



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

SGOD-2024-680

To : **JAYZON T. CARDINES**  
Division DRRM Coordinator

**GABBY CARVAJAL**  
Contract of Service – Support Staff - DRRM

Subject : ATTENDANCE TO THE DISASTER RISK REDUCTION AND  
MANAGEMENT COORDINATION MEETING

Date : October 24, 2024

In reference to the Regional Memorandum ESSD-2024-469 dated October 16, 2024 from Allan G. Farnazo, Regional Director, Director IV titled **“Disaster Risk Reduction and Management Coordination Meeting”**, you are hereby directed to participate in the above-mentioned activity on **November 14-15, 2024** at **Davao del Sur Division** (venue will be identified later) in preparation for the National DRRM Year-End Evaluation. This aims to track the efficiency and effectiveness of the programs and projects and helps assess the progress desired if it is being achieved particularly in the Implementation of DRR/CCA/EiE.

Meals during the activity shall be charged against DRRM funds of the host division while traveling, accommodation and other incidental expenses will be chargeable to division DRRM funds subject to the usual accounting and auditing rules and regulations.

For information and compliance.

*ju*  
**DR. MELANIE P. ESTACIO, CESO VI**  
Schools Division Superintendent

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: Oct 31 2024 TIME: 11:20 a

BY: [Signature]

Enclosed: As stated.  
SGOD/DRRM/jtc



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Department of Education  
DAVAO REGION

SCHOOLS DIVISION OFFICE  
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DATE: 22 OCT 2024  
TIME: 12:28  
40102  
10240  
70942

October 16, 2024

REGIONAL MEMORANDUM  
ESSD-2024-469

DISASTER RISK REDUCTION AND MANAGEMENT COORDINATION MEETING

To: Schools Division Superintendents  
Chief Education Supervisor  
Education Support Services Division

1. The Department of Education Region XI, Education Support Services Division will be conducting the Disaster Risk Reduction and Management Coordination Meeting on November 14-15, 2024 at Davao del Sur Division (venue will be identified later) in preparation for the National DRRM Year-End Evaluation. This aims to track the efficiency and effectiveness of the programs and projects and helps assess the progress desired if it is being achieved particularly in the implementation of DRR/CCA/EiE.
2. In this connection, it is hereby requested that the Region, Division DRRM Coordinators and respective support staff will attend the activity.
3. Travelling and other incidental expenses shall be charge against their respective DRRM downloaded funds while meals and accommodation during the activity will be chargeable to Davao del Sur Division DPRP downloaded funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

By the Authority of the Regional Director

ALLAN G. FARNAZO  
Director IV

REBONFAMIL R. BAQUIO OCT 2024  
Director III

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
RELEASED

ROE6/jav

DATE: [Signature] TIME: 12:28  
40102



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