



Republic of the Philippines
Department of Education
 Region VIII
 SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 371, s. 2022
 10 August 2022

For: **All concerned Public Schools District Supervisors**
Division DRRM Officer
All concerned Public School Heads
All concerned School DRRM Coordinators
All concerned Public School Teachers
All Others Concerned

Subject: **ORIENTATION AND COORDINATION MEETING OF**
DIVISION AND SCHOOL DESIGNATED DOCUMENTATION
PERSONNEL FOR THE AUGUST 2022 REGIONAL MANCOM
MEETING (Project GIYA and SBM Visit & Benchmarking)

In relation to the hosting of SDO Tacloban City for the August 2022 Regional Management Committee Meeting on August 25-26, 2022, this office will conduct an orientation and coordination meeting of concerned Division and School Designated Documentation Personnel during the said activity on August 11, 2022 at 2:00PM in the Division Office Conference Hall.

The activity aims to orient and capacitate all members of the documentation team during the Regional Management Committee Meeting and to address all issues, concerns and provide technical assistance on the terms of reference pertaining to the conduct of the activity

Attached in this memorandum are the **List of Designated Documentation Personnel/Participants** for your information and guidance.

Other instructions will be posted/announced through Facebook messenger chat groups.

Expenses incurred of the School Personnel and Division DRRM Officer during the conduct and participation to the activity will be charged to the local fund/School MOOE (school) and local fund/MOOE/DRRM PSF (division office) respectively subject to the usual accounting and auditing rules and regulations.

For more information, you may contact the **SDO Tacloban City - Disaster Risk Reduction and Management Service** through the Division DRRM, Safety and Health Officer II CRISVILL M. VILLAMOR at 09085564721 or email at crisvill.villamor@deped.gov.ph.

For immediate dissemination and appropriate action.

MARIZA S. MAGAN EdD, CESO V
 Schools Division Superintendent



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