



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLC-2024-004

TO : Phillip Marcelo R. Vigonte - Division DRRMC
Cecilia R. Pizarra - TWG - Speaker
Wilson V. Vigonte - TWG - Speaker
Regie L. Mante - TWG - Speaker
Jaime B. Quinga Jr. - TWG - Speaker
Felix M. Inson - TWG - Speaker
Felix A. Anasco, Jr - TWG - Speaker
Alona C. Degamo - TWG - Speaker
Leah Vanessa Aton - Support Staff
Mildred T. Ladera - PFA Speaker
Cora Gementiza - PFA Speaker
Venice Lyra T. Cutamora - PFA Speaker
Janine Jan Magallones - PFA Speaker
Loyda Posadas - PFA Speaker
Salamaña Ethel - PFA Speaker

FROM : **EVANGEL M. LUMINARIAS Ph.D., CESO V**
Schools Division Superintendent

SUBJECT : **DRRM Pre-Work Meeting and Planning**

DATE : January 3, 2023

1. This Office through the School Governance and Operations Division (SGOD) will conduct a DRRM Pre-Work Meeting and Planning on January 11-12, 2024 (live-in) at Reynas the Haven and Gardens, Tagbilaran City.

Agenda:

- ✓ Preparation on the conduct of DRRM Capacity Building (CapB), Contingency Planning (CP), Psychological First Aid Training (PFA) & DRRM Coordination Meeting and Planning.
 - ✓ Planning for the school mitigation, preparedness measures and response.
 - ✓ Other matters
2. All participants are requested to bring a laptop.



Address: 0050 Lino Chatto Drive Barangay Cogon,
Tagbilaran City, Bohol
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3. First meal is breakfast. All board and lodging, meals and snacks of participants will be charged to DRRM Fund while travelling and other incidental expenses related to the conduct of this activity shall be charged to School MOOE/ local funds subject to usual accounting and auditing rules and regulations.
4. This Memorandum will serve as **Travel Order**.
5. For your information and guidance.

SGOD/SOCMOB/DRRM



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