



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

SEP 04 2023

DIVISION MEMORANDUM

No. **430** s. **2023**

3rd AND 4th QUARTER DRRM COORDINATION MEETINGS

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

1. This Office will conduct the **3rd and 4th Quarter DRRM Coordination Meetings on September 16, 2023 and November 11, 2023** respectively from **9:00 o'clock in the morning to 4:00 o'clock in the afternoon**. The venue for the said activity shall be announced later subject to the usual procurement procedure.
2. The following are the Division Office personnel who are authorized to attend the meeting:

2.1. 18 District DRRM Coordinators	2.4. 1 PDO-II
2.2. 54 Secondary School DRRM Coordinators	2.5. 1 Nurse II
2.3. 24 Integrated School DRRM Coordinators	2.6. 2 Event Facilitators
3. Expenses relative to the conduct of this activity shall be charged against the support fund under Sub-Allotment Release Order NO. RO-6-23-0185 while the travel expenses of the participants are chargeable against the school MOOE, both subject to the usual accounting and auditing rules and regulations.
4. Participants and facilitators are entitled to service credits in accordance with DepEd Order No. 53, S. 2003 title "*Updated Guidelines on the Grant of Vacation Service Credits to Teachers*". On the other hand, Non-Teaching personnel including the management 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*."
5. Immediate dissemination of and compliance with this Memorandum are desired.


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

Enclosure: As stated

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

#DRRM #safety #preparedness



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