



Republic of the Philippines  
**Department of Education**  
CARAGA REGION



12 August 2020

**REGIONAL MEMORANDUM**

No. 339, s. 2020

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

**DRRM IEC MATERIALS AND CPR MANIKINS FOR DIVISION OFFICES' PICK-UP**

1. Be informed that this office is distributing DRRM IEC materials and references to all Division Offices from August 17 to September 4, 2020. Details of the materials and CPR manikins are herewith attached for reference of the receiving offices.

2. Due to pandemic restrictions of the provincial borders to all incoming and outgoing persons, the SDOs are to be clustered into:

Cluster 1: Bislig City, Surigao del Sur and Tandag City Divisions

Cluster 2: Agusan del Sur and Bayugan City Divisions

Cluster 3: Agusan del Norte, Butuan City and Cabadbaran City Divisions

Cluster 4: Dinagat Islands, Siargao Island, Surigao City and Surigao del Norte Divisions

3. Cluster 3 SDOs may get their shares at any time at the RO bringing their own vehicles. For the rest of the clusters, the following options are suggested:

*Option A:* SDOs of the clusters are to discuss as to which SDO has the better transport vehicle to use for the pick-up of all the shares of the other cluster divisions. 1-2 vehicle units are recommended.

*Option B:* Respective SDOs may send each of their own office vehicle and representatives to get their share. Provided also that LGU border requirements are satisfied.

4. It is highly recommended to use pick-up vehicle with back cover or tarp in case of heavy rain or strong wind during the travel. In strategizing, SDOs should also consider the border restrictions within every cluster.

5. The e-copy of the Property Transfer Receipt (PTR) shall be emailed to the Division DRRM Coordinators. The Supply Officer shall affix his/her signature as acknowledgement. The receiving person/s (the person authorize to pick-up) shall bring the printed copy as requirement of the RO upon transfer/pick-up.



6. Travel expenses such as fuel and meals shall be charged to DRRM Funds FY 2020. It is also recommended that 2-3 persons may travel together to ease the transfer of the voluminous materials and other effects.
7. The Certificate of Appearance of the receiving person will be provided as requested so long as he/she can submit his/her Travel Authority (photocopy) along with the signed PTR.
8. Finally, all SDOs concerned shall need to notify the RO thru the Regional DRRM Coordinator of the schedule of the pick-up at least 3 days ahead for the RO to prepare the materials/manikins.
9. For any clarifications, contact Ms. Megnon P. Beldad at mobile phone number 0910-472-3654 for any concerns on this matter.
10. For guidance and immediate dissemination.

  
**FRANCIS CESAR B. BRINGAS, CESO IV**  
Regional Director

Encls.: List of materials/devices for SDO distribution

Reference: NONE

To be indicated in the Perpetual Index  
under the following subjects:

CPR Manikins          DRRM          IEC Materials



**LIST OF RECIPIENTS**  
 “Good Practices” on DRRM (IEC Materials)  
 CPR Manikins (Adult/Child Torsos)  
 Advocacy Shirts (DRRM)

RO/SDOs	CPR Manikins	“Good Practices” IEC Materials	Advocacy Shirts
Regional Office	1 Adult Manikin; Torso 1 Child Manikin, Torso 1 Infant Manikin; Full Body	11 Copies	4 pieces
Agusan del Norte	1 Adult Manikin; Torso 1 Child Manikin-Torso	241 Copies	4 pieces
Agusan del Sur	1 Adult Manikin; Torso 1 Child Manikin-Torso	474 Copies	4 pieces
Bayugan City	1 Adult Manikin; Torso 1 Child Manikin-Torso	131 Copies	4 pieces
Bislig City	1 Adult Manikin; Torso 1 Child Manikin-Torso	126 Copies	4 pieces
Butuan City	1 Adult Manikin; Torso	107 Copies	4 pieces
Cabadbaran City	1 Adult Manikin; Torso	102 Copies	4 pieces
Dinagat Islands	1 Adult Manikin; Torso 1 Child Manikin-Torso	183 Copies	4 pieces
Siargao Island	1 Adult Manikin; Torso 1 Child Manikin-Torso	196 Copies	4 pieces
Surigao City	1 Adult Manikin; Torso	140 Copies	4 pieces
Surigao del Norte	1 Adult Manikin; Torso 1 Child Manikin-Torso	237 Copies	4 pieces
Surigao del Sur	1 Adult Manikin; Torso 1 Child Manikin-Torso	456 Copies	4 pieces
Tandag City	1 Adult Manikin; Torso	101 copies	4 pieces

**Note:**

- SDOs within the clusters may use the manikins from the other SDOs for the conduct of BLS-CPR Trainings when other sources are unavailable; Follow strict sanitary maintenance of the manikins and the proper procedure for borrowing items must be observed.
- Division Health Personnel can also use the manikins for trainings and demo-exercises following proper protocol.
- Basic Life Support (BLS) training may be done online at least twice in a school year along with the Earthquake Drill at home. LGUs may be able to conduct community-wide campaign to spread the advocacy.
- Ideally, the DRRM Coordinators hold the responsibility for ensuring that items are properly kept and maintained.
- “Good Practices” materials shall be properly inventoried by the Division Supply Officer prior to the distribution to the schools. Division DRRM Coordinators have the responsibility to properly distribute the materials following protocols of the Supply Office.