



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

**DIVISION MEMORANDUM**

No. 493, s. 2022

30 September 2022

For: **All Public Schools District Supervisors**  
**Division DRRM Officer**  
**All Public Elementary and Secondary School Heads**  
**All Others Concerned**

Subject: **SUBMISSION OF SIGNED SPECIAL ORDER (S.O.) ISSUED BY SCHOOL HEADS TO DESIGNATED SCHOOL DRRM COORDINATORS AND ALTERNATE SCHOOL DRRM COORDINATORS FOR S.Y. 2022-2023**


In reference to DepEd Order No. 37, s. 2015, titled "Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework", this office through its Disaster Risk Reduction and Management Service, hereby requires all public elementary and secondary schools the submission of signed Special Order (S.O.) issued by School Head to Designated **School DRRM Coordinator and Alternate School DRRM Coordinator** for documentation and database management purposes.

**Submit or email** the scanned copy of the signed Special Order (S.O.) to [crisvill.villamor@deped.gov.ph](mailto:crisvill.villamor@deped.gov.ph) on or before **3:00PM of October 4, 2022**.

Updates on submission will be posted or announced through FB Messenger Chat Groups.

For concerns and queries, you may contact the **SDO Tacloban City - Disaster Risk Reduction and Management Service** through the Division DRRM, Safety and Health Officer II/Fire Safe Marshal CRISVILL M. VILLAMOR at 09173153290 or email at [crisvill.villamor@deped.gov.ph](mailto:crisvill.villamor@deped.gov.ph).

For immediate wide dissemination and compliance.

  
**MARIZA S. MAGAN EdD, CESO V**  
Schools Division Superintendent



**RELEASED**  
Date: 9/30/22  
Time: 9:57 AM