



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



August 20, 2018

REGIONAL MEMORANDUM

No. 445 s., 2018



**PARTICIPATION TO THE REGIONAL ORIENTATION-WORKSHOP ON
CONTINGENCY PLANNING FOR DRRM COORDINATORS**

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


1. This is to inform the Division Offices of the upcoming Regional Contingency Planning Workshop for DRRM Coordinators on **August 28-30, 2018** (exclusive of travel time) at Traveller's Inn, Cabuntog, General Luna, Surigao del Norte.
2. The expected participants are the Division and School DRRM Coordinators, to wit:

Division Offices	Division Coordinators	School Coordinators
Agusan del Norte	Jamel I. Sacar	2
Agusan del Sur	Carlito S. Reyes	2
Bayugan City	Gilbert E. Cubillas	2
Bislig City	Mario L. Lesiguez	2
Butuan City	Emilio B. Makiling, Jr.	2
Cabadbaran City	Japheth K. Salar	2
Dinagat Islands	Rex E. Rojas	2
Siargao Island	Catherine B. Landao	2
Surigao City	Johnmark L. Gorgonio	2
Surigao del Norte	Gilde M. Erazo	2
Surigao del Sur	Rufino T. Reyes	2
Tandag City	Marlon L. Balansag	2

3. The Division Coordinators will identify two (2) School DRRM Coordinators to join in the workshop. Oriented coordinators will assist the division office in the conduct of school-level roll-out of the same.
4. Resource Speakers are from the Regional and Central Offices. Division Coordinators will also serve as the secretariat, facilitators and resource speakers for other topics. The tentative program flow will follow once finalized.
5. All participants are required to bring a) laptop, b) available data, c) latest Contingency Plan and other DRRM-related plans for easier updating during the orientation-workshop and copy of the approved d) Travel Authority for attendance purposes.
6. Participants are provided with three (3) days overnight stay with complete meals and snacks. Hotel check-in is on August 28 (Tuesday) and check-out on August 31 (Saturday).

Those who will arrive in the venue prior to the said date will personally pay for his/her stay as it does not cover the free accommodation. Be also informed that the first boat from Surigao City to Siargao Island is at 5:30 in the morning. The workshop will start at 9:00am.

7. In the event the coordinators cannot attend the activity for valid reasons, the division/school may send representatives completing the number of slots provided for. Travelling expenses and per diems of participants are charged against their local funds subject to the usual accounting and auditing rules and regulations.
8. For other concerns, contact Ms. Megnon P. Beldad via mobile phone no. 0947-741-3624.
9. Immediate dissemination of and compliance with this memorandum are highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director 