



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. 310, S. 2017

**DIVISION LIVE-IN CAPACITY BUILDING OF SCHOOLS ON BASIC  
DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) &  
SCHOOL DRRM MANUAL**

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 order to promote resilience education, there will be a Live-In Capacity Building of Schools on Basic Disaster Risk Reduction and Management (DRRM) and on School Disaster Risk Reduction and Management (SDRRM) Manual on **November 27, 2017 to December 1, 2017**. Venue of the said activity will be announced later.
2. Participants to the aforementioned orientation are the following, to wit:
  - i. Forty-one (41) Elementary DRRM School Coordinator,
  - ii. Five (5) Secondary DRRM Focal Persons and
  - iii. One (1) Integrated School DRRM Focal Persons.
3. Travel expenses of the participants are chargeable against school MOOE while expenses for the accommodation and foods shall be chargeable against the downloaded funds 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 



Republic of the Philippines  
Department of Education  
**REGION VI-WESTERN VISAYAS**  
Duran Street, Iloilo City



November 24, 2017

REGIONAL MEMORANDUM  
No. 258, s. 2017

To: Schools Division Superintendents

**REGIONAL MASS TRAINING OF SCHOOL HEADS AND/OR  
SCHOOL DRRM COORDINATORS ON SCHOOL DRRM MANUAL**

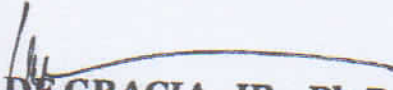
1. The Department of Education (DepEd) Region VI through the Education Support Services Division – Disaster Risk Reduction and Management (DRRM) will conduct a Regional Mass Training of School Heads and/or School DRRM Coordinators on School DRRM Manual on November 27, 2017 – December 1, 2017 at the Boracay Hall, DepEd Regional Office 6, Duran Street, Iloilo City.
2. The training aims to equip the School Head and/or School DRRM Coordinators with knowledge and skills in DRRM and enable them to share and implement in their respective schools.
3. The participants to the mass training are School Heads and/or School DRRM Coordinators. The following are allocated number of schools per division:

Division	No. of Recipient Schools
Aklan	39
Capiz	47
Guimaras	11
Iloilo City	7
Passi City	4
Roxas City	5

4. Training program is found in Enclosure No. 2 for reference.
5. The participants in the said activity shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to teachers. Likewise, non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
6. A Registration Fee of One Thousand Ninety-Four Pesos and Seventy-Five Centavos (P 1,094.75) per day for five (5) days will be charged to each participants to defray the expenses for food, venue, accommodation and training supplies and materials. However, the travel expenses of the participants and Division DRRM Coordinators as Resource Speakers and Facilitators shall be charged to their respective local funds subject to the usual accounting and auditing rules and procedures.

7. For more information, all concerned may contact the Education Support Services Division (ESSD), Department of Education Regional Office 6, Duran Street, Iloilo City at telephone No. (033) 337-5541; mobile no. 094975-120-78 or through email address: [essdro6@gmail.com](mailto:essdro6@gmail.com); [drmo.region6@gmail.com](mailto:drmo.region6@gmail.com).

11. Immediate dissemination of this Memorandum is desired.

  
**VICTOR G. DE GRACIA, JR., Ph.D., CESO V**  
Officer-In-Charge  
Office of the Assistant Regional Director

Encls.:

As stated

To be indicated in the Perpetual Index  
Under the following subjects:

**DISASTER  
MANUALS  
SAFETY EDUCATION**

**SCHOOLS  
TRAINING PROGRAMS**