



Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

DIVISION MEMORANDUM
OSDS-SGOD-DM- 35 s. 2023

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID and SGOD)
Public Schools District Supervisor, *Virac North and South*
School Heads, *Virac North and South*
School DRRM Coordinators, *Virac North and South*
All Others Concerned Officials and Personnel

FROM : By Authority of the Schools Division Superintendent
Norlito
ATTY. NORLITO JR P. AGUNDAY
Attorney II
Officer-In-Charge

SUBJECT : **Division DRRM Coordination Meeting for the Municipality of Virac**

DATE : September 5, 2023

1. To ensure proper communication and information dissemination relevant to different DRRM Programs, this office will be conducting a **Division DRRM Coordination Meeting** for the **Virac North and South District** on **September 12, 2023, 01:00PM – 02:00PM at Calatagan High School.**
2. School DRRM Coordinators shall bring for submission the hardcopy of their 3rd Quarter Nationwide Simultaneous Earthquake Drill Reports.
 - **Only the Monitoring and Reporting Template (Annex B) shall be submitted.** *Narrative reports are to be filed in the school as part of the MOVs of school activities under DRRM Programs.*
 - NO NEED to submit the report with folders and printed cover pages.
 - Please use 8.5" x 13" paper
3. Travel and other incidental expenses incurred by the School DRRM Coordinators shall be charged against their respective School MOOEs.
4. For wide dissemination and compliance.



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