest.

At 1930H, everyone gathered in formation for the evening mess. Trainees, officers, juniors, alumni, and instructors shared a meal in celebration of teamwork and camaraderie. By 2100H, the officers and juniors prepared for the highly anticipated MERT Pageant Show. Trainees were grouped, and each group selected a male candidate to represent them in the pageant. Using only available materials, they dressed their candidates creatively, highlighting the resourcefulness of the trainees. The pageant began at 2145H and ended at 2210H, followed by tent assembly and nighttime preparations.

At 2330H, lights were turned off, and officers made rounds to ensure tents were appropriately segregated by gender. At 0010H, Sir Dave, Sir Kim, and Sir Denmark called all officers and juniors for a meeting to plan the Field Training Exercise (FTX). Seven stations were created, each simulating a different emergency scenario that would require the trainees to apply their newly acquired skills. The planning meeting concluded at 0130H, and everyone took time to rest.

By 0400H on May 18, the MERT President roused the officers and juniors to begin FTX preparations. Some went to their stations to set up while others woke the trainees. Sir Denmark and Sir Appling facilitated the activity. At 0410H, the trainees were formed and grouped under the supervision of the VP for Operations. Instructions were given, and Sir Appling appointed a trainee as the Incident Commander, along with five standby medics.

At 0430H, the search team was deployed to locate the victims. Once found, they reported back to the Incident Commander, who dispatched the rescue team accordingly. The FTX ended at 0630H. During the debriefing, Sir Appling commended the effort shown but also pointed out areas for improvement. He emphasized the importance of quick decision-making and strong leadership, stating, "Dapat yung Incident Commander mabilisan ang galaw at firm sa mga commands." He also stressed the role of medics in securing the scene from interference, especially with alumni acting as victim relatives.

Following the FTX, at 0645H, the trainees changed into their training attire and joined a morning warm-up led by one of their buddies. This ended by 0730H, after which they took a bath and had their morning mess at 0800H. By 0900H, they gathered for their final water safety session, which focused on escaping techniques—important for ensuring the rescuer's own safety during rescue situations.

While training continued, some officers prepared for the trainees' final meal—a boodle fight. Training concluded at 1300H, followed by the lunch celebration. Afterward, the trainees changed into their training uniforms in preparation for graduation.

At 1500H, the MERT President led a symbolic ceremony where trainees were instructed to give a rock to someone who helped them during training, and an egg to someone who inspired them to push through. These tokens symbolized growth, resilience, and motivation.

The training officially ended at 1600H. Officers, juniors, and trainees then took time to clean their areas of responsibility. The event wrapped up at 1730H with dismissal, marking the conclusion of a meaningful and transformative BWSS training experience for all involved.

B. Appendices

1. Program of Activities



2. Photo Documentation






Discussion on Do's and Don'ts.







Day 1 of Training.






Day 1 Noon Mess









Day 2 of Training.

Prepared by:

Mr. Earl Marcus Aniel V. Bacud
VP for Operations, MERT

Noted by:

Mr. Domingo T Guntalilib Jr
Head, NSTPO

NARRATIVE REPORT

SDG: 4, 13

Title of Activity: South Intensive Program

Date/Time: February 10-21, 2025

Venue: NVSU-Bayombong, SMU, & ISU-Echague

Organizers: NVSU, SMU, ISU-Echague, Howest University, & VIVES University

Objectives: To foster interdisciplinary learning and international collaboration among students and faculty by equipping them with knowledge and practical skills in sustainable agriculture, climate change adaptation, and entrepreneurship, while promoting cultural exchange and global academic partnerships.

Participants:

1. Shemaiah Josh Misanes (BS Bio 2)
2. Jon Raven Tambo (BS Bio 1)

A. Highlights of the Activity:

Saint Mary's University (SMU) proudly served as one of the host institutions for the South Intensive Program (SIP) 2025, a dynamic academic and cultural exchange initiative that brought together 96 faculty coaches, facilitators, and students from partner universities in the Philippines and Belgium. Running from February 10 to 21, 2025, the program featured a range of interdisciplinary activities across three campuses: SMU and Nueva Vizcaya State University (Bayombong), and Isabela State University–Echague.

This year's SIP included participants from two Belgian institutions—Howest University of Applied Sciences and Vives University of Applied Sciences—and six Philippine higher education institutions: Saint Mary's University, Isabela State University, Central Bicol State University of Agriculture, Bicol University, and Camarines Norte State College.

The program culminated on February 21 at the Climate Change Center, ISU-Echague, with a case presentation on Agri-tourism farms. The presenting team featured international and local student participants: Lise De Vuyst (Howest), Michael De Turck (Vives), Angelica Socito (CBSUA), Jhoanna Joy Aquino (Bicol University), and BS Biology student Jon Raven Tambo

from SMU. Their work was guided by mentors Engr. Jefrie Alindayu (SMU) and Francis Loberanes (CBSUA), whose mentorship played a vital role in their success.

The South Intensive Program serves as a platform for global collaboration, focusing on sustainable agriculture, climate change, and entrepreneurship. It not only enhances academic engagement but also fosters cross-cultural understanding, innovation, and leadership among the next generation of global changemakers.

B. Appendices

1. Photo Documentation









Prepared by:

Dr. Elsa L. Cajucom
CNS Director

Saint Mary's University
Bayombong, Nueva Vizcaya
Campus Safety And Disaster Preparedness
EMERGENCY PREPAREDNESS PLAN
INSTITUTIONAL

CHAPTER I: AUTHORITY

a. CHED Memorandum Circular No.09 s. 2013;
b. PDRRM Act of 2010 – RA 10121

CHAPTER II. RATIONALE

Aside from the mandate of the Commission on Higher Education Memorandum Circulars and Existing Rules and Regulations of Regulating Agencies, Saint Mary's University in pursuit of its mission and vision adopts the following procedures to arouse awareness and consciousness of its stakeholders on the emergency procedures in case of earthquake, fire , flooding, typhoon or bomb threat incidents and other emergency situations . The procedures are designed to reduce the risk of injuries/death and to minimize property damages in case of these emergencies.

The teams involved must be aware of their respective duties and functions in order to have coordinated activities during emergency situations.

CHAPTER III
RESPONSIBILITIES OF
SMU DISASTER RISK REDUCTION MANAGEMENT COMMITTEE

Chairperson:

1. Shall convene the committee as needed to effectively coordinate the efforts on disaster preparedness emergency operation and recovery and rehabilitation activities
2. Shall call on all concerned office, agencies and instrumentalities of the government and Civil Society Organizations for their assistance when needed

Assistant Chairperson

- Assist the chairperson
- Perform the duties of the Chairman in her/his absence

Team Leader

- Serves as the Head of the assigned Team and give instruction to the Team members as per ordered by the Chairperson/Assistant Chairperson or act for him/her in his/her absence and perform such duties the Chairman/Assistant Chairman may assigned

First Aid Team

- Keeps the first aid kit ready at all times
- The members of the Medical and Rescue Team shall set an accommodating environment for the clientele
- Provide all needed materials and services for the victim's fast recovery

Evacuation & Rescue Team

- In case of emergency the Evacuation Team shall quickly alert all building occupants and direct them in getting out of the vicinity to the designated emergency exit.
- Organize them to the designated evacuation area
- The members of the team should conduct final and quick check of rooms and offices to ensure that all occupants have vacated the place and buildings
- Quickly conduct head counts at the evacuation area
- Other related works requested by the Chairman

Communication & Information Team

- In case of emergency, the Communication Team shall notify the School Officials, personnel and teachers regarding the status and situation of the calamity using any available means of communication
- The team leader or members shall activate the alarm system of the school to give emergency signal to all occupants
- Relay important information to the different teams
- Follow-up the call to the local Rescue units, BFP and PNP,
- Update bulletin boards, reports and other information materials, leaflets, fliers and other necessary materials
- Other related works requested by the Chairman

Transportation Team

- Get ready for all transportation equipment
- Responsible for the transport needs

- Determine the transportation needs and requirements
- Other related works requested by the Chairman

Site and Security Team

- Provides security to all evacuees, victims, and the whole area from looting
- Does other related work requested by the Chairman

Logistic, Damage and Control Team

- Check for any possible victim to be identified for proper tagging (***Red***: Severely injured, ***Orange***: mildly injured, ***Green***: Tolerable)
- Record all injured victims
- Having done with the injured people, the team needs to check too the affected area for reporting

Fire Brigade Team

- Go to the affected area as instructed by the Chairperson for the initial fire-fighting operations
- Report any outcome to the Chairperson

Supply Team

- Make an inventory of all equipment and medicines ready for use in case of emergency
- report to the Chairperson any lacking materials for appropriate action
- Issue the requested materials needed by the first aid team as approved by the Chairperson
- Counter check the inventory of materials after the event

Evacuation and Recovery Team

- Ensure the security and safety of the school populace
- Bring the identified victims in the recovery section of the school for proper action
- Assists the paramedics in case services are needed

Search and Rescue Team

- The sweepers will go around the school to check for possible victims as well as students who are trapped and need help
- Report to the Incident Command Post (ICP) for immediate action

Chapter IV
OPERATION PROCEDURES

General Operation

A. Population at risk will be evacuated in accordance to procedures established by the CSDP Committee
B. Priorities shall be determined prior to rescue and evacuation efforts.
C. Rescue and evacuation shall be done as a necessity and as a major responsibility of the CSDP Committee
D. The Chairperson shall call the evacuation order and executes other necessary actions need.
E. The Assistant Chairperson calls the shots for evacuation in the absence of the Chairperson.
F. The sweepers of the CSDP act as the overseers for the whole area.

Phases Of Operation

Phase I (Preparatory Stage)

A. Re-organization/Re-activation of SMU CSDP Committee.
B. Information dissemination from SMU CSDP Committee to students, faculty and staff, parents and nearby occupants from the school.
C. Undertake all necessary preparation as required in the plan.
D. Organization and provision of specialized training on disaster response team.
E. Massive information drive and education campaign.
F. Improvement of communication and warning system.
G. Conduct of evacuation drills and exercise.
H. Updating of contingency and evacuation plans.
I. Development of an effective disaster response at the lower level.
J. Improvement of the monitoring and feedback mechanism.

Phase II
(Disaster Period)

A. Full activation of the SMU CSDP Committee and its other linkages
B. Provision of emergency services such as relief, rescue and evacuation, transportation, emergency and medical care and communication warning.
C. Provision of timely information on actual disaster incidents.

D. Conduct of situation survey and damage assessment.
E. Close monitoring and supervision on the different teams for possible support and assistance.
F. Submission of reports.

Phase III
(Post Disaster Period)

A. Conduct SMU CSDP Committee meeting for final evaluation of the situation.
B. Determine rehabilitation requirements for disaster victims.
C. Preparation of final report.
D. Restoration, repair and rehabilitation of damaged infrastructure.
E. Conduct post disaster assessment and review the existing plan

Levels of Emergency Alert Status





I. EMERGENGY PREPAREDNESS PLAN

A. WHAT TO DO IN CASE OF EARTHQUAKE

1. Procedures

a. If indoors, seek refuge in a doorway, or under a desk or table.
b. Watch out for falling objects.
c. Keep calm and don't panic.
d. Listen to the teacher's instructions.
e. Walk out of the classroom in an orderly manner.
f. While walking along the corridors to the nearest exit of the building, be alert and look out for falling debris.
g. Quietly but quickly proceed to the designated evacuation area for the class and wait for further instructions from the teacher.
h. NEVER go back to the building once you are outside. Buildings shall be inspected by engineers for possible damage after an earthquake. Basic Education students should stay in the open area and wait for their parents/guardians to pick them up.
i. If outdoors, move quickly away from buildings and other structures.

j. If in an automobile, stop in the safest place available, preferably away from power lines, structures and trees.
k. For the teacher/head of office, make sure all students/personnel are accounted for in the designated evacuation area.

DON'T RUN, DON'T SHOUT, DON'T PUSH.

2. Phases of an Earthquake Drill

Phase 1. Alarm

A pre-arranged signal such as a siren/bell should be known to all. During the drill, the siren/bell indicates earthquake or shaking. Students and employees will be alerted by this signal.

Phase 2. Response

While the siren/bell is ongoing, everyone should move away from windows, glass or light fixtures. In this phase, everyone should perform "duck, cover and hold" under desks, tables or chairs. Remain in this position until the "shaking" stops.

Phase 3. Evacuation

Once the "shaking" stops, everyone should evacuate the school building and proceed, using predetermined routes, to identified evacuation areas.

Phase 4. Assembly

At the designated evacuation area, students must be grouped together according to the class where they belong.

Phase 5. Head Count

Teachers should check and make sure all students and staff are accounted for. and Heads of offices

Phase 6. Evaluation

An evaluation of the drill must be conducted to identify problems encountered during the drill and how this can be corrected in future earthquake drills.

3. Earthquake Drill Situations/Assumptions

a. An earthquake might happen at any time when students and employees are inside the buildings and premises. Earthquake may cause injury /or loss of lives and damage properties due to its shaking effect and of falling objects. Students or occupants may rush in securing for their safety. Stampede may occur during this situation.
b. Fire might occur as a result of accident, nature or incendiary origin within the school campus at any time. Fire may also originate from adjacent

buildings or structures and spread towards the school buildings which poses danger to employees and students.

4. Objectives of an Earthquake Drill

General:

To reduce the risk of injuries and damage to properties.

Specific:

1. To arouse consciousness and awareness of the stakeholders as well as the members of the Emergency Response Team of the procedures during emergency situation;
2. To execute the procedure in a minimum period or at the fastest time possible;
3. To get a maximum beneficial result;
4. To be familiarized with the teams' respective responsibilities during emergency situation; and
5. To familiarize the stakeholders of the exit and evacuation routes to the evacuation areas.

5. Execution of an Earthquake Drill

A. Before Any Emergency

1. A regular review of this emergency procedures shall be done by all the stakeholders and task groups; and
2. A drill shall be executed at least four times every school year;

Procedures for Day time Earthquake Drill

1. First Alarm

    a. The Classroom Teachers/Instructors shall immediately direct their students to drop, duck, cover and hold beside their chairs away from glass windows and falling objects;
    b. Immediately, the members of the ERT shall organize themselves in their respective stations and wait for further instruction from the Emergency Ground Commander (EGC);

2. Second Alarm (Situation Temporarily Stabilized)

    a. When the ground shaking is stabilized, the Emergency Ground Commander (EGC) orders evacuation; and
    b. The Evacuation Team and Security Team are activated.

3. Third Alarm (Injuries Noted)

   a. When there is a report of injury, third alarm is immediately raised by the Emergency Ground Commander (EGC); and
   b. The Rescue Team and Medical Team are activated.

6. College Campus earthquake (and Fire) Evacuation Plan and Persons in-charge

BUILDINGS	PERSON/S OR UNIT/S-IN-CHARGE	ASSEMBLY AREA
CLUSTER A 1. Administration building 2. Mary, Seat of Wisdom Chapel 3. Jubilee Library 4. Tonus gym including canteen 5. Carpentry shop, PPPDMO office 6. JVD Building	1. **Mr. Samuel Damayon** (Left wing –A building **Mr. Windel Taguiling** (Right wing – A Building) 2. **Sr. Aileen Adjaro, SIHM** 3. **Mr. David Cabonero** 4. **Mrs. Rodora Tipay** **5. Mr. Sherwin Marciano** **6. Dr. Regina Ramel**	Oval (in front of the 4 pillars) Center of oval in front chapel Oval in front of chapel
CLUSTER B 1. CL building 2. RT building 3. Main library (Van Bauwel) 4. Jurgens building (UB) 5. Sacred Heart Center	**1. Dr. Felipe Nantes Jr.** **2. Dr. Clara Gonzales** **3. Mr. Jason Maslang** **4. Dr. Joman Baliton** **5. Mrs. Joan Zipagan**	Oval (in front of the 4 Oval in front of Registrar's office
CLUSTER C 1. Hantson building 2. Tanchoco building 3. S building 4. New Engg Building 5. Fr. Sargeant building 6.	1. **Mr. Melencio Bernardino** Jr. **2. Mrs. Michelle** 3. **Mrs. Biverly Tomas** **4. Miss Elizabeth Ramos** 5. **Mr. Dante Tamayo** 6.	Oval (in front of the Engineering stage)

1. CNS building 2.Med Lab Science & Pharmacy laboratories	**1.Dr. Elsa Cajucom** **2. Mr. Gabriel Erana**	
CLUSTER D 1. Medical & dental clinics 2. St. Joseph's Inn 3. Balai na Alumni 4. De Buscherre Hotel 5. Apo Pilo building	1. **Mrs. Grace Marabut** 2. **Mr. Angelito Buccahan** 3. **Mr. Peter Tom Callang** **4. Mr. George Guiab** **5. Mr. Antonio Sugay**	Oval in front of Apo Pilo
Ladies' Dorm	**1. Sr. Aimee Bantiyan, SIHM**	space in front of the dorm
Men's Dorm	**1. Mr. Reiner Dulawan**	Basketball court
Elementary school	**1. Dr. Cristeta Aduca** **2. Mr. Rod Dacles**	Quadrangle
High school	**1. Dr. Zayda Asuncion** **2. Mr. Jimmy Valdez**	Quadrangle
ALL BUILDINGS (University-wide)	**1. Dr. John Palina** **2. Dr. John Tayaban** **3. Mr. Hansen Villanueva**	Oval

Responsibilities of the Person-In-Charge

1. **Before the drill**, the person-in-charge takes care of disseminating information regarding Campus Safety and Disaster Preparedness activities.
2. Coordinate with the occupants in the building regarding planned drills.
3. **During a particular drill**, he/she acts as the team leader in evacuating the building.
4. Reports to the Ground Commander (VP for Administration) the status of evacuation (e.g. all occupants were accounted for)
5. **After the drill,** takes part in the evaluation of the drill conducted together with the members of the Campus Safety and Disaster Preparedness Committee.
6. Suggest or recommends actions that must be taken in order to improve the drill as well as the University's preparedness for risks, disasters and natural calamities.

