



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

12 February 2025

DIVISION MEMORANDUM

No: 139, s. 2025

**COORDINATION MEETING OF DIVISION AND
SCHOOL DRRM COORDINATORS**

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

1. In relation to the formation, activation, and participation of Division DRRM Team in the conduct of 2025 EVRAA Meet, this division through its Disaster Risk Reduction and Management Service will conduct a coordination meeting with all the members of the Division DRRM Team.
2. The activity aims to:
 - Orient the members on their assignments, duties, functions, roles, and responsibilities during the conduct of 2025 EVRAA Meet;
 - Establish communication and emergency response protocols to be implemented for the event and;
 - Discuss information management protocols and reporting mechanisms.
3. With this, **all School DRRM Coordinators** are enjoined to attend the **coordination meeting on February 14, 2025, at the Conference Hall, Tacloban City Division Office, Tacloban City from 9:30AM – 11:30AM.**
4. For any concerns, kindly communicate with the Crisvill M. Villamor – Division DRRM, Health & Safety Officer at Contact No. 09085564721 or email add: crisvill.villamor@deped.gov.ph.
5. Immediate dissemination of and compliance with this memorandum are desired.

as per P.O.# 077, P. 2025
SHERLITA A. PALMA, EdD, CESO VI
SIC-Schools Division Superintendent

