

Republic of the Philippines

Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023-572

То	;	Assistant Schools Division Superintendent
		Chief Education Supervisors - (CID&SGOD)
		Public Schools District Supervisors
		Division DRRM Coordinator
		All School Heads
		All School DRRM Coordinators
		Concerned SDO Personnel

Subject : COORDINATION MEETING FOR THE CREATION AND STRENGTHENING OF SCHOOL-BASED DISASTER RESPONSE TEAM

Date : December 05, 2023

In reference to the invitation letter from the Office of the City Mayor, Hon. Josef F. Cagas, you are hereby requested to attend the **Coordination Meeting this afternoon December 5, 2023, 2:00PM at the City Administrator's Office** in the new city hall building.

This aims to discuss the creation and strengthening of the school-based disaster response teams and to strengthen the emergency line of communications between the schools and the CDRRMC.

Traveling and other incidental expenses will be chargeable to the respective local funds subject to the usual accounting and auditing rules and regulation

For your information, guidance and compliance.

Melanie P. ESTACIO

Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent

> OepEd Schools Division of Digos City RECORDS SECTION RECORDS SECTION CATE: DEC. 0.6

Enclosed: As stated. SGOD/DRRM/jtc



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