B. WHAT TO DO IN CASE OF FIRE

a. First Alarm (Discovery of Fire)

The first person who notices the fire shall immediately raise the alarm. He/she shall ring the fire bell or buzzer in accordance with the pre-arranged fire incident ring code (1 long and pulsating ringing for at least 30 seconds). He/she shall subsequently report the incident to the nearest guard post. The Security Guard who received the alarm shall immediately notify the Emergency Ground Commander (EGC).

a. The Emergency Ground Commander upon receipt of the alarm shall alert all the members of the SMU-CSDP Committee and assess the situation;
b. The team leaders of the respective group shall organize his/her members in their respective station ready for operation upon instruction of the EGC
c. The firefighting team shall upon receipt of the alarm, immediately proceed to the scene of fire and conduct immediate fire suppression activities using portable fire extinguishers available at all floor levels. The Team Leader shall supervise the firefighting activity and render report to the Emergency Ground Commander'
d. The EGC shall direct the Communication Team to notify the Fire Department if needed; and
e. The Security Force (SF) shall post duty guards at the scene not to allow unauthorized persons in the area.

b. Second Alarm (Uncontrolled Fire)

a. When fire spreads toward adjacent rooms or parts of the building or at the ceiling, upon report of the Fire Fighting Team Leader, the EGC shall raise second alarm. The necessity for occupants to evacuate shall be immediately ordered;
b. The EGC shall activate the members of the **Evacuation Team (ET)** to lead the occupants to the Evacuation Area, in accordance with the evacuation procedure; and the **Salvage Team (ST)** to bring-out files, documents and other valuables to the Dumping Area, in accordance with the order of priority; and

Salvage Priority

First Priority (Red)

-Student records
-Financial records
-Investigation reports
-Legal documents
-Electronic files
-Cash
-Other Documents of the same value

Second Priority (Blue)

-Computer Units
-Laboratory equipment
-Cash register machines
-Other valuables not falling on 1st priority

Third Priority (Yellow or White)

-School supplies
-Table and chairs
-Linen/curtains
-Other valuables not falling on 2nd priority

c. Other members of Security Team shall be posted at the Evacuation Area and Dumping Area.

c. Third Alarm (Injuries Noted)

a. When injuries were reported as a result of the fire or rushing of occupants in the course of evacuation, upon report of the Evacuation Team Leader, the Emergency Ground Commander shall raise third alarm.
b. The EGC shall activate the Rescue Team (RT) and the Medical Team (MT) to respond immediately at the scene and perform their respective functions.
c. The Rescue Team shall assess the condition of the victims and ***if necessary***, first aid shall be done in accordance with the rescue and first aid procedures before bringing the victims to the Medical Area where the members of the Medical Team are stationed to extend immediate medical attention and proper disposition; and
d. Other members of the Security Team shall also be dispatched at the Medical Station;

At any time of the operation, when the members of the fire department arrive, the authority of the Emergency Ground Commander ceases and the responsibility shall be turned over to the most senior fire officer who arrives at the fire scene and same shall assume responsibility as the Fire Ground Commander.

At any time, in the absence of the Fire Ground Commander, when the situation is stabilized, the Emergency Ground Commander may declare the situation "UNDER CONTROL".

C. WHAT TO DO IN CASE OF FLOODS?

1. Students in the ground floor should go up to the second floor.
2. The Committee on Campus Safety and Disaster Preparedness of the University will direct the subsequent operations to the different team leaders.

3. property evacuation team helps in carrying valuable instruments like computer and scientific instruments to the second floor
4. Upon direction of the Emergency Ground Commander, the S**ecurity Team** directs people from nearby communities to the gym which will serve as Center of operation during floods.

D. WHAT TO DO IN CASE OF TYPHOONS OR HEAVY RAINS OR STRONG WINDS

1. The University shall follow the directives of the local LGU (Municipal or Provincial) on suspension of classes and /or work if the order includes private schools.
2. The University President may order suspension of classes and/or work upon recommendation of the CSDP and AB based on the local weather condition.
3. When Typhoon signal No. 1 is raised over Bayombong, classes in grade school is suspended. Teachers, administrators and staff shall work in campus.
4. When Typhoon signal No. 2 is raised over Bayombong, classes in junior high school and senior high school shall be suspended. Teachers, administrators and staff shall work in campus complete non-teaching tasks.
5. When Typhoon signal No. 3 is raised over Bayombong, classes and work in all levels shall be suspended.

E. WHAT TO DO WHEN EMERGENCY HAPPENS IN THE NIGHT

a. IMMEDIATE ACTION
   a.1 Security Guard (Main Gate), calls the officers/persons concerned:
   - Fire Department
   - Police Department
   - MDRRO
   - CICM fathers in CICM House
   - VP Administration
   - Security guards in all campuses and dorms
   - -other in-campus residents (ex. guests)

   a.2. VP Administration calls emergency team leaders:
   -Building Supervisor
   -Head, PPDMO
   -Coordinator, NSTP

a.3. Coordinator, NSTP calls ROTC officers to proceed to place of emergency to secure premises and properties.

a.4. Dorm Master in Male dormitory mobilizes the employees and students in dorm to proceed to area of emergency.

b. IN CASE OF FLOOD

b.1 Roving guard

- gets the keys (from the University Housekeeper/Security Guard) to the offices affected

-shuts off the main electric switch

-divides Male dormers into groups to detach computers in the offices to bring them to the second floor and lock them in for security and safety.

b.2. Security Guards

-Upon approval of the VPA, direct people from the community who are affected by the flood to the bleachers in the SMU Tonus Gym

-make sure that all male dormers and people in the campus are accounted for and are safe.

-coordinate operation with authorities in the area

c. IN CASE OF EARTHQUAKES

c.1. everybody must seek cover under tables, beds, beams, etc
c.2. go out to the oval after the first big jolt. A bigger one might be coming
c.3 in case of big earthquakes, the oval will serve as center of operation and first aid for in-campus residents and neighbors
c.4. security guards must secure the campus against bad elements who might take advantage of the situation

d. IN CASE OF FIRE

d.1. Security uses fire extinguisher to put off fire
d.3. security guard must put off the main electric switch
d.4. security guard must secure the place and look out for possible looters
d.5. male dormers should try to save what could be saved from the neighboring rooms without endangering their lives until the fire trucks arrive.

F. After Any Incident

1. At the Evacuation Area, the Classroom Teacher/Instructor shall immediately account his/her students;
2. Office Heads shall account their respective subordinates;

3. Respective Team Leaders of the MERT shall likewise do the same and render report to the EGC; and

4. The EGC shall after receipt of the reports from the members of the Team of the MERT immediately consolidate the data and make an incident report to the President and copies shall be furnished to the BFP, PNP and other government agencies concerned upon request.

Chapter IV.
CONCEPT OF OPERATION:

This EPP shall be operational in all buildings and campuses of Saint Mary's University including its Men's and Ladies' dormitories.

This EPP drills shall be executed at least four times every school year and applied during emergency situations.

CHAPTER V
STRUCTURE

Committee on Campus Safety and Disaster Preparedness (CCSDP)

Institutional Campus Safety and Disaster Preparedness Committee

Vice President for Administration - Chairperson

Head, Safety and Pollution Control Office - Assistant Chairperson

Members:

Dean of Student Affairs and Services

Safety & DRMM coordinators in basic education

Academic Deans

Basic Education Principals

Associate Dean of Student Affairs and Services for Men/Women

Head, PPPDMO

Dept Head, Criminology

MERT Adviser

University Medical Teams

NSTP Coordinator

Head, Security Agency

Union President

SCC President

Functions:

1. Ensures that safety and security measures are in place in all buildings and facilities of the University at all times;
2. Makes the necessary plans and procedures for proactive, quick and effective response to any calamity disaster or major emergency cases that may affect the University;
3. Coordinates with other external agencies for disaster preparedness programs and activities for an effective and quick response to any calamity and disaster that may affect may the University;
4. Conducts the necessary disaster-preparedness drills and activities that will facilitate effective response to calamities and other emergencies;
5. Supervises emergency operations within the campuses and immediate vicinity during a calamity or disaster;
6. Regularly inspects and submits report to the University President regarding the safety and security assurance of the University; and
7. Submits reports to the University President regarding the safety and security assurance of the University buildings and facilities after a calamity or disaster

CSDP- Teams, Responsibilities & Team Leaders

TEAM/LEADER	RESPONSIBILITIES
INCIDENT COMMANDER (University President):	1. Provides overall direction of the University's Campus Safety & Disaster Plan (CSDP).
GROUND COMMANDER Vice President for Administration	2. Coordinates the University's emergency response.
CONSTRUCTION TEAM Head, PPDMO	Quickly set up the Incident Command Post and Medical Tent when disaster strikes or during emergency drills.
EVACUATION TEAM -Leader Assigned per building -Each class teacher is responsible for his/her class. -Each unit head is responsible for the person in the unit.	-Activate the appropriate warning signal -quickly alert all building occupants and direct them in getting out of the vicinity to the designated emergency exit. Organize them to the designated evacuation area

	conduct quick check of rooms and offices to ensure that all occupants have vacated the place and buildings Quickly conduct head counts at the evacuation area
MEDICAL/FIRST AID TEAM (University Physician/Nurse and MERT Adviser and members	1. Extends immediate medical care to a person who has been injured or who needs medical attention. 2. Refer to R2TMC any critically injured person
MENTAL HEALTH TEAM Head-Guidance Office	-Provides Psychological First Aid to those mentally affected by the disaster
BUILDING INSPECTION TEAM Head, PPDMO & Head, CE Dept	-Conducts inspection for structural integrity of buildings -Gives decision on whether a building is safe for re-entry.
SEARCH AND RESCUE TEAM Adviser, MERT and members	-Seek out reported victims, provide First Aid and bring to the Medical Post - -conduct final and quick check of rooms and offices to ensure that all occupants have vacated the place and buildings
SECURITY TEAM (ADSAS Men & Security Agency officers and guards, ROTC officers	Secures the place of incidence in order to prevent further harm to victims of disaster and to secure the area from theft/looting.
FIRE FIGHTING TEAM (Head and faculty Criminology	Secures fire safety in the event of an emergency. **1.**
SALVAGE TEAM (PPDMO and General Services Supervisor and staff	Assist in moving out Tagged physical assets (in case of fire)
EVACUATION TEAM- Assigned faculty and staff per building	1. Aids in directing students and personnel to the evacuation area.
COMMUNICATION TEAM (President's secretary/CETSO head	1.Informs proper authorities of the disaster and communicates to responders for

	immediate assistance. Set up Public address system (Mic & Speaker or Megaphone) for use by the Ground Commander Relay important information to the different teams Makes updated record of victims
TRANSPORTATION TEAM (Drivers team leader)	Provides vehicles to transport students, personnel, and/or equipment.
DOCUMENTATION TEAM **(**Adviser, The Marian), Teacher's Center staff	-Documents and prepares reports of the emergency drill or actual disaster -Provides updates in the SMU Social Media page after clearance with the VP Admin.

Senior High School Campus Safety and Disaster Preparedness Committee (to be activated if events /activities are exclusive to SHS)

Chairperson : Principal (Ground Commander)
Vice Chairperson: DRRM,Safety & Sanitation Coordinator
Members: Academic Coordinators
Non-Academic Coordinators
Guidance Shepherds
Staff and Personnel

First Aid Team: Medical Staff and Guidance Shepherds

- To give immediate care to a person who has been injured or who has gotten suddenly ill.

Site Security Team:

To secure the place of incidence in order to prevent further harm to victims of disaster and to secure the area from looting.

Fire Safety Team:

- To protect vertical structure and its students from danger of fire by conducting periodic inspections for where wooden materials, faulty electrical wiring and other combustible materials that may cause fire.

Evacuation Team:

- To ensure the immediate rescue and transfer of victims of a calamity from danger to safer place

Communication Team: Principal's secretary

To inform the VPA of an ongoing disaster and to communicate to emergency responders for immediate assistance as directed by the principal

Junior High School Campus Safety and Disaster Preparedness Committee

Chairperson: Principal (Ground Commander)
Vice Chaiperson: DRRM,Safety & Sanitation Coordinator
Members: Academic Coordinators
Non-Academic Coordinators
Guidance Shepherds
Staff and Personnel

First Aid Team: Medical Staff and Guidance Shepherds
To give immediate care to a person who has been injured or who has gotten suddenly ill.

Site Security Team:
To secure the place of incidence on order to prevent further harm to victims of disaster and to secure the area from looting.

Fire Safety Team:
To protect vertical structure and its students from danger of fire by conducting periodic inspections for where wooden materials, faulty electrical wiring and other combustible materials that may cause fire.

Evacuation Team: class advisers
To ensure the immediate rescue and transfer of victims of a calamity from danger to safer place

Salvage Team:
Assist in moving out Tagged physical assets in case of fire or flood

Communication Team: Principal's Secretary and registrar
To inform VPA and head SPCO of an ongoing disaster and to communicate to LGU emergency responders for immediate assistance when directed by the Principal or VPA

Grade School Campus Safety and Disaster Preparedness Committee

Chairperson: Principal
Vice Chairperson: DRRM,Safety & Sanitation Coordinator
Members: Academic Coordinators
Non-Academic Coordinators
Guidance Shepherds
Staff and Personnel

First Aid Team:

To give immediate care to a person who has been injured or who has gotten suddenly ill.

Site Security Team:
To secure the place of incidence in order to prevent further harm to victims of disaster and to secure the area from looting.

Fire Safety Team:
To protect vertical structures and its students from danger of fire by conducting periodic inspections for wooden materials, faulty electrical wiring and other combustible materials that may cause fire.

Evacuation Team:
To ensure the immediate rescue and transfer of victims of a calamity from danger to safer place

Communication Team: Principal's secretary
To inform the VPA and Head, SPCO of an ongoing disaster and to communicate to LGU responders for immediate assistance when directed by the Principal or VPA.

A..EMERGENCY HOTLINES-SMU

1.SMU Medical Clinic – **0975-821-6142 ; Landline: 392-6696**
2.Security Agency – **0965-299-3545, 0936-247-6147 Landline: 392-6268**

4.Safety & Pollution Control Office – 0906-692-8935 / 0999-670-9934
5. Vice President for Administration-CP: 0917-655-8950 Landline:362-3098

B. emergency hotlines -external

4. MDRRMO – 0917-658-4579
5. PDRRMO – 0917-599-0020 0919-069-4462
6. PNP Bayombong – 0915-311-6455 0998-598-5279
7. NVPO – 0917-540-5290
8. Red Cross – 0917-507-9950
9. PIHO – 0917-157-6153
10. BFP Bayombong – 0915-172-1574
11. MHO Bayombong – 0935-372-8950
12. R2TMC – 0906-819-5569, Landline: (078) 321-2090

CHAPTER VII. EFFECTIVITY

This updated EPP shall take effect AUGUST 1, 2024.

Prepared by:

(SGD)DR. JOHN TAYABAN
VP for Administration
Chairman, Campus Safety and Disaster Preparedness Committee

APPROVED:

(SGD)DR. JOHN OCTAVIOUS S. PALINA
University President

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA

PHYSICAL PLANT, PROPERTIES DEVELOPMENT & MAINTENANCE OFFICE (PPPDMO)

EMERGENCY EVACUATION PLAN

BUREAU OF FIRE PROTECTION
EMERGENCY PHONE Nos.

