



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



June 4, 2018

**REGIONAL MEMORANDUM**

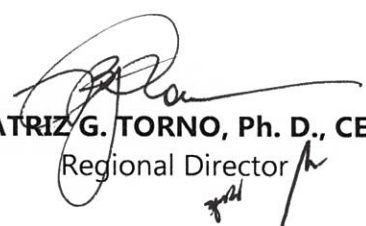
No. 302 s., 2018



**2<sup>ND</sup> QUARTER DRRM COORDINATORS' MEETING-CUM-EDUCATION CLUSTER MEETING**

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

1. All Division DRRM Coordinators are hereby informed of the 2<sup>nd</sup> Quarterly Meeting-cum-Education Cluster Meeting on **June 7, 2018 (8:30am), Thursday, at Goat2geder Hotel, Butuan City.**
2. Representatives from Save the Children and the Academe are also invited to attend the meeting. Accomplishments and quarterly plans of the Division must be presented in a PowerPoint presentation for a maximum of 7 minutes to give more time for others to report.
3. Report should contain the accomplishments/updates of the 1<sup>st</sup> / 2<sup>nd</sup> Quarters and plans for the next quarter. It may be presented according to these categories: a) Organization/Structure/Meetings, b) Database, c) Capacity Building/Trainings/Orientations, d) Institutionalization/Policies, e) Partnership/Resource Mobilization and f) others. The Divisions are also encouraged to prepare their best practices, innovations or initiatives.
4. Travel expenses and per diems will be charged <sup>against</sup> ~~to~~ local funds subject to the usual accounting and auditing rules and regulations.
5. For other concerns, contact Ms. Megnon P. Beldad thru mobile phone no. 0947-741-3624.
6. Immediate dissemination of this memorandum is highly desired.

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