



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

10 SEP 2024

DIVISION MEMORANDUM

No. 538, s. 2024

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 370, S. 2023 TITLED
“2nd, 3rd AND 4TH QUARTER DISASTER RISK REDUCTION AND MANAGEMENT
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
School Heads of Public Elementary, Secondary and
Integrated Schools
District DRRM Coordinators
School DRRM Coordinators Concerned

1. In reference to Division Memorandum No. 370 s. 2023 titled “2nd, 3rd and 4th Disaster Risk Reduction and Management Coordination Meeting”, please be informed that the **venue of the above activity for both 3rd and 4th will be at Circulo Convention Center, Pueblo de Panay, Roxas City.**
2. Further, the **three (3) Project Development Officers I** assigned in schools and the **COS for the DRRM** shall be included as official participants to the said coordination meetings.
3. Other provisions of the aforementioned Memorandum remain in effect.
4. 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
Coordination meetings preparedness measures



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SCHOOLS DIVISION OF CAPIZ


JUN 28 2024

DIVISION MEMORANDUM
No. **370** s. 2024

**2ND, 3RD, AND 4TH QUARTER DISASTER RISK REDUCTION
AND MANAGEMENT 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 and School DRRM Coordinators

1. To address the need to establish a system that will provide a forum to discuss significant DRRM matters, policies and standards that will significantly ensure continuity of the DRRM programs, projects and activities, the School Governance and Operations Division thru the Disaster Risk Reduction and Management (DRRM) Unit will conduct the **2nd**, **3rd** and **4th** Quarter Disaster Risk Reduction and Management Coordination Meetings on **July 30, 2024**, **September 12, 2024** and **November 21, 2024** respectively. Venue will be announced subject to the procurement procedure.
2. Participants to this activity are the following:
 - i. 18 District DRRM Coordinators
 - ii. 54 Designated SDRRM Coordinators (Secondary)
 - iii. 99 Administrative Officers
 - iv. 4 Facilitators and Speakers
3. Expenses relative to the conduct of this activity shall be charged against the Disaster Preparedness and Response Program fund 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. Immediate dissemination of this Memorandum is 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
#Coordinationmeetings #programimplementation