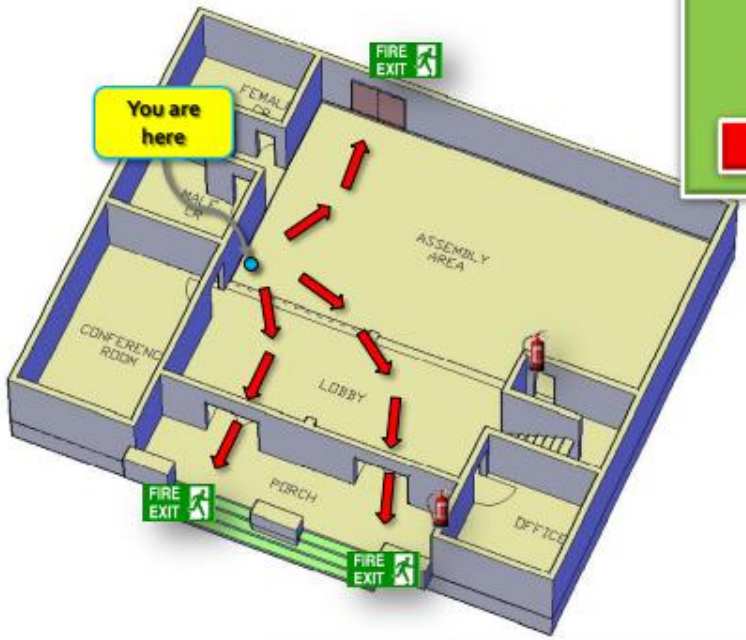
Mobile : 0926-9289514
Landline: 321-2838
Call Sign: 105

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Engr. Leonido A. Costales Jr., Head, PPPDMO

EMERGENCY EVACUATION MAP

EMERGENCY PHONE #0926-9289514



GROUND FLOOR PLAN



In case of fire,

- **Evacuate building immediately using either displayed route or any safe exit.**
- **If route is obstructed, immediately seek alternate route.**
- **If you can do so safely, activate fire alarm while exiting.**
- **Gather at the designated assembly point.**



OVERVIEW PLAN

ST. MARY'S UNIVERSITY BAYOMBONG, NUEVA VIZCAYA
PHYSICAL PLANT, PROPERTIES DEVELOPMENT & MAINTENANCE OFFICE
(P P P D M O)

Name of Building

BALAI na ALUMNI BUILDING

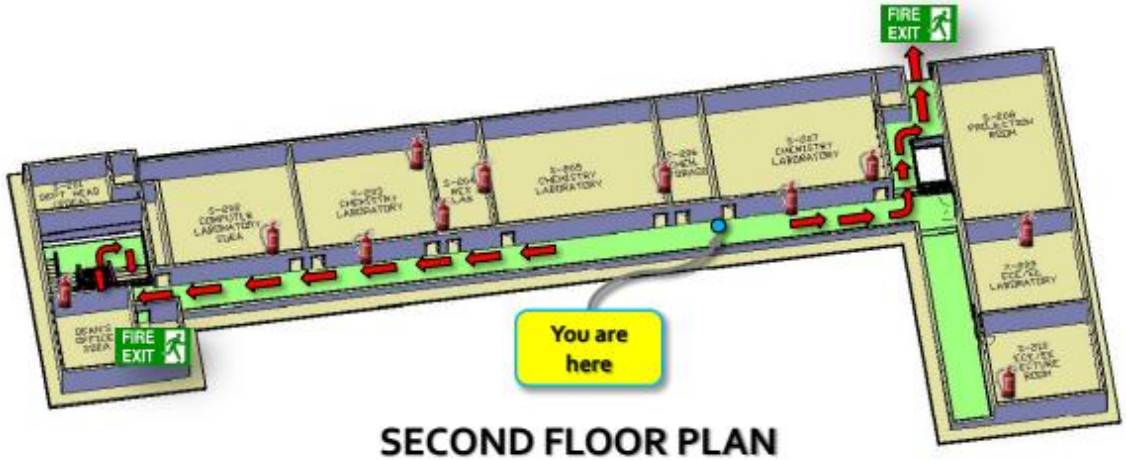
Drawn by: LAC Jr. Date:

Checked/Verified by:

EMERGENCY EVACUATION MAP

THIRD FLOOR





SECOND FLOOR PLAN



EMERGENCY PHONE #0926-9289514

In case of fire,

- **Evacuate building immediately using either displayed route or any safe exit.**
- **If route is obstructed, immediately seek alternate route.**
- **If you can do so safely, activate fire alarm while exiting.**
- **Gather at the designated assembly point.**

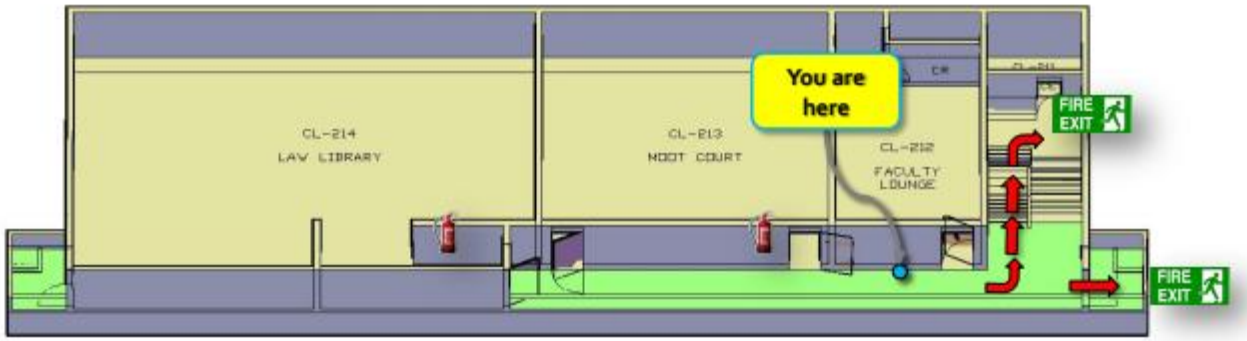


OVERVIEW PLAN

ST. MARY'S UNIVERSITY BAYOMBONG, NUEVA VIZCAYA PHYSICAL PLANT, PROPERTIES DEVELOPMENT & MAINTENANCE OFFICE (P P P D M O)	Name of Building GOMBURZA BUILDING	Drawn by: LACJr. Date: Checked/Verified by:

EMERGENCY EVACUATION MAP

SECOND FLOOR PLAN





EMERGENCY PHONE #0926-9289514

In case of fire,

- **Evacuate building immediately using either displayed route or any safe exit.**
- **If route is obstructed, immediately seek alternate route.**
- **If you can do so safely, activate fire alarm while exiting.**
- **Gather at the designated assembly point.**



ST. MARY'S UNIVERSITY BAYOMBONG, NUEVA VIZCAYA
PHYSICAL PLANT, PROPERTIES DEVELOPMENT & MAINTENANCE OFFICE
(P P P D M O)

Name of Building

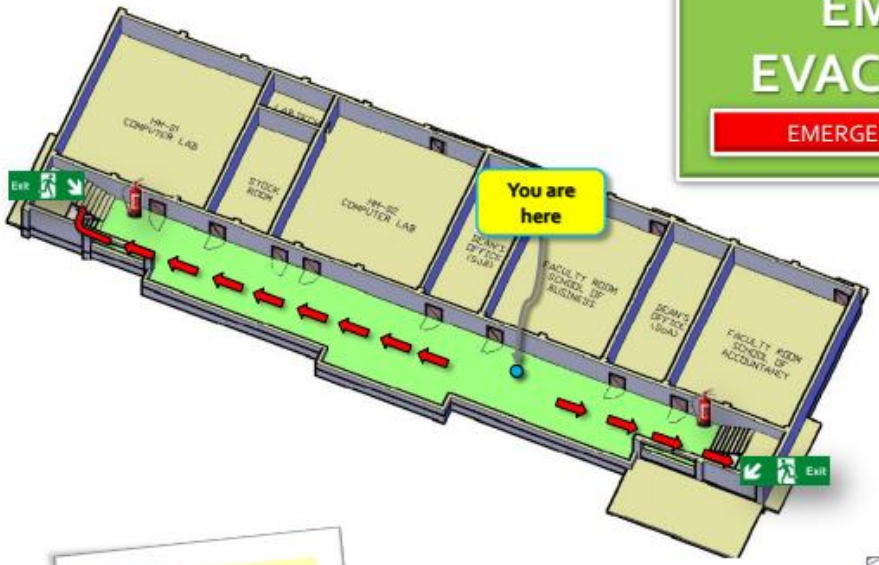
ACHILLES de GRYSE BLDG

Drawn by: LACJr. Date:

Checked/Verified by:

EMERGENCY EVACUATION MAP

EMERGENCY PHONE #0926-9289514



MEZZANINE FLOOR



In case of fire,

- **Evacuate building immediately using either displayed route or any safe exit.**
- **If route is obstructed, immediately seek alternate route.**
- **If you can do so safely, activate fire alarm while exiting.**
- **Gather at the designated assembly point.**



OVERVIEW PLAN

ST. MARY'S UNIVERSITY BAYOMBONG, NUEVA VIZCAYA

PHYSICAL PLANT, PROPERTIES DEVELOPMENT & MAINTENANCE OFFICE

(P P P D M O)

Name of Building

GEORGE HANTSON BUILDING

Drawn by: LAC,Jr. Date:

Checked/Verified by:

EMERGENCY EVACUATION MAP

EMERGENCY PHONE #0926-9289514



FOURTH FLOOR PLAN

LEGEND

- You are here
- Escape route
- Emergency Exit
- Fire Extinguisher
- Evacuation assembly point

In case of fire,

- Evacuate building immediately using either displayed route or any safe exit.
- If route is obstructed, immediately seek alternate route.
- If you can do so safely, activate fire alarm while exiting.
- Gather at the designated assembly point.



OVERVIEW PLAN

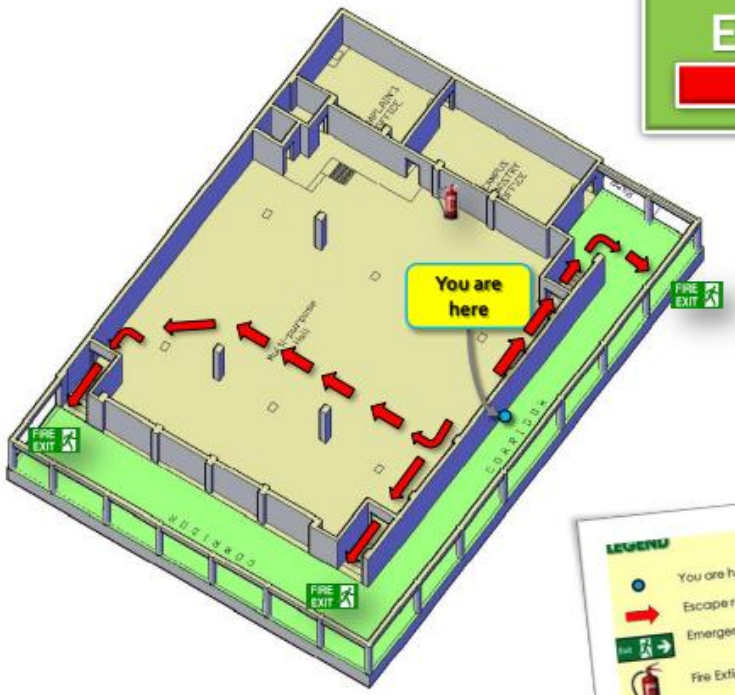
ST. MARY'S UNIVERSITY BAYOMBONG, NUEVA VIZCAYA
PHYSICAL PLANT, PROPERTIES DEVELOPMENT & MAINTENANCE OFFICE
(P P P D M O)

Name of Building
GEORGE HANTSON BUILDING

Drawn by: LAC Jr. Date:
Checked/Verified by:

EMERGENCY EVACUATION MAP

EMERGENCY PHONE #0926-9289514



In case of fire,

- **Evacuate building immediately using either displayed route or any safe exit.**
- **If route is obstructed, immediately seek alternate route.**
- **If you can do so safely, activate fire alarm while exiting.**
- **Gather at the designated assembly point.**

BASEMENT FLOOR PLAN





OVERVIEW PLAN

ST. MARY'S UNIVERSITY BAYOMBONG, NUEVA VIZCAYA
PHYSICAL PLANT, PROPERTIES DEVELOPMENT & MAINTENANCE OFFICE
(P P P D M O)

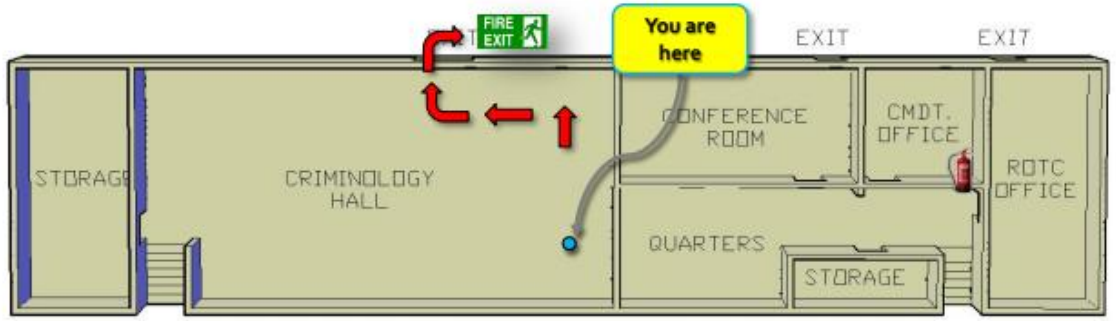
Name of Building

MARY, SEAT OF WISDOM CHAPEL

Drawn by: LAC,Jr. Date:

Checked/Verified by:

EMERGENCY EVACUATION MAP



GYM STAGE BASEMENT FLOOR PLAN



EMERGENCY PHONE #0926-9289514

In case of fire,

- **Evacuate building immediately using either displayed route or any safe exit.**
- **If route is obstructed, immediately seek alternate route.**
- **If you can do so safely, activate fire alarm while exiting.**
- **Gather at the designated assembly point.**



OVERVIEW PLAN

ST. MARY'S UNIVERSITY BAYOMBONG, NUEVA VIZCAYA
PHYSICAL PLANT, PROPERTIES DEVELOPMENT & MAINTENANCE OFFICE
(P P P D M O)

Name of Building
CORNELIUS TONUS GYM

Drawn by: LACJr. Date:
Checked/Verified by:

EARTHQUAKE PREPAREDNESS GUIDE

What to Do Before, During, and After an Earthquake

BEFORE

The key to effective disaster prevention is planning:

- ✓ Know the earthquake hazards in your area.
- ✓ Follow structural design and engineering practices when constructing a house or building.
- ✓ Evaluate the structural soundness of the buildings and houses; strengthen or retrofit if necessary.



Prepare your homes, workplace or schools:

- ✓ Strap or bolt heavy furnitures/cabinets to the walls.
- ✓ Check the stability of hanging objects like ceiling fans and chandeliers.
- ✓ Breakable items, harmful chemicals and flammable materials should be stored properly in the lowermost secured shelves.



Familiarize yourself with the exit routes.

Know where fire extinguishers, first aid kits, alarms, and communication facilities are located. Learn how to use them beforehand.

Prepare a handy emergency supply kit with first aid kit, canned food and can opener, water, clothing, blanket, battery-operated radio, flashlights and extra batteries.

Conduct and participate in regular earthquake drills.

DURING

- **STAY CALM.**
- **When you are inside a structurally sound building or home… STAY THERE!**
  - ✓ If possible quickly open the door for exit.
  - ✓ **DROP under a sturdy desk or table, COVER the back of your head and neck with one arm, and HOLD ON in case the thing you're under moves.**
  - ✓ Stay away from glass windows, shelves, cabinets and other heavy objects.
  - ✓ Beware of falling objects. Be alert and keep your eyes open.
- **If you're OUTSIDE… move to an open area!**
  - ✓ Stay away from trees, power lines, posts and concrete structures.
  - ✓ Move away from steep slopes which may be affected from landslides.
  - ✓ If you're near the shore and feel an earthquake, especially if it's too strong, move quickly to higher grounds. Tsunamis might follow.

If you're in a moving vehicle, STOP and get out! Do not attempt to cross bridges, overpasses, or flyovers which may have been damaged.





AFTER

Be prepared for aftershocks. Once the shaking stops, take the fastest and safest way out of the building.

Don't…	Do …
… use elevators	… check yourself and others for injuries
… enter damaged buildings	… check water and electrical lines for damages
… use telephone unless necessary.	… check for spills of chemical, toxic and flammable materials.
… **PANIC**	… control fires which may spread.

