



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
No. **218** s. 2023

MAY 15 2023

**2nd QUARTER DRRM DIVISION CORE GROUP
COORDINATION MEETING**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors/OIC of the Districts
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. The Division DRRM will conduct the 2nd Quarter DRRM Division Core Group Coordination Meeting on **June 3, 2023** from 9:00 o'clock in the morning to 5:00 o'clock in the afternoon. Venue for the said activity will be announced later subject to the usual procurement procedure.
2. Participants to this meeting shall be the following:

2.1 18 District DRRM Coordinators	2.4 One (1) PDO -II
2.2 54 Secondary School DRRM Coordinators	2.5 Two (2) Facilitators
2.3 24 Integrated School DRRM Coordinators	2.6 one (1) Speaker
3. Expenses relative to the conduct of this activity shall be charged against the support fund under LRO RO-6-23-0185 while travel expenses of the participants shall be chargeable against School MOOE, both subject to the usual accounting and auditing rules and regulations.
4. Participants and Event Management Team are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers". On the other hand, Non-teaching personnel including the management team staff shall be provided with Compensatory Time Off (CTO) as 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.



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5. It is expected that in the conduct of this activity, all involved must adhere to minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).

6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, civil status, disability, religion and other factors, and personal circumstances that run counter to the principles of equal opportunity.

7. Immediate dissemination of and compliance with this memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



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