



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



March 5, 2018

REGIONAL MEMORANDUM

No. 136 s., 2018



**DISTRIBUTION OF DRRM RADIO EQUIPMENT FOR SELECTED
SCHOOLS DIVISION OFFICES**

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

1. All concerned Schools Division Offices are hereby informed that the radio equipment for Disaster Risk Reduction and Management (DRRM) program are already available for claim at the Central Office. Attached herewith are the copies of the memorandum with guidelines and the specific details of the equipment for reference.
2. The recipient SDOs are as follows:
 - Agusan del Norte
 - Agusan del Sur
 - Dinagat Islands
 - Siargao
 - Surigao del Norte
 - Surigao del Sur
 - Tandag City
3. For any clarifications and/or concerns, contact the DRRM-CO thru Mr. Jose Gabriel Noveno or Ms. Gina Rullamas at tel. no. (02) 637-4933 or email: gina.rullamas@deped.gov.ph or jose.noveno@deped.gov.ph.
4. Immediate dissemination of this memorandum is highly desired.


BEATRIZ G. TORNO, Ph. D., CESO IV
Regional Director



MEMORANDUM

**FOR : ALL REGIONAL DRRM COORINATORS CONCERNED
ALL DIVISION DRRM COORDINATORS CONCERNED**

FROM :
RONILDA R. CO
Director IV
Disaster Risk Reduction and Management Service

SUBJECT : DRRM RADIO EQUIPMENT DISTRIBUTION

DATE : 5 March 2018

In view of the memorandum sent to your respective offices, signed by Undersecretary Pascua, dated 13 February 2018, regarding the distribution of the remaining radios at the Department of Education Central Office, the Disaster Risk Reduction and Management Office (DRRMS) issues the following guidelines for all recipients (see Annex A. Summary of Recipients of Radios and Generator Sets) of the said equipment:

1. All regional and division offices which **do not require travelling through ship or plane can claim their respective equipment starting 5 March 2018.** Meanwhile, those with equipment which shall be transported through said means shall wait for the release of the Permit to Transport, expected within the month.
2. All recipients will have a maximum of **15 calendar days starting 5 March 2018 for those that do not require travelling through ship or plane.** Likewise, all recipients which will require the Permit to Transport, as stated above, will have 15 calendar days from the release of said permit.
3. The authorized personnel to claim the radios are the respective **Supply Officers** of each field office. All regional and division offices whose said personnel are unable to come must present an original Authority Letter, stating the name/s of their representatives, and a copy of both of their valid IDs.
4. All recipients are encouraged to bring their own vehicles in transporting the equipment. (see Annex B. Summary of Equipment Components).
5. All transportation and allowable expenses incurred in claiming these radios shall be charged to local funds, subject to the usual accounting and auditing rules.

For clarification, kindly reach us through **Ms. Gina Rullamas** or **Mr. Jose Gabriel Noveno** of DRRMS via email address, gina.rullamas@deped.gov.ph or jose.noveno@deped.gov.ph, and at tel. no. 637-4933.

For your consideration and appropriate action.