If you need to evacuate your residence, leave a message stating where you are going and bring your emergency supply kit.

Keep updated on disaster prevention instructions from battery-operated radios.

SAINT MARY'S UNIVERSITY
BAYOMBONG, N.V.

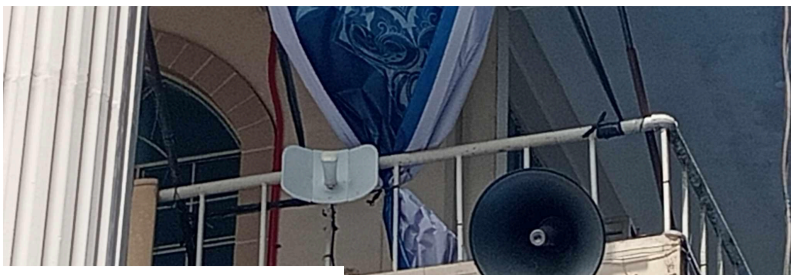
A Friendly reminder from PPPDMO

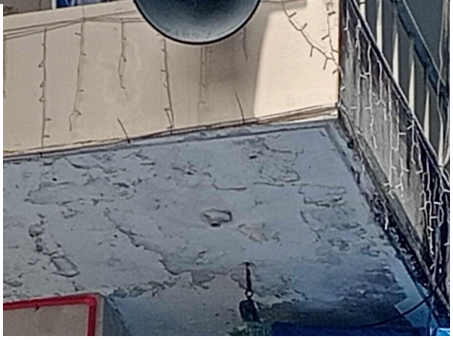
SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

PUBLIC ADDRESS SYSTEM











Data Backup and Disaster Recovery Policy

1. Purpose The purpose of this Data Backup and Disaster Recovery (BDR) Policy is to ensure the protection and availability of critical data, maintain business continuity, and minimize the impact of data loss in the event of unexpected incidents at Saint Mary's University

2. Scope This policy applies to all employees, contractors, and stakeholders who have access to Saint Mary's University data and information systems.

3. Data Assessment and Prioritization The CICT unit, in collaboration with relevant stakeholders, shall conduct a periodic assessment of all data types within the organization. Data will be categorized based on its importance and criticality, and appropriate Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) will be determined for each data category.

4. Data Backup Strategy

- The CICT shall implement a multi-tiered data backup strategy to safeguard critical data.
- Automated daily backups will be performed for high-priority data, including academic records and research data. Weekly backups will be conducted for medium-priority data, such as financial information, and low-priority data like administrative documents.
- Backups will be stored on both on-site and off-site locations to ensure redundancy and protect against on-site disasters.
- Cloud-based storage solutions will be utilized to maintain copies of critical data in a secure and remote location.

5. Disaster Recovery Strategy

- A detailed disaster recovery plan will be established, outlining procedures to address various disaster scenarios, including natural disasters, cyberattacks, hardware failures, and human errors.
- A designated disaster recovery team will be responsible for executing the recovery plan in the event of a disaster, and communication protocols will be defined to ensure efficient coordination.
- Alternative operational locations will be identified in case of facility unavailability to resume critical services.

6. Security and Access Control

- To maintain data confidentiality and integrity, data at rest and during transmission will be encrypted using industry-standard encryption algorithms (e.g., AES-256).
- Role-based access control (RBAC) will be implemented to manage user access to data and information systems.

7. Backup and Recovery Testing

- The CICT will conduct regular testing of data backups and recovery procedures to verify their effectiveness.
- Simulated disaster scenarios will be periodically performed to evaluate the university's readiness to respond to real-world incidents.
- Testing results will be documented, and improvements will be made based on the findings.

8. Monitoring and Alerting

- Continuous monitoring of backup processes and system health will be implemented to proactively identify and address issues.
- Automated alerting mechanisms will be established to notify IT staff of any backup or recovery failures.

9. Employee Training and Awareness

- Regular training sessions will be conducted for all employees and stakeholders to familiarize them with the BDR plan and their roles during a disaster.
- Employees will be educated on the importance of data security and the impact of their actions on the BDR process.

10. Plan Maintenance and Review

- The CICT will be responsible for maintaining and updating the BDR plan to ensure its relevance and effectiveness.
- The plan will be reviewed annually to align with changes in the organization's infrastructure and data landscape.

11. Compliance and Policy Enforcement Non-compliance with this policy may result in disciplinary actions, up to and including termination, in accordance with [Organization Name]'s policies and procedures.

12. Policy Review This Data Backup and Disaster Recovery Policy will be reviewed and updated as necessary to reflect changes in business requirements, technology, and best practices.

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 26
AY 2024-2025

DATE : **12 FEBRUARY 2025**

TO : **EMPLOYEES, STUDENTS, PARENTS OR GUARDIANS**

RE : **GUIDELINES ON SUSPENSION OF CLASSES AND/OR WORK DURING DISASTERS AND EMERGENCIES**

The Department of Education issued **DepEd Order No. 22, Series of 2024** dated December 23, 2024 entitled REVISED GUIDELINES ON CLASS AND WORK SUSPENSION IN SCHOOLS DURING DISASTERS AND EMERGENCIES.

Consequently, the University hereby issues the following guidelines on class suspension due to typhoons and other emergencies to align with the new DepEd Order.

A. Typhoons and Tropical Cyclones:
A.1 The University will suspend classes and or work depending on the intensity of the typhoon as declared by PAGASA. The Management, through the Vice President for Administration will normally issue an advisory in its social media platforms but even in the absence of such advisory, the table below will guide all stakeholders.

PAGASA WARNING	SUSPENSION
Tropical Cyclone Wind **Signal No. 1**	Classes for Kindergarten shall be automatically suspended.
Tropical Cyclone Wind **Signal No. 2**	Face to face classes for Kindergarten, Elementary, and Junior High School shall be automatically suspended. Elementary and Junior high school shall shift to on-line or other alternative delivery mode as directed by the respective principal. In case of on-line classes, administrative and staff will work in campus while teachers and Learning Area Coordinators may render their on-line classes from home or in campus. In case the principal opts for a replacement where the day of class suspension will be replaced by face-to-face classes usually on a Saturday, then office work will be suspended during the day of class suspension and will be replaced by the Saturday work.
Tropical Cyclone Wind **Signal No. 3**	Face to face and on-line classes in all levels shall be suspended. (Kindergarten, Elementary, Junior High School, Senior High School, Tertiary, College of law and Graduate School)

Room A203, Second Floor, Fr. Godfrey Lambrecht Building
SMU Main Campus, Ponce Street
Bayombong, 3700 Nueva Vizcaya, Philippines
smu.edu.ph | vpadmin@smu.edu.ph

	Work in all levels shall likewise be suspended but key administrators and/or staff (ex. DRRM members, electricians, plumbers, carpentry and maintenance staff, etc) may be called upon by top management to respond to emergency situations on campus.

B. Floods and Heavy Rain

Suspension of classes or work will depend on the rainfall warning by PAGASA.

PAGASA RAINFALL OR FLOODING WARNING	SUSPENSION
Yellow Warning	The Schools Division Superintendent will coordinate with the mayor or governor for the suspension of face-to-face classes in basic education if there is danger to the learners or personnel. The mayor or governor shall decide on the suspension of face to face classes and work in schools provided that schools will shift to modular distance learning or make-up classes. The principals will announce the alternative delivery mode to ensure that learning competencies are met.
Orange or Red Warning (heavy rainfall or flooding) at a time when classes have already begun for the day	The University President shall immediately suspend classes and work in all levels from Kindergarten to Graduate School and send everyone home as soon as it is safe. However, the school shall keep the students and employees in school if traveling has become unsafe.
Orange or Red Warning (heavy rainfall or flooding)	Classes and work in all levels from Kindergarten to Graduate School shall be suspended

C. Earthquakes

Suspension of classes and work due to earthquakes will depend on the intensity as reported by PHILVOLCS

PHILVOLCS INTENSITY	SUSPENSION
Intensity 5 and below	If students and employees are on campus, the earthquake safety protocols shall be implemented including Duck-Cover-Hold. If necessary, evacuate to the assembly area. The Mayor or Governor shall decide on the suspension of face-to-face classes and work in an affected locality. For localized suspensions, the University President may declare university wide suspension based on the assessment of the Campus Safety and Disaster

	Preparedness (CSDP) Committee
Intensity 6 and above	Classes and work in all levels from kindergarten to graduate School are automatically suspended until further notice by the University. In cases where an earthquake of this magnitude happens while learners are in school, the earthquake safety protocols shall be implemented including Duck-Cover-Hold and evacuation to the assembly area. Students and employees shall be sent home. However, the school is obligated to keep learners and personnel safely in school if travelling has become unsafe.

D. Power outages/ Power Interruptions/Brownouts

There will be no automatic suspension of classes in the event that there are power outages, interruptions, or brownouts.

E. Extreme Heat condition

There will be no automatic suspension of classes due to Extreme Heat Conditions. However, in case of unbearable heat, the Mayor or Governor may still exercise its authority to facilitate localized class suspension based on the situation in their locality. The Schools Division Superintendent shall coordinate with the LGU's for localized suspensions, provided that schools will shift to alternative delivery mode (modular, performance tasks, projects, on-line or make-up classes) to be determined by the principal of each level to ensure that learning competencies are met.

F. Low Air Quality/ Volcanic Fog

Suspension will depend on the Particle Matter report of the Environment Management Bureau (EMB) of the DENR

AIR QUALITY LEVEL	SUSPENSION
Acutely unhealthy (Purple) PM 2.5 between 55.1 to 90	The Mayor or Governor shall decide on the suspension of face-to-face classes. Schools will shift to alternative delivery mode (modular, performance tasks, projects, on-line or make-up classes) to be determined by the principal of each level or the VPAA at the tertiary level to ensure that learning competencies are met.
Emergency (Maroon) PM 2.5 greater than 91	Classes and work shall be automatically suspended

G. Other Emergencies and Hazards,

In cases of other calamities, emergencies, and hazards not enumerated above that may threaten the welfare and safety of learners and personnel, the University President, in consultation with the CSDP and Advisory Board, may suspend classes or work as may be appropriate.

H. Adjustments to learning Delivery Due to Suspension of Classes

In the event of suspended face-to-face classes, schools shall implement Alternative Delivery Modes such as modular distance learning, online distance learning, or blended learning or make-up classes at the discretion of the school principal in consultation with the VPAA.

At the higher education level, online classes (synchronous or asynchronous) shall be the preferred alternative delivery mode unless otherwise modified by the Vice President for Academic Affairs in consultation with the deans.

I. Psychological First Aid

The Guidance and Testing Office shall take the lead in assessing, coordinating and conducting psychological first aid together with other trained personnel of the University. This shall include the mobilization of other trained PFA providers and partners, and if needed, referral pathways for learners and personnel identified for further specialized psychological support services.

J. Reports

The principals shall prepare and submit to the Schools Division Superintendent (SDS) the reports required by Deped Order No. 22, Series of 2024 such as the Learning Service Continuity Plan (LSPCs), etc. The SPCO, UHSO and other offices submit the required reports to their regulating agencies.

K. Responsibilities

1. The Safety, DRRM, and Pollution Control Coordinators in Grade School, Junior High School, Senior High School and the SPCO at the tertiary level shall take the lead to monitor the safety situation in their assigned area.
2. Parents and guardians have the ultimate responsibility for determining whether their children should attend classes in consideration of their physical and /or mental health during disasters and calamities. This applies even if no order for suspension of classes has been issued.
3. Nonetheless, it shall also be the responsibility of the parents or guardians to ensure that their child is able to catch up with the needed competencies that the learners should master.
4. Teachers shall give learners who miss learning activities due to class suspensions due consideration regarding their attendance and the completion of learning tasks.
5. The University President in consultation with the Advisory Board shall issue, through the Vice President for Administration, the official advisory on suspension of classes and / or work due to inclement weather, natural disasters, extreme heat or other disasters.
6. SMU Management reserves the prerogative to issue suspension of classes and/or work (even without any typhoon signal) or modify previous advisories based on its assessment of the prevailing or projected weather condition.

The guidelines issued in previous circulars, manuals and issuances are hereby modified. Please be guided accordingly.

JOHN G. TAYABAN, PHD
Vice President for Administration

Approved:
JOHN OCTAVIOUS S. PALINA, PHD
University President

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 8
AY 2024-2025

DATE : **7 OCTOBER 2024**

TO : **EMPLOYEES, STUDENTS AND PARENTS /GUARDIANS**

RE : **GUIDELINES ON SUSPENSION OF CLASSES AND/OR WORK IN INCLEMENT WEATHER**

1.The recent typhoons and the subsequent suspension of classes and work has caused some confusion. It is necessary to review the current guidelines relative to this.

2.Executive Order No. 66 series of 2012 provides the guidelines for suspension of classes in public and private schools and work in government offices during inclement weather as follows:

> ***SECTION 1. Automatic Cancellation or Suspension of Classes and Work in Government Offices.*** *The following guidelines shall be followed for the automatic cancellation or suspension of classes in all public and private elementary, secondary and tertiary schools, as well as work in all government offices:*
>
> *a. When Signal No. 1 is raised by PAGASA, classes at the pre-school level, in the affected area, shall be automatically cancelled or suspended.*
>
> *b. When Signal No. 2 is raised by PAGASA, classes at the pre-school, elementary and secondary levels, in the affected area, shall be automatically cancelled or suspended,*
>
> *c. When Signal No. 3 or higher is raised by PAGASA, classes at pre-school, elementary, secondary, and tertiary levels, in the affected area, including graduate school, as well as work in all government offices, shall be automatically cancelled or suspended.*
>
> ***Section 2. Localized Cancellation or Suspension of Classes and Work in Government Offices.***
> *In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes and work in government offices may be implemented by local chief executives, as chairmen of the Local Disaster Risk Reduction and Management Council (LDRRMC) concerned, in coordination with PAGASA and the NDRRMC, specifically in flood prone or high risk areas. Announcements will be made not later than 4:30 AM of the day of the intended cancellation of classes and work, or not later than 11 :00 AM for suspension of work and classes in the afternoon session, through diverse mass media, particularly radio and television, landline communications and other technologies for communication within the community or locality.*

3.More recently, **DEPED Order No. 37, series of 2022** provided guidelines in the suspension of classes in the public schools due to inclement weather as follows

> **1. Typhoon**
>
> In-person, online classes and work from Kindergarten to Grade 12 and Alternative Learning System (ALS) are automatically cancelled in schools situated in Local Government Units (LGUs) issued with Tropical Cyclone Wind Signals (TCWS) 1, 2, 3 ,4 or 5 by the Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA).
>
> If the TCWS is issued at a time when classes have already begun, the school shall immediately suspend the classes and work and send everyone home, if it is safe to do so. However, schools are obligated to keep the students and personnel safely in school if travelling has become unsafe.
>
> Local Chief Executives shall decide on the cancellation or suspension of classes in cases where there are strong winds in specific or all areas of the LGU but is not issued a TCWS.

4.The section on Scope of D.O. 37 likewise provides this paragraph:

> Private schools and community learning centers, as well as state/local universities and colleges (SUCs/LUCs) have the option to abide by the provisions of this DepEd Order.

5.D.O. 37 also mandates replacement activities to ensure delivery of learning.

> **6. Adjustments to Learning Delivery Due to Suspensions/Cancellations of Classes**
>
> In the event of cancelled or suspended classes, modular distance learning, performance tasks, projects or make up classes shall be implemented to ensure that learning competencies and objectives are still met.

6.In several instances when classes were suspended under Typhoon signal # 1, there was no rain or wind. In one instance, Nueva Vizcaya was under Typhoon signal # 1 for one day upgrading to signal number 2 for one day, signal 3 for one day which downgraded to signal no. 1 for another day. The learners missed classes for several days which is a substantial reduction in learning. In like manner, the planned activities and services of administrators and staff were disrupted by the class and work suspensions.

7.Furthermore, it has been observed that when classes are suspended and there is no wind or rain, many students are seen loitering around the town and in billiard halls, cafes, restaurants and bars, etc. which can be inimical to their health and safety which is manifestly contrary to the objective of suspending classes to ensure safety of learners.

8.Schools have the constitutional mandate and responsibility to ensure delivery of quality education at all levels. In order to minimize the disruption of learning and work and prevent learning gaps, the **Extended Advisory Board for Basic Education** formulated the SMU guidelines listed below to ensure continuity of learning and services.

