



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City



Telefax No. (036) 6210-974/Tel No. (036) 6202-373

DIVISION MEMORANDUM

No. 188, S. 2017

**CONDUCT OF ONE (1) DAY ORIENTATION ON SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (SDRRM) MANUAL AND ON COMPREHENSIVE SCHOOL SAFETY (CSS) MONITORING TOOL.**

TO: Public Schools District Supervisors/  
Officers In-Charge of the District  
Elementary, Secondary & Integrated School Heads  
District DRRM Coordinators/  
Secondary School DRRM Focal Persons

1. In compliance with the mandate of the department to strengthen Disaster Risk Reduction and Management (DRRM) in schools, this division will conduct an Orientation on School Disaster Risk Reduction and Management (SDRRM) Manual and on Comprehensive School Safety (CSS) Monitoring tool on **November 3, 2017, Friday from 9:00 a.m. to 4:00 p.m. at the Division Multi-Purpose Hall, Banica, Roxas City.**
2. Participants to the aforementioned orientation are the following, to wit:
  - i. District DRRM Coordinators of the 18 districts,
  - ii. Secondary DRRM Focal Persons (54), and
  - iii. Integrated School DRRM Focal Persons (5).
3. Travel expenses of the participants are chargeable against school MOOE while expenses for lunch and snacks shall be chargeable against the downloaded funds for the purpose subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent