



Office of the City Schools  
Division Superintendent

Republic of the Philippines  
Department of Education  
Region XI  
SCHOOLS DIVISION OF DIGOS CITY  
Digos City



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November 28, 2017

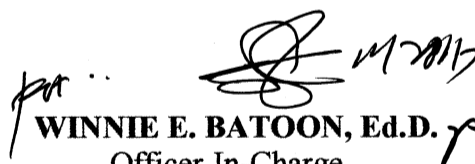
**DIVISION MEMORANDUM**

No. 997, series of 2017

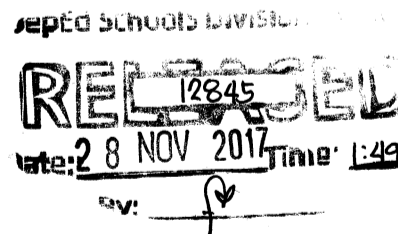
**4th QUARTER MEETING OF SCHOOL DISASTER RISK REDUCTION AND  
MANAGEMENT COORDINATORS CUM: TEAM MANAGEMENT WORKSHOP**

**TO: Public Schools District Supervisors  
Elementary, Secondary and Senior High School Heads  
School Disaster Risk Reduction and Management Coordinators**

1. There will be a meeting and team management workshop for all School Disaster Risk Reduction and Management Coordinators on December 19, 2017 at 9:00 o'clock in the morning at Ramon Magsaysay Central Elementary School Covered Court.
2. Important matters will be discussed about future trainings, updates, presentation of 2017 accomplishment report of each school and best practices relative to Disaster Risk Reduction and Management. Thus, your attendance is a must.
3. Meal and snacks will be served while travel expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. For your information and compliance.

  
**WINNIE E. BATOON, Ed.D.**

Officer-In-Charge  
Office of the Schools Division Superintendent



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References:  
To be indicated in the Perpetual Index under the following subjects:

ROM: 4<sup>th</sup> Quarter Meeting  
27 November 2017