



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2021-01-016
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: _____ TIME: 11:39
BY: 4 2021 *glam*

Division MEMORANDUM

No. 016 , s. 2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
All Others Concerned

FROM: *VICTORIA V. GAZO*
Schools Division Superintendent

DATE: January 14, 2021

SUBJECT: CONDUCT OF HAZARD MAPPING ACTIVITY IN THE DIVISION OFFICE

1. This Office shall conduct hazard mapping activity on **January 19, 2020, 9:00 a.m. - 12:00 p.m. at Division Office Multipurpose Hall** to be led by the Division DRRM Coordinator. The activity aims to engage Division Office personnel in identifying and addressing hazards and risks adapting the guidelines found in DepEd Order No. 23, s. 2015 re: Student-led School Watching and Hazard Mapping.

2. The following must send representatives to take part in the activity:

OFFICES	NO. OF REPRESENTATIVES
School Governance and Operations Division	2
Curriculum Implementations Division	2
General Services	4
Accounting Section	1
Budget Section	1

Names of the representatives shall be texted to the Division DRRM Coordinator through mobile number 0917 115 6864 on or before January 18, 2020.

3. Widest dissemination is desired.

Encl: Activity Matrix

Copy Furnished: Records Unit | DRRM



Enclosure to Division Memorandum No. 016, s. 2021 re: Conduct of Hazard Mapping Activity in the Division Office

ACTIVITY MATRIX FOR HAZARD MAPPING ACTIVITY

January 19, 2021	
TIME	ACTIVITY
9:00 a.m. – 9:30 a.m.	Preliminaries <ul style="list-style-type: none">• Opening Prayer• Nationalistic Song
9:30 a.m. – 10:00 a.m.	Orientation <ul style="list-style-type: none">• Basic DRRM Concepts• Hazard Mapping Activity• Assignment of Areas in the Division Office
10:00 a.m. – 11:00 a.m.	Deployment of Hazard Mapping Team (conduct of hazard mapping activity)
11:00 a.m. – 11:30 a.m.	Consolidation of findings per Team
11:30 a.m. – 12:00 p.m.	Presentation and discussion of outputs of each team in plenary

Note: Output of the Division Hazard Mapping Team shall be presented to the Division Executive Committee on a later date.