A. TYPHOON SIGNAL #1

Tropical Cyclone Wind Signal #1
WIND THREAT: 39-61 km/h (22-33 kt, 10.8-17.1 m/s) **WARNING LEAD TIME:** 36 hours **POTENTIAL IMPACTS:**
• House of poor construction (e.g., wood frame, bamboo, makeshift), old dilapidated structures, and other structures made of light materials will suffer minimal to minor damage. • Some banana and similar plants are tilted, while twigs of small trees may sway with the wind. Rice crops, especially those in flowering and ripening stages, may suffer some damage. • Minimal disruption to public transportation.

a. When PAGASA issues Typhoon Signal No. 1 over Bayombong, there will be no face to face classes in Grade School, Junior High School and Senior High School. The adjustment to learning delivery can either be a replacement day (ex. Saturday classes and work) or a shift from face-to-face classes to synchronous or asynchronous distance learning mode via Google Classroom to be announced by the respective principal.
b. All student activities in grade school, junior high school and senior high school are likewise suspended under Typhoon Signal #1.
c. If the adjustment to learning delivery is distance learning, the employees whose majority work load is office work (Ex. Principal and POD) and office staff shall report for work. If the principal opts for a replacement day, the administrators and office staff will not report for work during Typhoon signal #1 but will later report for work during a replacement day.

B. TYPHOON SIGNAL # 2

When PAGASA issues Typhoon Signal # 2 over Bayombong, face-to-face classes, and synchronous or asynchronous distance learning classes and work shall be suspended in Grade School, Junior High School and Senior High School.

C. TYPHOON SIGNAL # 3 OR HIGHER

When PAGASA issues Typhoon Signal # 3 or higher, over Bayombong, both face-to-face and distance learning classes and work in all levels from Grade School to Graduate School and College of Law shall be suspended. Certain administrators and/or staff (ex. DRRM members, electricians, plumbers, carpentry and maintenance staff, etc) may be called upon by top management to respond to emergency situations on campus.

9.Parents or guardians have the ultimate responsibility for determining whether their children should attend classes in face-to-face or distance learning mode in consideration of their child's physical, and /or mental health whether there is or there is no typhoon . But it shall also be the responsibility of parents or guardians to ensure that their child is able to catch up with the needed competencies that the learners should master.

10.The Campus Safety and Disaster Preparedness Committee in each campus shall take the lead in monitoring and ensuring a safe campus before, during and after disasters.

11.The Guidance and Testing Office shall lead in the conduct of Psychological First Aid for learners and employees emotionally affected by disasters.

12.The University will consider the official issuances or advisories of the Municipal Mayor of Bayombong or the Provincial Governor of Nueva Vizcaya on suspension of classes when crafting its advisories.

13.The University President in consultation with the Advisory Board shall issue, through the Vice President for Administration, the official advisory on suspension of classes and / or work due to inclement weather, natural disasters, power outages or other disasters.

14.SMU Management reserves the prerogative to issue suspension of classes and/or work (even without any typhoon signal) or modify previous advisories based on its assessment of the prevailing or projected weather condition.

Please be guided accordingly.

JOHN G. TAYABAN, PHD
Vice President for Administration

Approved:

JOHN OCTAVIOUS S. PALINA, PHD
University President

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 2025-38
AY 2024-2025

DATE : **22 July 2025**

TO : **SMU EMPLOYEES AND STUDENTS**

RE : **SUSPENSION OF WORK AND CLASSES ON JULY 23, 2025**

Pursuant to Memorandum Circular No. 90 issued by the Office of the President of the Philippines and the Public Advisory of Governor Jose V. Gambito and the projected heavy rainfall, **the University President hereby suspends classes and work in all levels of Saint Mary's University on Wednesday, July 23, 2025.**

All employees must ensure that their work places are safe and secure before leaving the campus today.

Everyone is reminded to remain vigilant and take the necessary precautions to ensure their safety and wellbeing.

JOHN G. TAYABAN, PHD, RPm, RPsy
Vice President for Administration

Noted:

JOHN OCTAVIOUS S. PALINA, PHD, DBA
University President

SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 15
AY 2024-2025

DATE : **25 NOVEMBER 2024**
TO : **EMPLOYEES/ STUDENTS/VISITORS/CONCESSIONAIRES ON CAMPUS**
RE : **EARTHQUAKE AND FIRE DRILL**

The quarterly Nationwide Simultaneous Earthquake Drill (NSED) has been postponed several times due to the series of weather disturbances. The college campus including senior high school will conduct an earthquake and fire drill during the last week of November 2024. The actual date and time will not be announced to simulate an actual earthquake which may strike any time. The drill is a nationwide mandate as part of our preparation for disasters.

All persons on campus shall properly execute the earthquake drill protocols especially the DUCK-COVER-HOLD when the alarm is sounded, then quickly and safely evacuate to the assembly areas in the oval.

Our performance will be assessed by external evaluators on the following items listed below:

PART I – GENERAL EVALUATION:
1. The alarm system used is loud enough to be heard by all drill participants.
2. The drill participants executed the "duck, cover, and hold" technique during the Alarm Phase or while the alarm system is being sounded.
3. The drill participants waited for the alarm system to stop before evacuating.
4. The drill participants executed the "buddy-buddy" system (walk by pairs) during the evacuation phase.
5. The drill participants walked faster than normal during the evacuation phase.
6. The drill participants followed their evacuation routes to the evacuation area/s.
7. The drill participants covered their heads while vacating the building.
8. The participants checked for any sustained injury in the evacuation/assembly areas.
9. A headcount was conducted while in the evacuation area.
10. The participants stayed in the evacuation area until the drill was terminated.

PART II. EVALUATION OF THE DISASTER CONTROL GROUP
1. The Ground Commander established clear leadership during the drill.
2. The Medical Team immediately addressed all medical needs of the injured victims and casualties.
3. The Search and Rescue Team was efficiently organized in responding to the incident.
4. The Fire Safety Team demonstrated proper fire suppression.
5. The Evacuation Team properly executed the evacuation procedures.
6. The Security Team adequately secured the perimeter for the drill area.
7. The Building Team observed protocols in ensuring the building safety before re-entering.
8. The Communication Team utilized the equipment properly during the coordination and execution of response operations.
9. The Transportation Team ensured the availability of vehicles.

We request the cooperation of everyone so that the drill can be finished within 20-30 minutes. Disaster preparedness can reduce the fear, anxiety, injury and losses that surround a disaster.

JOHN G. TAYABAN, RPm, RPsy, PHD
Vice President for Administration

Approved:
for JOHN OCTAVIOUS S. PALINA, DBA, PHD
University President

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Research and Technical Assistance for Early Warning Systems

1. **Slow Onset Event (SOE) Nueva Vizcaya**
2. **Galicia, R. J. A., Mendoza, J. A., Toletntino, N. C. M., & Bautista, M. K. S., RCE. (2024). *A proposed slope protection along Diffuday-Bonifacio Provincial Road, Quezon, Nueva Vizcaya.* In Saint Mary's University (Ed.), *SMU Research Abstracts 2023* (Vol. 11, p. 132). Saint Mary's University. https://doi.org/10.5281/zenodo.17411298**
3. **Doria, C. J. J., Espinas, K. C. L., Ingusan, V. S., & Lampa, D. J. T., BSCE. (2024). *Evaluation of flood control structures and community resilience of selected barangays of Bayombong, Nueva Vizcaya: A comprehensive flood vulnerability assessment.* In Saint Mary's University (Ed.), *SMU Research Abstracts 2023* (Vol. 11, p. 131). Saint Mary's University. https://doi.org/10.5281/zenodo.17411298**
4. **Val, I. M. A., Razo, K. M. T., Pumihic, A. S., Ambrocio, A. J. R. C., & Tiam, A. J. C., MSCE. (2024). *SIRIB: A proposed hybrid library at Northeastern College Brgy. Villasis, Santiago City, "An integration of green building concept to environmental sustainability."* In Saint Mary's University (Ed.), *SMU Research Abstracts 2023* (Vol. 11, p. 130). Saint Mary's University. https://doi.org/10.5281/zenodo.17411298**
5. **Gañalongo, R. C. D., Ancheta, J. C. D., Jose, D. M. N., & Tiam, A. J. C., MSCE. (2024). *ARAKUP: A proposed adaptive residential structure with rotating envelope system in Dingalan, Aurora, subject to strong rain and wind hazard.* In Saint Mary's University (Ed.), *SMU Research Abstracts 2023* (Vol. 11, p. 129). Saint Mary's University. https://doi.org/10.5281/zenodo.17411298**
6. **Blance, J. A., Cabagay, V. A. P., Taguiling, J. M. D., Yasay, J. R. B., & Alindayu, J. T., MSCE. (2024). *Utilization of wastepaper as a partial replacement of cement for papercrete masonry bricks.* In Saint Mary's University (Ed.), *SMU Research Abstracts 2023* (Vol. 11, p. 126). Saint Mary's University. https://doi.org/10.5281/zenodo.17411298**

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Land and Groundwater Vulnerability to Leachate and Heavy Metals: HEI-MLGU Environmental Risk Assessment of a Landfill Site

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Michael S. Catacutan, Vivien Junelle R. Almendra, & Shiela G. Gilo

Abstract

A sanitary landfill must be legally established to manage solid waste safely and environmentally. It is built and operated using engineering principles for efficiency. Mismanagement can lead to significant environmental risks, including groundwater and soil contamination, air pollution, and harmful gas emissions. This study assessed the physico-chemical properties of soil, groundwater, and leachate at the Bayombong Sanitary Landfill in Purok 7, Barangays Magsaysay and Busilac, Bayombong, Nueva Vizcaya, to inform a localized remediation plan. Soil samples from four landfill cells were analyzed for pH, nitrogen, phosphorus, and heavy metal content. Groundwater and leachate samples were examined for ammonia and nitrite concentrations. Results showed slightly acidic soil pH (5.2–6.0), which may limit nutrient availability. Nitrogen levels varied, with Cell 1—closed the longest—showing the highest concentration (106.65 kg/ha), suggesting accumulation through vegetation over time. Phosphorus levels fluctuated, with Cell 3 below optimal range. Cadmium (11.26–15.66 µg/kg) and lead (0.42–0.99 mg/kg) concentrations remained below EPA hazardous thresholds, indicating minimal industrial pollution. Groundwater and leachate samples revealed decreasing ammonia levels (4.2 to 2.0 mg/L) and reduced nitrites, reflecting microbial degradation. However, post-treatment ammonia concentrations still exceeded DENR Water Quality Guidelines. The landfill's clay-loam soil structure likely facilitated heavy metal immobilization, mitigating health risks. The study concludes that while the landfill poses low heavy metal risks, uneven nutrient distribution and residual ammonia require remediation. Recommendations include soil enrichment with compost and green manure, pH correction using lime, establishment of a wastewater treatment facility, enhanced ground, water protection, and ecological rehabilitation using native and nitrogen-fixing plants. Regular monitoring and community awareness programs are also essential. These interventions aim to support sustainable landfill operations in compliance with national environmental standards.

Keywords: ecological Rehabilitation, environmental monitoring, remediation, soil contamination, waste management

INTRODUCTION

Rationale

The increasing generation and accumulation of waste pose serious environmental, economic, and social challenges. Solid waste by-products deposited in landfills negatively impact the surrounding environment and the health of nearby residents.

Landfilling remains a common waste management method due to its capacity for safe waste disposal across different municipalities. Major landfill types include municipal solid waste, industrial waste, hazardous waste, and the emerging "green waste" landfill (Siddiqua et al., 2022).

In the Philippines, the Ecological Solid Waste Management Act of 2000 (RA 9003) mandates the construction of sanitary landfills. However, only 245 operational facilities currently serve 478 out of 1,634 local government units (NSWMC & COA, 2021). Weak implementation, limited funding, rapid urbanization, and low public awareness contribute to the country's ongoing solid waste management issues. Inadequate municipal SWM practices can worsen environmental conditions and hinder residents' ability to live healthy, sustainable lives (Ferronato & Torretta, 2019).

Landfills present three major concerns: leachate, greenhouse gases, and toxic emissions. Leachate, rich in harmful physicochemical substances, can contaminate soil and groundwater—threatening a critical resource essential to human health. Additionally, the decomposition of waste generates significant amounts of methane (CH_4) and carbon dioxide (CO_2), which contribute to global anthropogenic greenhouse gas emissions (Kumar et al., 2004).

The Bayombong Sanitary Landfill Facility (SLF), established in 2009, plays a crucial role in managing solid waste for the municipality's 25 barangays. In 2023 alone, the facility recorded a total waste generation of 1,421.019 tons, according to the Municipal Environment and Natural Resources Office (MENRO) – Environmental Management Division.

This study assessed the impact of leachate percolation from the landfill site on groundwater and soil quality in Barangays Magsaysay and Busilac, Bayombong, Nueva Vizcaya. Groundwater, leachate, and soil samples were collected and analyzed for key physical and chemical properties, including pH, temperature, nitrites, phosphates, and heavy metals (Cd and Hg), using UV-visible spectrophotometry and Atomic Absorption Spectroscopy. The findings aimed to support local officials and urban planners in developing effective waste management and health risk prevention strategies. Aligned with the Sustainable Development Goals (SDGs), the study contributes to SDG 6 by promoting clean water and sanitation, SDG 13 by addressing climate-related water quality changes, and SDG 11 by informing sustainable urban development through the proposed Sustainable Remediation Plan. Through this collaborative effort between SMU, MLGU-Bayombong, and the community, the study fosters environmental protection and advances global sustainability.

History of Bayombong Sanitary Landfill

The enactment of RA 9003 was intended to establish a systematic, comprehensive, and ecological approach to solid waste management in line with the country's commitment to sustainable development. Among its key provisions, Section 37 mandated the closure of open and controlled dumpsites, while Section 41 outlined the criteria for the establishment of sanitary landfills. In response to these directives and the increasing volume of solid waste generated by the municipality, a sanitary landfill was established in Purok 7 of Barangays Busilac and Magsaysay, under the leadership of then Municipal Mayor Hon. John Severino G.

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Bagasao. Prior to its establishment, the site underwent a though Environmental Impact Assessment (EIA), which included an environmental risk assessment, the formulation of an environmental monitoring and management plan, and the conduct of a public hearing to ensure community involvement and transparency. Upon securing all necessary regulatory approvals, the project was issued an Environmental Compliance Certificate (ECC) by the Environmental Management Bureau (EMB) Region II in 2008. Following this, construction of the 8.0296-hectare sanitary landfill commenced, and the facility officially began operations in 2009-marking significant milestone in the municipality's efforts to address the growing challenges of solid waste management.

Environmental Contamination and Pollution

Municipal solid waste includes materials such as plastic, glass, food scraps, metals, and paper from households, offices, commercial, and industrial sources (Umutesi et al., 2018). As defined in RA 9003, it comprises non-hazardous household, commercial, institutional, and industrial waste, as well as street sweepings, construction debris, and agricultural residues—excluding hazardous and infectious waste.

Despite efforts in scientific understanding and rational planning, solid waste management remains a critical challenge for administrations, unable to mitigate its environmental impact fully. Landfill operations are associated with issues like volatile organic compounds, odors, and surface and groundwater contamination, despite meticulous planning and management to prevent environmental and public health risks (Environment Victoria, 2017). Leachate from landfills, containing toxic elements like heavy metals and persistent organic pollutants, poses a significant risk of soil and water contamination. Moreover, hazardous substances such as dioxins and polycyclic aromatic hydrocarbons are produced by landfills, exacerbating environmental pollution (Njoku et al., 2019).

Water and soil pollution are major threats to the planet, often interconnected as disruption in one sphere affects the other. While sanitary landfilling is a widely used waste disposal method designed to minimize environmental and health risks, leachate contamination remains a concern due to construction and operational flaws. Additionally, landfills produce hazardous substances like dioxins and PAHs, contributing to pollution. Addressing these issues requires interdisciplinary collaboration and sustainable practices.

Health and Ecological Implications

Siddiqui et al. (2022) highlighted the environmental and health risks associated with waste landfilling, stressing the need to assess its broader impacts—particularly the dangers of illegal and uncontrolled dumpsites in developing countries. Palomeras et al. (2020) called for consistent, efficient sanitary landfill management and strict compliance with RA 9003 to prevent adverse public health and environmental outcomes in nearby communities. Saha et al. (2023) reported elevated heavy metal levels in the Mid-Brahmaputra Valley, India, due to landfill leachate, emphasizing the need for regular monitoring and government action. Similarly, Hussein et al. (2020) found that non-sanitary landfills in Malaysia posed greater environmental and health hazards compared to sanitary ones. Collectively, these studies

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highlight the urgent need to address soil and groundwater contamination through strict monitoring and effective waste management to safeguard public health and biodiversity.

Heavy metal contamination from leachate poses risks to water quality, human health, and ecosystems, particularly for communities near landfills, requiring rigorous monitoring and government action to ensure sustainable waste management. Addressing environmental contamination and pollution necessitates interdisciplinary collaboration, technological innovation, and sustainable practices to safeguard ecosystems and human health against global challenges.

