



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

**Office of the Schools  
Division Superintendent**

November 20, 2024

DIVISION MEMORANDUM  
No. **580** , s. 2024

**2024 DIVISION DRRM YEAR-END PLANNING AND EVALUATION**

TO: Assistant Schools Division Superintendent  
Public Schools District Supervisors/ OIC PSDSs  
District DRRM Coordinators and Alternates  
All Others Concerned

1. The Disaster Risk Reduction and Management through the School Governance and Operations Division will conduct a 2024 Division DRRM Year-End Planning and Evaluation on December 12-13, 2024 @ Bohol Tropics Resort, Graham, Tagbilaran City.
2. The objectives of this activity are as follows:
  - a. Provide updates and review existing policies and standards which will be beneficial for the implementation of Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM) programs, projects, and activities in the districts/schools.
  - b. Presentation and submission of DRRM accomplishments and plans.
  - c. Presentation and discussions of Comprehensive School Safety (CSS) evaluation.
  - d. DRRM Trainings and RADaR Registration
  - e. Best practices in implementing DRRM, CCAM and EiE
  - f. Bottlenecks, logs, issues and concerns
  - g. Other matters.
3. With this, all **District and Alternate DRRM Coordinators** are requested to attend this activity. You are also required to bring laptop and fill in this link <https://tinyurl.com/2024DRRMActivities> on or before December 4, 2024 and to prepare the following reports:
  - ✓ Priority participants (with position) for Basic Life Support (BLS) and Standard First Aid Training (SFA) trainings.
  - ✓ Priority participants for Basic Occupational Safety and Health (BOSH) training and Capacity Building on DRRM and CCAM.



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- ✓ Identified Names for school RADaR registration (names will be used during RADaR checking and clearing)
  - ✓ 2024 District DRRM Accomplishments
  - ✓ DRRM and CCAM Initiatives and best practices
  - ✓ 2025 District DRRM Plan
  - ✓ Bottlenecks, logs, issues and concerns
4. All board and lodging; meals and snacks of participants, support staff/medics shall be charged to DRRM Comprehensive Released Fund (CRF) while travelling-related expenses shall be charged to School MOOE/ local funds subject to usual accounting and auditing rules and regulations.
5. This Memorandum will serve as **Travel Order**.
6. Immediate dissemination of this memorandum is desired.

**CASIANA P. CABERTE PhD, CESO VI**  
Schools Division Superintendent



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