



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Region XIII
Butuan City



February 5, 2018

REGIONAL MEMORANDUM

No. 082 s., 2018



**2018 SCHEDULE OF THE DRRM QUARTERLY MEETING
-CUM- EDUCATION CLUSTER MEETING**

To: **Schools Division Superintendents**
Division DRRM Coordinators
This Region

1. This is to inform the Division Offices through their Division DRRM Coordinators that the schedule for the DRRM quarterly meeting is:

- 1st Quarter - March 16, 2018
- 2nd Quarter - June 15, 2018
- 3rd Quarter - September 14, 2018
- 4th Quarter - December 7, 2018

2. All meetings will be held in Butuan City. Exact venue will be communicated to the Divisions once finalized. For the preparation of the coordinators, be informed further that a consolidated division report per quarter is expected to be presented in power point format and also submitted to the region in folder.

3. The agenda of the meeting shall cover the following:

Time	Activities/Agenda	Persons responsible
6:00am	arrival/registration/breakfast	Secretariat
8:00am	Opening part: - Prayer/national anthem	Facilitator
8:30am-12:00nn	Start of the meeting - Introduction of participants - Presentation of meeting agenda and purpose - TOR of the Education Cluster	Presider
	Agenda 1: Presentation of updates and accomplishments at the regional and division level Agenda 2: Sharing of updates and accomplishments by the Academe/NGO	DRRM Coordinators Academe/NGO
12:00-1:00pm	<i>Lunch Break</i>	
1:00-5:00pm	Agenda 3: Presentation of the National updates and accomplishments Agenda 4: Wrap-Up/Review of agreements reached	DRRMS Staff Facilitator
5:00pm-onward	Adjournment/Closing prayer	Facilitator

3. Expected participants of the meeting are:

- DRRMS Central Office Staff
- ESSD Chief
- Regional DRRM Coordinator
- Division Coordinators
- Save the Children Staff
- FSUU/CSU DRRM Focal Persons
- SIKAP, Inc. DRRM Focal Person

4. The Regional/Division DRRM Template used during the year-end program review and planning prescribed by DRRMS shall be utilized as guide for reporting. Accomplishments that cannot be categorized anywhere in the template should also be indicated in additional rows. Power point report shall be presented briefly in 5-8 minutes. Best practices are also encouraged to be included.

5. For any clarifications, contact this office thru Ms. Megnon P. Beldad, at tel. no. (085) 342-8207 loc. 121 or via mobile phone 0947-741-3624.

6. Immediate dissemination of this memorandum is highly desired.


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Regional Director