Despite the significant steps taken to address solid waste management in the Philippines, particularly through the establishment of the Bayombong Sanitary Landfill, critical gaps in the understanding of its environmental and social impacts remain. Although the landfill underwent thorough regulatory processes, including an Environmental Impact Assessment (EIA) and the issuance of an Environmental Compliance Certificate (ECC), there has been no subsequent, comprehensive study evaluating its long-term effects on groundwater and soil quality in the surrounding communities. The lack of empirical data on the environmental contamination caused by leachate percolation—especially its impact on the local ecosystem and public health—presents a significant gap in both policy and scientific knowledge. Additionally, while national laws like RA 9003 and studies from other regions emphasize the importance of proper landfill management, there is insufficient localized research to guide effective mitigation strategies for the Bayombong SLF's environmental challenges. This study aimed to fill these gaps by providing data-driven insights into the contamination risks associated with the landfill, thus enabling better-informed decisions for local waste management practices and community health protection.

Objectives of the Study

The study aimed to assess the environmental impact of pollutants, particularly heavy metals and organic compounds, at the Sanitary Landfill Facility site in Bayombong, Nueva Vizcaya. The primary objectives were to characterize the physicochemical properties of soil, groundwater, and leachate samples from various landfill cells, focusing on their composition and contamination levels. Specifically, the study sought to analyze the concentrations of lead and cadmium in the soil samples and evaluate the potential risks to both human health and the ecosystem. Additionally, the study aimed to develop a Sustainable Remediation Plan tailored to minimize the environmental impact of the landfill and ensure its long-term sustainability.

METHODOLOGY

Design

The study utilized a quasi-experimental research design to assess the physico-chemical characteristics of soil, groundwater, and leachate samples collected from within the landfill site in terms of heavy metals and organic compounds in Bayombong Sanitary Landfill.

Study Site and Sample Collection

The Sanitary Landfill Facility (SLF) and Materials Recovery Facility (MRF) in Bayombong, Nueva Vizcaya are situated at Purok 7 of Barangays Magsaysay and Busilac, with coordinates approximately 16°29'14.51"N, 121°06'30.69"E (Lat/Long, WGS 1984 datum). This location spans 8.0296 hectares within the Timberland/Forest Zone owned and managed by the Local Government Unit of Bayombong. The ownership is supported by an Approved Survey Plan Swo–(aff–02–000052 dated September 28, 2007). The Environmental Compliance Certificate (ECC) issued by the EMB R02, with ECC Reference No. ECC–R02–0812–250–9999 on December 12, 2008, validates its compliance with environmental regulations.

The groundwater, leachate, and soil samples were collected at the landfill site at Barangay Upper Magsaysay, Bayombong, Nueva Vizcaya, as shown in Figure 1 below.

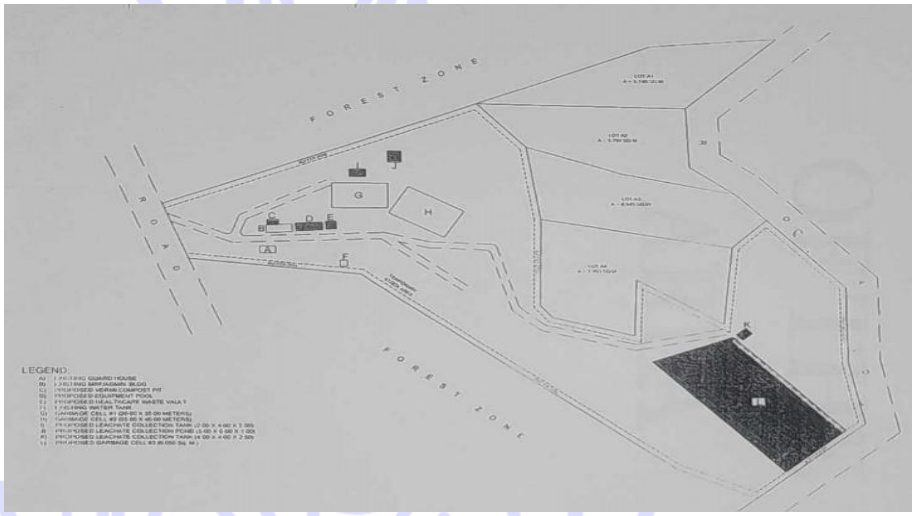


Figure 1.
Vicinity Map of the Bayombong Sanitary Landfill Facility

The facility comprises seven cells, with Cell 4 currently in use, covering an area of 2,592 m^2 and an estimated 12,960 cu.m capacity. The SLF/MRF complex includes various components such as Garbage Cells, a Gate, a Water Tank, a Fruit Tree Plantation, a Guard House, an Interior Road, Buffer Zone, Windrows/Heap Type Composting Facility, Leachate Pond, Bambusetum, Administration Building with Septic Tank, Multi-purpose and Livelihood Building, Equipment Pool, Perimeter Fence, Filter Pond, Monitoring Wells, Leachate Conveyor Pipe, Roadway Drainage, Special Waste Vault, and Toxic and Hazardous Waste Facility.

These components collectively facilitate efficient waste management, ensuring proper segregation, collection, recycling, and disposal of solid waste while adhering to environmental standards and regulations. Additionally, the strategic location, approximately 7 kilometers from the central business district, minimizes the impact on populated areas while serving the municipality's waste management needs.

The physicochemical characterization (Test for nitrite and phosphate) was conducted at the Center for Natural Sciences Research Laboratory of Saint Mary's University. Heavy metals were tested at the National Institute of Molecular Biology and Biotechnology, University of the Philippines-Los Baños using Atomic Absorption Spectroscopy (AAS).

1. Sample Collection and Preparation

Soil samples were collected from four quadrants within each of the four accessible landfill cells to ensure representative coverage. On-site assessments documented physical properties such as soil type and general environmental conditions. Chemical samples were taken from a depth of 15–20 cm using a clean trowel, stored in sterile polyethylene bags, and oven-dried at 40°C for 24 hours in the laboratory. The samples were then cleaned and homogenized for analysis.

Groundwater and leachate samples were collected in plastic bottles, which were first rinsed with a representative sample to avoid contamination. The bottles were filled to the brim to prevent air space and oxidation, then tightly sealed to maintain sample integrity. These samples were transported to the research laboratory for comprehensive chemical characterization, including tests for nitrates and phosphates.

2. Data Gathering Procedure:

2.1 Determination of pH

The pH of the soil was measured using a Takemura Soil pH Tester by directly inserting the probe into multiple locations within each landfill cell. Readings were recorded once the needle stabilized to ensure accuracy. For leachate samples, pH was determined by collecting samples from the designated leachate collection area within the landfill. These were then analyzed using an ATAGO digital pH meter.

2.2 Determination of Nitrogen

2.2.1 Nitrogen in the Soil

A Kjeldahl distillation was conducted to determine the nitrogen content of the soil. Twenty grams of soil were weighed and transferred to a Kjeldahl flask, moistened with 10 mL of distilled water, and rinsed down the neck. To this, 100 mL of 0.32% $KMnO_4$, 100 mL of 2.5% NaOH, and glass beads were added to prevent bumping. The flask was stoppered, and a distillation apparatus was set up. A receiving flask containing 25 mL of 0.01 M H_2SO_4 with 3–4 drops of methyl red was prepared, and the delivery tube was immersed in it. The mixture was heated to distill approximately 100 mL of ammonia over 30 minutes. The remaining acid in the receiving flask was then titrated with 0.02 M NaOH to determine the amount of ammonia distilled.

2.2.2 Nitrogen in Leachates

Nitrogen determination in leachates was performed using two methods. The first method utilized the chromotropic acid technique to measure available nitrite, with modifications to the standard procedure. A standard curve was prepared by diluting a 1 mg/mL sodium nitrate stock solution in 0.1 mg/mL increments (0 to 1.0 mg/mL). Both the standard and 10 mL of each leachate sample were acidified with sulfuric acid, followed by the addition of chromotropic acid. After a 6-minute development period, absorbance at 410 nm was measured for both the standard and leachate samples, and the results were recorded.

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The second method employed a HANNA reagent set to measure available ammonia. Two drops of EDTA solution were added to 10 mL of each leachate sample, followed by eight drops of Nessler's solution. The mixture was shaken until an orange color developed, and the intensity of the color was compared to a provided cuvette to estimate ammonia concentration, with a maximum detection limit of 2.5 mg/mL.

2.3 Determination of Phosphates in the Soil

The available phosphorus in soil was determined using Bray's P-1 extraction method. A 2g soil sample was combined with 20 mL of Bray's P-1 reagent in a 50 mL vessel and shaken for 5 minutes. A blank was prepared with only the reagent. The mixture was filtered through Whatman No. 1 filter paper, and the filtrate was collected. For color development, 5 mL of the filtered extract was mixed with ammonium molybdate and stannous chloride solutions, then diluted and the absorbance measured at 660 nm using a UV-VIS spectrophotometer. A calibration curve was prepared using standard solutions with known phosphorus concentrations, and the absorbance data was used to determine the phosphorus concentration in the soil samples.

2.4 Determination of Heavy Metals

Before heavy metals analysis, the samples were digested in aqua regia (a 3:1 ratio of 35% HCl and 70% high-purity HNO_3) and filtered. Atomic Absorption Spectroscopy (AAS) was then used to determine the concentrations of heavy metals, as outlined by Uddin et al. (2016) for its efficiency. AAS operates on the principle that excited atoms absorb energy at specific wavelengths, resulting in a decrease in signal energy proportional to concentration. Each element has unique sensitivity characteristics, with the calibration curve range defined by noise and linearity. The optical system was configured with a hollow cathode lamp for the target element, and the appropriate slit and wavelength were selected. A standard solution of known analyte concentration was aspirated, and the sample concentration was determined by interpolating from the absorbance reading. The concentrations of Cd and Hg in the samples were successfully analyzed using AAS.

Treatment of Data

Measures of central tendency were employed to analyze the collected data, specifically the arithmetic mean. The mean value was used to summarize and represent the general trend of the values obtained from the various sampling sites and conditions. This statistical approach allowed for a simplified comparison between different data sets, providing insight into the overall behavior or characteristics of the measured parameters.

Ethical Considerations

This study, approved by the Saint Mary's University Research Ethics Board (SMUREB 2024 0678), involved measuring nitrate and phosphate levels in groundwater and soil from a landfill site, without involving human or animal participants. Strict safety protocols were followed due to the hazardous chemicals used, ensuring all procedures generating potential aerosols were conducted in controlled laboratory environments. The intellectual property

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of the research output belongs to Saint Mary's University, with the researchers recognized as the authors. In accordance with the SMU Project WEALTH 2.0 guidelines and university policies, the final results will be shared during the Linggo ng Likha at Lingkod event and through national and international publications and conferences, reflecting the commitment to contributing valuable insights to the academic community and advancing environmental risk assessment.

RESULTS AND DISCUSSIONS

Section 1. Characterization of Physico-Chemical Properties of Soil Samples from Landfill Site

This section presents the physical and chemical characteristics of soil samples collected from various cells of the landfill site.

Table 1 summarizes the physical properties of soil samples collected from four cells of the landfill site. The parameters assessed include soil temperature (°C), soil color, and soil type.

Table 1. Physical Properties of Soil Samples from Various Cells of the Landfill Site

Parameters	Average per Cell			
	Cell 1	Cell 2	Cell 3	Cell 4
Soil Temperature (°C)	30.5	28.3	28.5	28.5
Soil Color	Dark brown	Dark brown	Dark brown	Dark brown
Soil Type	Clay-loam	Clay-loam	Clay-loam	Clay-loam

The soil across all four sampling cells in Barangay Upper Magsaysay, Bayombong, and Nueva Vizcaya displayed a consistent clay-loam structure and dark brown coloration. This suggests a uniformity in soil texture and organic matter throughout the site; clay-loam soils are recognized for their balanced sand, silt, and clay composition, which offers good water retention and aeration.

Ambient temperature readings ranged from 28.5 °C to 30.5°C, with Cell 1 recording the highest temperature (30.5°C), while Cells 3 and 4 shared the lowest temperature at 28.5°C. Although Cells 1 and 2 had the most plant cover, ambient temperature was recorded close to midday; hence, temperature readings were slightly higher. Cell 1 had a lot of plant biodiversity because it had been closed for the longest time, while cell two was recently closed but had been planted with bamboo and fruit-bearing Guyabano trees.

Table 2 presents the average chemical properties of soil samples collected from four different cells within the landfill site. The parameters measured include soil pH, nitrogen (kg/ha), and phosphorus (kg/ha) levels.

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Table 2. Chemical Properties of Soil Samples from Various Cells of the Landfill Site

Parameters	Average per Cell			
	Cell 1	Cell 2	Cell 3	Cell 4
pH	5.6	5.2	5.7	6.0
Nitrogen (kg/ha)	106.65	75.264	75.264	56.448
Phosphorus (kg/ha)	3.270	4.550	1.170	3.085

Each cell's soil pH level exhibited a slightly acidic pH range (5.2-6.0). Cell 4 has an acceptable pH level since it falls within the optimum pH described by Dewangan et al. (2023) for most plants, while Cells 1, 2, and 3 had slightly lower pH levels. This indicates that most of the sites may experience nutrient availability limitations due to suboptimal pH levels; acidic conditions are known to limit phosphorus availability and can alter microbial communities critical for nutrient cycling.

The average soil nitrogen concentrations for each cell were tested, which showed that among the cells, cell 1 had the highest amount of nitrogen content, 106.65 kg/ha, while cells 2, 3, and 4 had 75.264, 75.264, and 56.448 kg/ha, respectively. While there is no standardized acceptable range for nitrogen concentration in soil (Kitpakornsanti et al., 2022), the significant variation suggests uneven nutrient distribution, possibly linked to the differences in human intervention, microbial activity, or organic content. Site-specific supplementation may be necessary to ensure optimum growth of plant cover across the landfill sites.

Furthermore, this result also supports the study of Adame et al. (2018), which found that total nitrogen increased with forest age. Cell 1 had been closed for the longest time; hence, plant vegetation was able to develop significantly. This result confirms that nitrogen accumulation on the surface layer reflects the soil and biomass deposition with time, as nutrient content is primarily stored in the surface soil (Ngaba et al., 2020). In other parameters, phosphorus content for cells 1 and 4 is within the acceptable range. In contrast, cell 2 slightly exceeded the acceptable range, while cell 3 is below the acceptable range, according to Xe et al. (2023). This deficiency may restrict root development and energy in plant covers if not addressed. Cells 1, 2, and 4 displayed phosphorus levels within/near the acceptable range, indicating sufficient availability except cell 3. Localized phosphorus enrichment is suggested for this site.

Section 2. Characterization of Chemical Properties of Groundwater and Leachate Samples from Landfill site

The characterization of chemical properties of water samples obtained from Bayombong Ecological Park and Sanitary Landfill, Magsaysay, Bayombong, Nueva Vizcaya is shown in Table 3.

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Table 3. Chemical Properties of Groundwater and Leachate Samples from Landfill site

Site of Collection	Ammonia	Nitrite
Leachate Treatment Well 1 (L1): *Obligate-anaerobic Bacteria*	>2.5 mg/L	0.8 mg/L
Leachate Treatment Well 2 (L2): *Facultative-anaerobic Bacteria*	2.5 mg/L	0.6 mg/L
Leachate Treatment Well 3 (L3): *Obligate-aerobic Bacteria*	2.0 mg/L	0.2 mg/L
Tap Water (H): *Groundwater Representative*	1.0 mg/L	<0.2 mg/L

Water samples were collected from sequential effluent treatment wells (L1, L2, L3) at a landfill site and from an on-site tap water source (H). The treatment process progresses from anaerobic (L1) to facultative-anaerobic (L2) and aerobic (L3) stages, followed by filtration prior to discharge.

Ammonia concentrations decreased progressively across treatment stages: 4.2 mg/L in L1, 2.5 mg/L in L2, and 2.0 mg/L in L3. The tap water sample (H) contained ammonia at <1.0 mg/L. Nitrite was detected in all treatment wells but not quantified due to its instability, while nitrate persisted in post-treatment effluent. Compliance testing against DENR standards (DAO No. 19, s. 2021) confirmed that L3 met the General Effluent Standard (GES) ammonia limit (2.0 mg/L) but exceeded the Water Quality Guideline (WQG) for safe discharge into natural water bodies. Post-filtration effluent sampling was precluded by system inaccessibility. The observed ammonia reduction (L1 to L3) aligns with microbial degradation dynamics documented in landfill leachate treatment systems (DAO No. 19, s. 2021). Elevated ammonia in L1 (4.2 mg/L) likely originates from anaerobic hydrolysis of organic nitrogen compounds, a process consistent with findings by Smith et al. (2020). The modest reduction in L2 (2.5 mg/L) under facultative-anaerobic conditions suggests limited nitrification activity, whereas the aerobic environment in L3 promotes ammonia oxidation via nitrifying bacteria.

