



DIVISION MEMORANDUM

No. 304 s. 2016

To: The Public Elementary and Secondary School Heads
This Division

2016-06-21
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: JUN 16 2016 Time: 2:25
By: *[Signature]*

From: EDILBERTO L. OPLENARIA, CESO VI
OIC – Schools Division Superintendent

Date: June 16, 2016

**Subject: SCHOOL DRRM COORDINATORS MEETING IN
PREPARATION OF THE 2ND NATIONAL SIMULTANEOUS
EARTHQUAKE DRILL**

1. On June 22, 2016 at 9:00 AM a simultaneous earthquake drill will be conducted in this Division in participation of the 2nd National Simultaneous Earthquake Drill (NSED).
2. All **School Disaster Risk Reduction and Management (DRRM) Coordinators** are directed to attend the School DRRM Coordinators Meeting on **June 17, 2016 (Friday) 3:30 PM** at Division Multipurpose Hall, DepED Division of Malaybalay City, Purok 6, Casisang, Malaybalay City.
3. Agenda of the meeting are the following:
 - Scenario planning
 - Documents and Reports to be submitted to the Division
 - Things to Do Before, During, and After an Earthquake Drill
4. Immediate dissemination of this Memorandum is highly enjoined.

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