



DM 2020-03-138  
DEPED MALAYBALAY CITY DIVISION  
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Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

**Division MEMORANDUM**

No. **138**, s. 2020

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD and CID  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM:** *VICTORIA V. GAZO*  
Schools Division Superintendent

**DATE:** March 11, 2020

**SUBJECT: DISSEMINATION OF DEPED - DISASTER RISK REDUCTION AND MANAGEMENT SERVICE ADVISORY ON INVENTORY OF EMERGENCY SUPPLIES AND EQUIPMENT**

1. The field is hereby informed of the Advisory from DepEd Central Office Disaster Risk Reduction and Management Service requesting submission of inventory of emergency supplies and equipment.
2. School Heads shall conduct inventory of their emergency supplies and equipment and accomplish the form in Enclosure C. Accomplished shall be submitted to this Office through email address **jimdandy.lucine@deped.gov.ph** on or before **March 13, 2020**.
3. For queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through **09171156864**.

**Encls:**

- Enclosure A – DRRMS Advisory dated February 27, 2020
- Enclosure B – DRRMS Unnumbered Memorandum re: Submission of Updated Emergency Supplies and Equipment Inventory
- Enclosure C – Emergency Supplies and Equipment Inventory Form

Copy Furnished: Records Unit | DRRM



**Address:** Sayre Highway, Purok 6, Casisang, Malaybalay City  
**Telefax:** (088) 314 - 0094  
**Email Address:** malaybalay.city@deped.gov.ph



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
**DISASTER RISK REDUCTION AND MANAGEMENT SERVICE**  
RRRMO/DRRMS: D100 DEPED COMPLEX, MERALCO AVENUE, PASIG CITY  
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Mobile Nos. +63099 2630382 +63915 6153138  
E-mail address: drrmo@deped.gov.ph



27 February 2020

## ADVISORY

Please be informed that the deadline of submission of inventory of emergency supplies and equipment is extended until March 15, 2020. Regions, divisions and schools are advised to review their respective 2019 contingency plans to ensure there is no redundancy of efforts. The purpose of this endeavor is to determine level of preparedness and ascertain needs to achieve optimum level of school preparedness.

Kindly use the excel template and standard checklist hereto attached.

For inquiries, kindly reach Ms. Rona Mae G. De la Cruz of DRRMS through email at [drrmo@deped.gov.ph](mailto:drrmo@deped.gov.ph) or via landline 632-635-3764.

Thank you and apologies for the inconvenience.

  
Ronilda R. Co  
Director IV

Disaster Risk Reduction and Management Service



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
**DISASTER RISK REDUCTION AND MANAGEMENT SERVICE**  
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**MEMORANDUM**

No: \_\_\_\_\_

**FOR :** ALL REGIONAL DRRM COORDINATORS  
ALL DIVISION DRRM COORDINATORS

**FROM :**   
RONILDA R. CO  
Director IV  
Disaster Risk Reduction and Management Service

**SUBJECT :** SUBMISSION OF UPDATED EMERGENCY SUPPLIES AND  
EQUIPMENT INVENTORY

**DATE :** 24 FEBRUARY 2020

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In relation to the office's efforts to increase disaster resilience and preparedness measures among DepEd learners and personnel, the Disaster Risk Reduction and Management Service (DRRMS) is requesting all Regions, Divisions, and Schools to submit the updated emergency supplies and equipment inventory, the division office will consolidate the submission of schools and submit to DRRMS Central Office on February 28,2020 and copy furnished Regional office using the attached template.

For questions and clarifications, please contact Ms. Rona Mae G. De la Cruz at rona.delacruz005@deped.gov.ph, or (02) 637-4933 and (02) 636-4606 (telephone).

For your appropriate action.

Thank you