Section 3. Analysis of Heavy Metals in Soil Samples from Landfill Site

Section 3 presents the results of heavy metal analysis in soil samples collected from the four accessible landfill cells. Table 4 summarizes the average concentrations of cadmium (in µg/kg) and lead (in mg/kg) detected per cell.

Table 4. Heavy Metals in Soil Samples from Landfill Site

Parameters	Average per Cell			
	Cell 1	Cell 2	Cell 3	Cell 4
Cadmium (µg/kg)	11.26	15.26	14.91	15.66
Lead (mg/kg)	0.42	0.73	0.82	0.99

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As shown in Table 4, soil samples from all landfill cells exhibited low concentrations of cadmium and lead, suggesting minimal deposition of industrial or manufacturing waste. The analysis revealed lead and cadmium levels below 5 mg/kg, well beneath the hazardous waste thresholds set by the EPA, as noted in ACTenviro (2024). These low heavy metal concentrations indicate a reduced risk of environmental contamination. Both lead and cadmium are persistent toxins that can leach into groundwater or accumulate in ecosystems; however, the observed levels imply that the landfill primarily contains residual wastes and that household hazardous wastes, such as batteries and electronics, have been effectively contained.

Additionally, the landfill cells are equipped with HDPE liners, and the clay-loam soil texture likely aids in metal immobilization. Clay particles bind to cationic metals, limiting their migration into the surrounding environment (Luo et al., 2025).

This finding has important implications for human and ecological health. The reduced leaching of heavy metals decreases the risk of groundwater contamination, which is a major exposure pathway for lead and cadmium in humans. For ecosystems, the threat of bioaccumulation is minimized within the landfill, reducing the likelihood of terrestrial species ingesting toxic amounts through soil, water, or food chains.

Section 4. Bioremediation Plan

Essential soil nutrients, including nitrogen and phosphorus, were present at trace levels, reflecting a nutrient-poor environment. Field observations identified uneven nutrient distribution, likely exacerbated by human-induced erosion. Despite these conditions, vegetation such as bamboo and fruiting trees like Guyabano thrived in closed landfill cells. The landfill manager confirmed the recent implementation of initial phytoremediation strategies targeting these species. The low heavy metal concentrations suggest limited industrial waste influx, reducing immediate contamination risks. However, the nutrient-deficient soil underscores the challenges of ecological restoration in landfills, particularly when compounded by erosion-driven heterogeneity. Colonizing bamboo and hardy fruiting species in closed cells highlight their adaptability to degraded environments, aligning with the landfill's nascent phytoremediation efforts.

Bamboo's success in nutrient-poor soils reinforces its documented role in stabilizing degraded landscapes and sequestering trace pollutants (Emamverdian et al., 2017). Similarly, the resilience of Guyabano and Guava—species known for tolerating marginal soils—supports their inclusion in bioremediation frameworks. However, the utility of fruiting species requires caution: while they may aid soil stabilization, their produce risks bioaccumulation of contaminants, even at low heavy metal levels. Comprehensive testing of heavy metals, organic pollutants, and nutrient content is essential before considering these fruits safe for human consumption. The findings from the previous sections of the study validate the landfill's focus on bamboo as a priority species for micro-environmental restoration, given its dual capacity for soil stabilization and low contaminant uptake. Future efforts should expand monitoring to assess long-term phytoremediation efficacy and quantify risks associated with fruiting species to balance ecological and public health goals.

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Compliance with regulatory standards for heavy metals confirms the landfill's commitment to safe waste management. However, ongoing monitoring is critical, as even trace concentrations may accumulate over time—especially if waste inputs trend toward industrial sources. Proactive strategies, such as improving waste segregation or introducing phytoremediation to absorb metals, could mitigate potential long-term risks.

CONCLUSIONS AND RECOMMENDATIONS

The environmental assessment of the Barangay Upper Magsaysay landfill shows a landscape shaped by human activity and natural conditions. The clay-loam texture and dark brown color suggest moderate organic matter, balanced water retention, and aeration. However, slightly acidic pH (5.2–6.0) may limit phosphorus availability, affecting plant growth. Cell 1, closed the longest, has the highest nitrogen level (106.65 kg/ha), while Cell 3 shows phosphorus deficiency, requiring enrichment. Heavy metal levels, particularly cadmium and lead, are below hazardous thresholds, indicating minimal industrial input and effective containment. The soil composition reduces metal leaching risks, protecting groundwater.

Leachate treatment shows effective ammonia reduction, though the final effluent exceeds discharge standards, indicating the need for further treatment. Vegetation, including bamboo and guyabano trees, shows potential for phytoremediation, with bamboo being a strategic choice for soil stabilization. However, fruiting species pose bioaccumulation risks and require testing before consumption.

Recommendations include addressing pH imbalances, supplementing nutrients, optimizing wastewater treatment, and prioritizing non-food phytoremediation species. Long-term monitoring of heavy metals, nutrients, and vegetation health is essential for balancing ecological recovery with public safety. With sustained interventions, this landfill could serve as a model for rehabilitating degraded environments while prioritizing community health.

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TNarrative/Documentation Report

Project Title:	Tulong Maria for the Victims of Typhoon Nika and Pepito
Date:	November 30, 2024
Time:	
Team Composition:	
Lead Organizer:	
Project Staff/Members:	SHS faculty and staff Marian Central Board of Students Marialis Pons

Narrative

In a collective demonstration of compassion and solidarity, the Senior High School (SHS) faculty and staff, in collaboration with the Marian Central Board of Students, PTA Central Board, Alumni Association, and Marialis Pons, organized a heartfelt donation drive to aid victims of two devastating typhoons that struck Nueva Vizcaya. This initiative sought to provide immediate relief and foster hope among affected families, reflecting the Marian community's commitment to serving those in need.

On November 30, 2024, the SHS team delivered the collected cash and in-kind donations to their partner community in Ipil-Cuneg, Bayombong. The relief packs included essential items such as rice, canned goods, clothing, hygiene kits, and other basic necessities, along with financial assistance for families to rebuild their lives. These donations were made possible through the generous contributions of faculty members, students, parents, alumni, and other stakeholders who came together for this noble cause.

The day was filled with meaningful interactions as the SHS team personally handed over the relief goods to the beneficiaries. Words of gratitude and hope were exchanged, creating an atmosphere of warmth and mutual support. Beyond the material assistance, the initiative brought a sense of encouragement to the affected families, reminding them that they are not alone in their recovery journey.

This outreach initiative emphasized the Marian community's dedication to living out the values of compassion and service. It also highlighted the importance of collective action in responding to disasters and addressing the needs of the most vulnerable. The collaboration between various sectors of the Saint Mary's University community showcased the power of unity in making a tangible difference.

The SHS donation drive not only alleviated immediate hardships but also strengthened the bond between the school and its partner community. By extending care and assistance during challenging times, the SHS team reaffirmed its commitment to fostering resilience, empathy, and a sense of shared responsibility among all its members.

This effort serves as a testament to the Marian spirit of generosity and unwavering support for those in need, inspiring future initiatives that embody the values of solidarity and hope.

Documentation











Prepared by:	
Date Submitted:	

Note:

**Append the list of extensionists/participants*
**Append the list of donors*

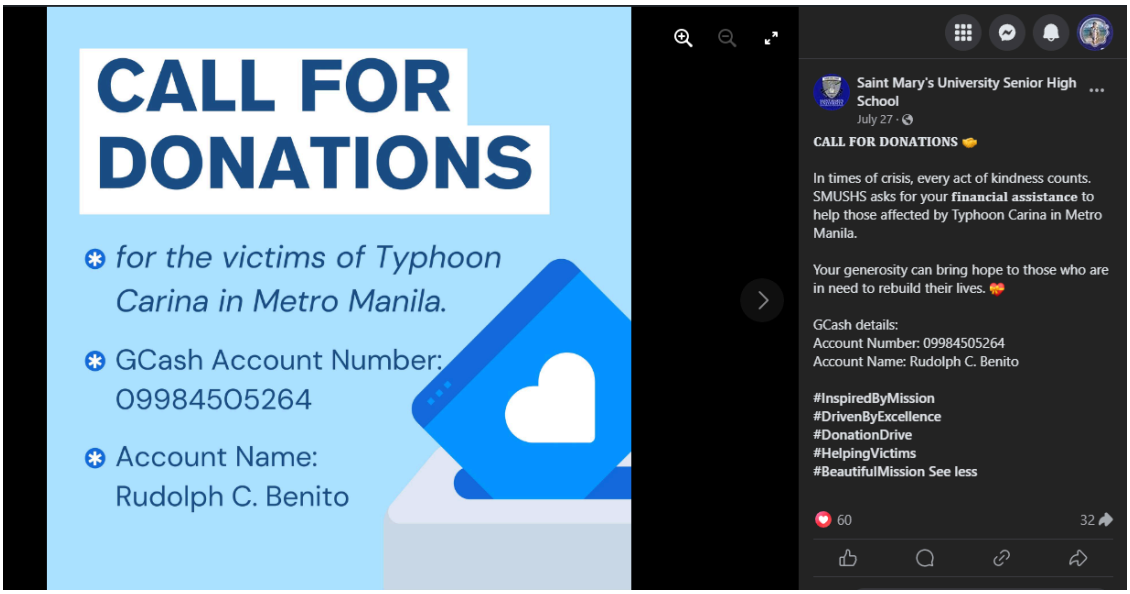
Narrative/Documentation Report

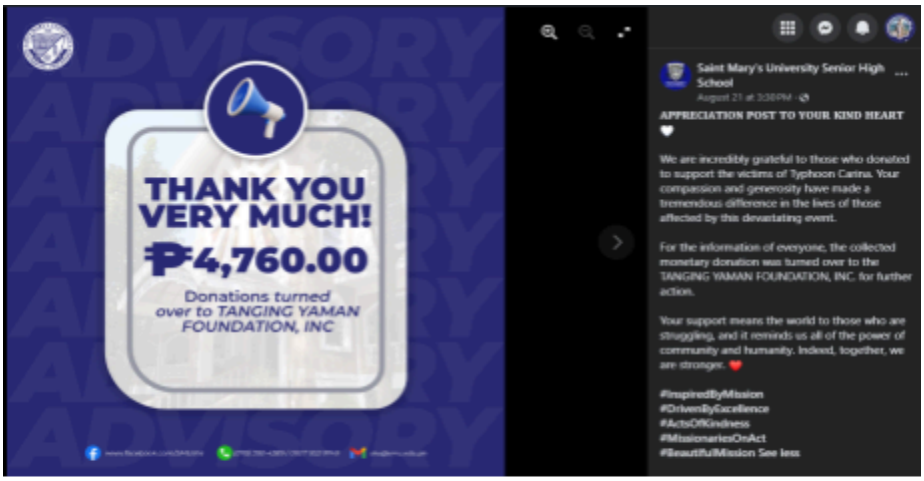
Project Title:	Call for Donations for the Victims of Typhoon Carina
Date:	July 27, 2024-August 19, 2024
Time:	
Team Composition:	
Lead Organizer:	Rudolph C. Benito
Project Staff/Members:	Eloisa C. Barbieto

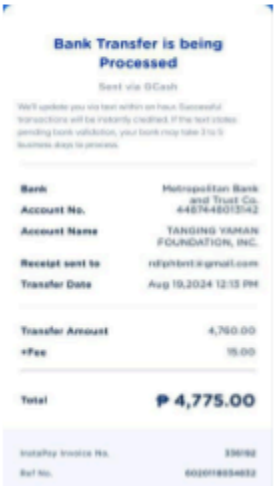
Narrative

In times of crisis, every act of kindness counts. The SMU SHS conducted a call for donations for the victims of Typhoon Carina. Last July, the Philippines, particularly in the parts of Manila and neighboring places, were devastated by Typhoon Carina. In response to the needs of the affected victims, SMU SHS donated 4,760 financial assistance. This was turned over to the Tanging Yaman Foundation, Inc. for further action. The call for donations started July 27 and ended last August 18. The donations were in the form of salary deductions and through GCash operations.

Documentation







Prepared by:	*Rudolph C. Benito*
Date Submitted:	*September 11, 2024*

Note:

**Append the list of extensionists/participants*
**Append the list of donors*

Narrative/Documentation Report

Project Title:	Donation Drive for Marian Students, Employees and Adopted Communities Affected by Typhoon Pepito
Date:	November 19-22, 2024 Donation Period November 24, 2024 Donation Date for Pawak Community
Time:	9:00- 11:00 A.M
Team Composition:	
Project Leader:	Mrs. Kerishen B. Velano
Project Staff/Members:	Mrs. Rhia A. Gagarin

Narrative

The office of Student Activities and Community Engagement of Saint Mary's University Junior High School and Science High School, with the Marian Supreme Government (MSGo), organized donation drive due to typhoon Pepito that greatly affected our province Nueva Vizcaya, the donation drive started November 19, 2024 (Tuesday) until November 22, 2024 (Friday). The donation drive brought immediate relief to the Pawak Community, addressing their urgent needs last November 24, 2024 at 9:00 to 11:00 A.M.

Prior to the outreach activity, a unified effort was launched by students, parents, teachers, non-academic personnel, the Marian Supreme Government, and the wider community engagement group. This collaborative initiative aimed to provide relief goods to the affected families. Through the collective generosity and dedication of all involved, the project was successfully executed and demonstrated the power of community solidarity in times of crisis.

The packing of relief goods was a joint effort by non-academic personnel, and Community Engagaement office and MSGo actively participated in sorting and packing while ensuring that the process adhered to safety and hygiene protocols.

There were 21 teachers from SMU JHS & SciHS facilitated the distribution of goods. On the other hand, there were 35 PES recipients in the said outreach activity.

The donation drive for the victims of Typhoon Pepito was a testament to the power of unity and compassion in times of adversity. Through the collaborative efforts of generous donors, volunteers, and organizers, we were able to provide essential relief goods and support to those affected by the calamity. This initiative not only addressed immediate needs but also inspired hope and resilience within the community.
The experience highlighted the importance of solidarity and proactive response during crises, reminding us that even small acts of kindness can create a significant impact. Moving forward, we are committed to fostering a culture of preparedness and mutual aid to ensure we continue to extend a helping hand to those in need. The success of this endeavor underscores our collective ability to rise above challenges and bring light to those in their darkest moments.

Documentation





These are the donations the SMU JHS & SciHS received during the Donation Drive. There are two cavans of rice, 2 boxes of noodles, 1 box of can goods, bottled water, and used clothes.





Photo op during the repacking of goods. Community Engagement Ofiice, NAP, and MSGo helped together to repack the goods for the affected families of Pawak Community.





During the snack and giving of relief goods to Pawak Community.





Dr. Zayda S. Asuncion, our principal, facilitated the distribution of goods.





Pawak community is receiving relief goods from SMU JHS & SciHs.





Photo op after the activity.

Prepared by:	*Rhia A. Gagarin*
Date Submitted:	

Note:

**Append the list of extensionists/participants*
**Append the list of donors*

Narrative/Documentation Report

Project Title:	Rain Gear Donation at Pawak E/S
Date:	June10, 2025
Time:	7:30 AM- 12:00 PM
Team Composition:	
Lead Organizer:	Mrs. Rejean Ann P. Valentin
Project Staff/Members:	Mr. Domingo T. Guntalilib Jr., Ms. Rhea D. Ampa Ms. Ruthie Mae Padilla Xandrick Jan Allan A. Perez Regie Aquimba

Narrative

The Rain Gear Donation at Pawak Elementary School, spearheaded by the NSTP Office and the Junior High School Department of Saint Mary's University, was successfully conducted on June 10, 2025. With the rainy season setting in, the initiative was driven by the goal of supporting students' health and ensuring their uninterrupted access to quality education. By equipping learners with essential rain gear, the project aimed to protect them from weather-related illnesses and promote regular school attendance, ultimately contributing to improved well-being and active classroom participation.

The team, composed of six extensionists—two student representatives from the Marian Emergency Response Team (MERT), CEIPSC Head Dr. Christopher Allen S. Marquez, Ma'am Rhea D. Ampa, and Mrs. Rejean Ann P. Valentin—arrived at Pawak Elementary School at around 8:00 AM. They were warmly greeted by smiling students, welcoming teachers, and enthusiastic school stakeholders. The activity began with a solemn prayer led by Ms. Ruthie May Padilla, followed by a warm welcome message delivered by one of the teachers.

