



Division of Malaybalay City

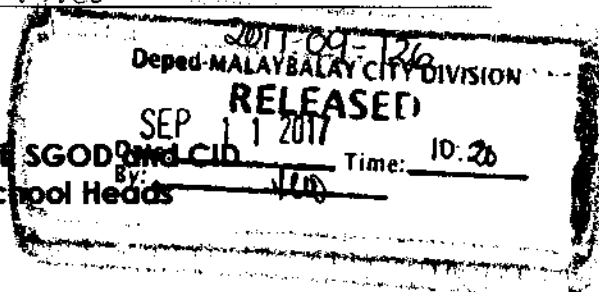
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DIVISION MEMORANDUM

No. 466 s. 2017

**To: Chief Education Supervisors and Staff
Public Elementary and Secondary School Heads
School DRRM Coordinators
This Division**



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

Date: September 8, 2017

Subject: 3rd QUARTER SCHOOL DRRM COORDINATORS MEETING

1. Pursuant to DepEd Order No. 37, s. 2015 re: The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework, this Office through the Project Development Officer II (DRRM) of Schools Governance and Operations Division will conduct the **3rd Quarter School DRRM Coordinators Meeting** which will be participated by all School DRRM Coordinators on **September 15, 2017 (Friday) 1:30 p.m.** at **BNHS Gymnasium, Bukidnon National High School, Fortich St., Malaybalay City.**

2. The meeting will discuss the following agenda:
- a. Presentation of Accomplishment Reports During the Observation of National Disaster Resilience Month (please see attached guidelines for the presentation of accomplishment reports)
 - b. Update on the Tracking of Displaced Learners from Marawi City and Damages Incurred During the August 5, 2017 Earthquake to be discussed by Jimdandy S. Lucine, Project Development Officer II (DRRM)
 - c. Gawad KALASAG Search Orientation to be discussed by Katherine A. Villar, BNHS DRRM Coordinator of Bukidnon National High School
 - d. Other matters

3. Snacks shall be charged against the DRRM Fund Support while transportation expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

4. For information and compliance.

Encl:

- A. Guidelines for the Presentation of Accomplishment Reports
- B. 3rd Quarter School DRRM Coordinators Meeting Program

Copy Furnished: Records Unit | DRRM
TO BE POSTED IN THE WEBSITE

GUIDELINES FOR THE PRESENTATION OF ACCOMPLISHMENT REPORT

General Instruction: Accomplishment Report for the observance of 2017 National Disaster Resilience Month (NDRM) shall be presented through a Gallery Walk.

Specific Instructions:

1. Each School DRRM Coordinator must prepare their accomplishment report in a whole sheet of Manila Paper.
2. Print Pictures that proves the conduct of the activities in a bond paper and paste them on the Manila Paper. The size of each picture must be at least 4R. They must be grouped by activities conducted and must be labeled and captioned properly.
3. Selection of pictures shall be under the discretion of the School DRRM Coordinator. **Reminder: Use only pictures that were taken during this year's observation of NDRM.**
4. Orientation (landscape or portrait) of the Manila Paper does not matter.
5. There will be a designated area where Manila Papers can be posted for each School DRRM Coordinator.
6. Participants will be given twenty (20) minutes to roam around the gallery.
7. After the gallery walk, ten (10) minutes will be allotted for answer and question portion.

**3rd Quarter School DRRM Coordinators Meeting
PROGRAM**

ARRIVAL AND REGISTRATION			
1:00 – 1:30	30 min	Arrival and registration of participants	
PRELIMINARIES			
1:30 – 2:00	30 min	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Bukidnon Hymn • Division Hymn • Presentation of Participants • Safety Orientation 	AVP Program Officer
		Welcome Remarks	Perlita B. Wales Senior Education Program Supervisor, SEPS
		Opening Remarks	Host School Head
		Message	Edilberto L. Oplenaria, CESO VI Schools Division Superintendent
MEETING PROPER			
2:00 – 3:00	1 hour	Presentation of Agenda Other Matters: 1. _____ 2. _____ 3. _____ Gallery Walk (Presentation of NDRM Accomplishment Report)	Jimdandy S. Lucine PDO II – DRRM
3:00 – 3:30	30 min	Update on the Tracking of Displaced Learners from Marawi City and Damages Incurred During the August 5, 2017 Earthquake	Jimdandy S. Lucine PDO II – DRRM
3:30 – 4:30	1 hour	Gawad KALASAG Search Orientation	Katherine A. Villar BNHS DRRM Coordinator
4:30 – 5:00	30 min	Closing Program and Distribution of Certificate of Appearance	
HOME SWEET HOME			