



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

05 June 2023


**DIVISION MEMORANDUM**

No. 324, s. 2023

**SUBMISSION OF UPDATED SCHOOL EMERGENCY SUPPLIES  
AND EQUIPMENT INVENTORY**

To: **All Public Schools District Supervisors**  
**Division DRRM Officer**  
**All Public Elementary & Secondary School Heads**  
**All Public Elem. & Sec. School DRRM Coordinators**  
**All Others Concerned**

1. 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 of SDO Tacloban City is requesting all schools to submit the updated school emergency supplies and equipment inventory on or before June 7, 2023 using the attached template.
2. Softcopy of the template will be provided for easy access and encoding. Moreover, for your reference, the list of emergency supplies and equipment guide is also available in attached enclosures.
3. For queries and concerns on the aforementioned matters, please contact the **SDO Tacloban City - Disaster Risk Reduction and Management Service** through the Division DRRM Officer CRISVILL M. VILLAMOR at 09085564721 or email at [crisvill.villamor@deped.gov.ph](mailto:crisvill.villamor@deped.gov.ph).
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**JUDELLA R. LUMPAS EdD, CESO VI**  
Schools Division Superintendent



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