More than just a donation of raincoats and umbrellas, the event also served as an opportunity to educate. The MERT students conducted a Basic First Aid Training for the pupils. The session opened with a discussion on the contents of an emergency go-bag, introducing the students to essential first aid items and explaining their uses. This was followed by a presentation on common types of wounds—abrasions, incisions, and lesions—and live demonstrations on how to properly treat each one. The training concluded with basic bandaging techniques, including square knot tying and the cravat method. To reinforce learning and engagement, a return demonstration allowed the students to practice the skills they had just learned.

A total of 80 students received a notebook and rain gear, consisting of raincoats and umbrellas. There were also in-kind donations, such as clothes, from the Marian community. The total expenditure for the activity was ₱18,672.00, well within the ₱24,000.00 budget allocated for the initiative of the NSTP Office.

One of the main challenges encountered was adjusting the content of the first aid training to match the students' comprehension level, but this was effectively addressed through simple, interactive demonstrations. The students showed genuine interest and enthusiasm, making the session both enjoyable and educational.

Overall, the Rain Gear Donation at Pawak Elementary School became more than just a response to a seasonal concern—it became a celebration of care, education, and community involvement that left a lasting impact on the young minds it reached.

Documentation



During the welcome remarks delivered by one of the teaching personnel of Pawak Elementary School, the speaker expressed gratitude for the support extended to their students.



During the discussion on the contents of the Go Bag and its uses, participants learned about the essential items needed in times of emergency.



During the demo on wound treatment.



During the return demo on wound treatment.



A demonstration of bandaging techniques was conducted to familiarize participants with proper wound care procedures.



Return demonstration on bandaging technique.






JAMES
23


COPY ONE



During rain gear distribution.





The extensionists, together with the students and stakeholders.

Prepared by:	Rejean Ann P. Valentin
Date Submitted:	June 16, 2025

Note:
**Append the list of extensionists/participants*
**Append the list of donors*

Narrative/Documentation Report

Project Title:	Rain Gear Donation at Baguingey E/S
Date:	June 11, 2025
Time:	7:30 AM- 12:00 PM
Team Composition:	
Lead Organizer:	Mrs. Rejean Ann P. Valentin
Project Staff/Members:	Mr. Domingo T. Guntalilib Jr., Ms. Ailyn D. Laplano, Mr. Faustino B. Saquing Jr., Mrs. Jovita C. Villanueva, Xandrick Jan Allan A. Perez, Rexzelle Jean L. Balala, Fredy P. Avallano, John Benneth F. Pahati

Narrative

The Rain Gear Donation and Community Engagement Activity at Baguingey Elementary School, held on June 11, 2025, was a collaborative initiative spearheaded by the NSTP Office of Saint Mary's University. This outreach aimed to support students' health and ensure uninterrupted access to quality education by providing essential rain gear to keep learners dry and protected during the rainy season. The project was guided by the belief that small acts of care—like shielding a child from the rain—can lead to bigger outcomes in terms of school attendance, health, and classroom participation.

A total of 10 extensionists—composed of CEIPSC Director Dr. Christopher Allen S. Marquez, NSTP Office Head Mr. Domingo T. Guntalilib Jr., Ms. Ailyn D. Laplano, Mr. Faustino B. Saquing Jr., Mrs. Jovita C. Villanueva, Ms. Joy D. Balana, and MERT officers aged 19 to 59—departed from the university at 7:30 in the morning to reach the school. Upon arrival, they were warmly welcomed by the school stakeholders. The activity formally opened with a prayer led by Ms. Ailyn D. Laplano, followed by a welcome message from the school head of Baguingey Elementary School.

The heart of the program focused on both safety education and donation. Four MERT officers conducted a Basic First Aid Training for the students. Recognizing the age differences among learners, they divided the students into two groups—Kinder to Grade 3, and Grades 4 to 6—to ensure the session was age-appropriate and easier to understand. Topics included wound treatment and bandaging techniques. Through engaging demonstrations, the team explained how to handle cuts and injuries, and students were given the opportunity to apply what they learned through return demonstrations, which sparked curiosity and excitement among the young participants.

Simultaneously, a meeting was held between the school head, teachers, parents, and extensionists. Facilitated by CEIPSC Head Sir Christopher Allen S. Marquez, the group discussed the summary of the feedback survey from the previous school year. They exchanged insights and ideas, and the school stakeholders were asked about potential future projects that the university could help implement—strengthening the spirit of collaboration and community involvement.

After the training and consultation meeting, the rain gear distribution commenced. A total of 93 students (sex-disaggregated data not specified) each received a set that included a raincoat, rain boot, and a notebook. These practical items were intended to help the learners stay dry during rainy days, preventing absenteeism caused by sickness or discomfort. In addition to the prepared kits, in-kind donations such as clothes from the

Marian community were also turned over to the school, further extending the reach of the university's service mission.

The activity was implemented with a total expenditure of ₱23,740.00, well within the allocated ₱27,900.00 budget.

Among the accomplishments of the day was the dual success of engaging both students and adults through learning and dialogue. A challenge faced was the need to simultaneously run two important components—first aid training and the stakeholder meeting—but this was effectively managed by the well-coordinated extension team.

Moving forward, the university hopes to revisit Baguingey Elementary School for further community-driven projects based on the needs raised during the meeting. The activity not only provided immediate aid but also opened doors for deeper collaboration and shared development in the years to come.

Documentation



The extensionists.



The program commenced with a solemn opening prayer led by Ms. Ailyn D. Laplano.



A warm welcome was delivered by the School Head of Baguingey Elementary School.





Demonstration on the use of basic first aid kits.





A demonstration of bandaging techniques was conducted to familiarize students with proper wound care procedures.





The parents, students and stakeholders of Baguingey Elementary School.



During the distribution of rain gears.



Simultaneous meeting with extensionists and stakeholders.

Prepared by:	Rejean Ann P. Valentin
Date Submitted:	June 16, 2025

Note:

**Append the list of extensionists/participants*
**Append the list of donors*

Narrative/Documentation Report

Project Title:	Project Ligtas
Date:	March 28,2025
Time:	10:30 am-12:30 pm
Team Composition:	
Lead Organizer:	Mrs. Michelle B. Pagaduan
Project Staff/Members:	Mrs. Viviene Camhit, Mr. Arnold Villanoza, Samarah Alexa Marquez , Jan Carlo Mariano, Christopher Afala Somerah, Kashmyr Gabrielle Paguirigan ,Xiara ysa Allamar, Angela Jade Ursua, Shekina A. Nieva, Kent Joem Jerrechoe Salvadico, Gian Bautista, Josh Wilbel Daulayan, Taj Sigfred Duque

Narrative

Project Ligtas: Medical Equipment Distribution and Basic Life Support Orientation
Objective:
a) To equip barangay officials with essential skills in first aid and basic life support (BLS).
b) To distribute critical health and safety equipment (e.g., oximeters, glycometers) and pediatric medicines for common ailments such as coughs, colds, diarrhea, and fever, as requested by the Barangay of Ipil Cuneg.
Target Outcome:
a. Barangay officials and community members will be trained in basic life support techniques to ensure prompt and effective response during emergencies and proper usage of oximeter and glucometer.
b. The distribution of essential equipment and medicines will improve the community's capacity to respond to common health issues, especially in remote areas.

On March 28, 2025, at 10:30 AM, the Senior High School Emergency Response Team (SHERT) conducted an outreach activity titled **"Project Ligtas"** at Ipil Cuneg, Bayombong, Nueva Vizcaya. The event was attended by five SHERT officers, their adviser Mrs. Michelle B. Bernardino, and the Senior High School nurse, Mrs. Vivienne Camhit. Before the outreach, the SHERT officers and their adviser collaborated to raise funds through solicitations and selling packed food. Their efforts generated a total of PHP 10,173, which was used to purchase the necessary medical equipment requested by Barangay Ipil Cuneg. These included an oximeter, a glucose meter, a first aid kit, and pediatric medicines for common ailments such as cough, colds, fever, and diarrhea. The purchases were made on March 27, 2025.

On the day of the outreach, SHERT officers organized the medicines and materials for distribution. They left for Ipil Cuneg at 10:30 AM and arrived at 11:15 AM. Upon arrival, they handed over the medical supplies to the barangay officials. In line with the first objective, Nurse Vivienne Camhit conducted a short orientation on the proper use of the medical equipment, as well as a brief discussion on first aid and basic life support techniques. This ensured that the recipients would be able to use the equipment effectively in emergency situations.

At 12:00 PM, the team also provided light snacks, which included 15 ensaymadas and 10 chocolate muffins. During this time, the team reflected on the importance of helping others. Seeing the gratitude of the barangay officials and knowing that their efforts would contribute to better community health gave them a deep sense of fulfillment.

The team departed at 12:30 PM and arrived back at the school by 1:15 PM. Overall, the outreach was a meaningful success, with total expenses amounting to PHP 9,165.00. Beyond simply providing medical equipment, the experience reinforced the values of teamwork, compassion, and service.

People who contributed through solicitation:

Samarah Marquez (PHP 500), Shekina Nieva (PHP 1,000), Roseller A. Escobar (PHP 500), Aubrey Barbosa (PHP 1,500), Jeidiam Pascual (PHP 45), Eunice Baracao (PHP 45), Harold Munar (PHP 1,000), Christopher Somera (PHP 800), Nicko Balantac (PHP 250), Angelique Abalos (PHP 250), Jan Carlo C. Mariano (PHP 180 - for transportation), Wendell M. Bautista (PHP 500), Josh Daulayan (PHP 500), Godofred D. Duque (PHP 500), Michelle B. Pagaduan (PHP 800).

Liquidation of Expenses:
March 27 2025

Product	Invoice	Amount
MEDPLAST CWM KIT	130331521319	PHP 780. 00
Cetirizine 10mg (4) Biogesic (5) Mefenamic 500mg CAP (5) Khrizcet (5) Mefenamic Syrup (3) Tempra 120/5mL (2) Biogesic 250mL (2)	2024	PHP 2 341. 00
Fernous (1 bottle) Tempra (2 bottle)	10043	PHP 408. 00
	TOTAL	PHP 3 520. 00

Product		
Oximeter	Acknowledgement Receipt	PHP 796.00
Glucose Meter	Acknowledgement Receipt	PHP 1 464. 00
	TOTAL	PHP 2260.00

March 28 2025

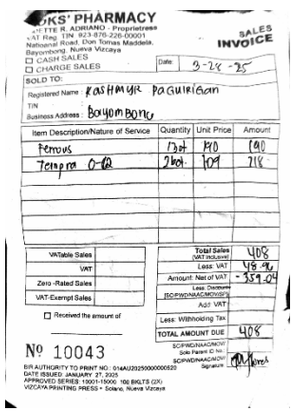
Product	Invoice	amount
Ensaymada (15 pieces) Chocolate Muffin (10 pieces)	Acknowledgement Receipt	PHP 510. 00

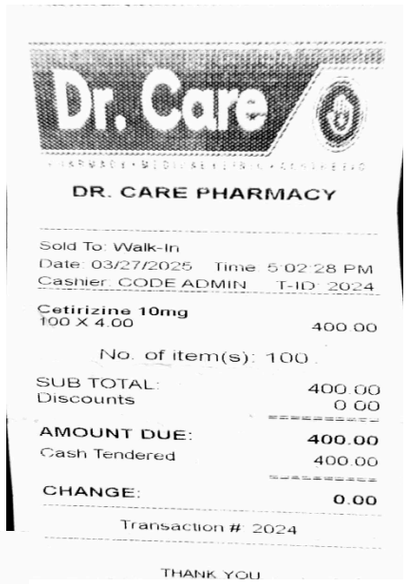
Soft Drinks 1.5 (4)	Acknowledgement Receipt	PHP 300. 00
Ice (4)	Acknowledgement Receipt	PHP 20. 00
	TOTAL	PHP 830. 00

OTHERS

Meal	invoice	amount
Lunch	Acknowledgement Receipt	PHP 755. 00
Fare	Acknowledgement Receipt	PHP 1 500. 00
Fare (buying medicine and other things)		Php 300.00
	TOTAL	PHP 1 955. 00
	TOTAL EXPENSES	PHP 9165.00

Record of receipt:









Documentation




Preparation of materials to be used and the materials to be given to the barangay.




The distribution process and the items to be given to the barangay.

Prepared by:	MRS. MICHELLE B. PAGADUAN
Date Submitted:	*4/7/25*

Note:

**Append the list of extensionists/participants*
**Append the list of donors*

STRATEGIC PLAN (aligned to SDG 13) – On Local Education Program on Climate Change Adaptation, Mitigation and DRR

STRATEGIC PLAN 2025-2030

CENTURY OF MISSION, A FUTURE OF IMPACT



Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
a. Rainwater Harvesting System Project									shall have been installed.	
b. Campus Energy Consumption Reduction Project	IEGE	IBP	PPPDMO GSO SPCO Finance IMO	Solar panel installation	5-10% energy reduction compared to previous year	5-10% energy reduction compared to previous year	5-10% energy reduction compared to previous year	5-10% energy reductioncompared to previous year	By the end of Year 5, a cumulative reduction in total campus energy consumption of at least 20% (based on Year 2 baseline level) shall have been achieved.	
c. Green Campus Project	IEGE	IBP	PPPDMO GSO	1	1	1	1	1	By the end of Year 5, 5 instagramable sites shall have been developed.	
Consolidation of SDG Initiatives	IEGE	CUS	PERIO	1	1	1	1	1	By the end of Year 5, 5 reports on SDG initiatives shall	

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
									have been made and published.	
Waste and Emissions Management Program a. Waste Electrical and Electronic Equipment (WEEE) / e-waste Reduction	AD	IBP	SPCO CETSO	300kg reduction	300kg reduction	300kg reduction	300kg reduction	300kg reduction	By the end of Year 5, WEEE shall have been reduced to 1500kg	
b. Waste Segregation	AD	IBP	SPCO PPPMDO (GSO)	1000 bags segregated	1000 bags segregated	1000 bags segregated	1000 bags segregated	1000 bags segregated	By the end of Year 5, 5000 bags shall have been segregated.	
c. Recycling	AD	IBP	SPCO PPPDMO (GSO)	300 kg recycled	300 kg recycled	300 kg recycled	300 kg recycled	300 kg recycled	By the end of Year 5, 1500kg shall have been recycled.	
Enhanced CHSF Program	AD	IBP	ADSAS DSAS	2 meetings with PDEA or other government	100% provision of the legal requirement,	Completed and sustained	Completed and sustained	Completed and sustained	By the end of Year 5, the university is accredited by at	Php 10,000

GOAL 4:
Bolstered transformative engagement with the local and global communities (SOCIAL RESPONSIBILITY)

Strategic Objective 4.1: Transform communities by supporting CICM advocacies

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
Hunger Alleviation Program 1. Feed My Lambs Project	MI	CUS	CEIPSC HRDO NSTP GTO	5	5	5	5	5	By the end of Year 5, 25 recipients of the Feed My Lambs Project have been identified.	
2. Complementary Feeding Program	MI	CUS	CEIPSC NAP NSTP Basic Ed		1		1		By the end of Year 5, at least two complementary feeding projects with partner communities / schools shall have been conducted	
Ecological Protection and Sustainability Program (Integrity of Creation) 1. Ecological Education	MI	CUS	CEIPSC NSTP Basic Ed	1	1	1	1	1	By the end of Year 5, five ecological education activities shall have been conducted with partner communities/schools	
2. Adopt-a-River Project	AA	CUS	CNS CEIPSC NSTP SPCO	1	1	1	1	1	By the end of Year 5, at least five river conservation, monitoring, and	

Strategic Program/ Project	KRA	BSC	Partner Units	Y1	Y2	Y3	Y4	Y5	KPI	Budget
									community engagement activities shall have been implemented.	
3. Clean Water and Sanitation	MI	CUS	CEIPSC NSTP SPCO JHS	1	1	1	1	1	By the end of Year 5, at least 5 clean water and sanitation-related activities shall have been conducted.	
4. Tree-growing and site clearing activities	MI	CUS	CEIPSC NSTP PPPDMO SPCO GSD JHS	GSD=175 JHS=660 College=327	GSD=175 JHS=660 College=327	GSD=175 JHS=660 College=327	GSD=175 JHS=660 College=327	GSD=175 JHS=660 College=327	By the end of Year 5, 5,810 trees shall have been planted and sustained/maintained	
Disaster Risk Reduction Program	MI	CUS	CEIPSC SHS NSTP SPCO	1	1	1	1	1	By the end of Year 5, at least five extension activities on DRRM trainings/capacitation shall have been conducted	
Health and Wellbeing Promotion Program	MI	CUS	CEIPSC SHANS NSTP	1	1	1	1	1	By the end of Year 5, at least five extension activities on medical mission activities shall have been conducted	