



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

November 21, 2022

**REGIONAL MEMORANDUM**

No. **1320**, s. 2022

**YEAR-END COORDINATION MEETING WITH THE REGION AND DIVISION DISASTER RISK  
 REDUCTION AND MANAGEMENT (DRRM) COORDINATORS**

To: Schools Division Superintendents  
 Division DRRM Coordinators  
 All Others Concerned

1. To recognize the hard work of our Division Disaster Risk Reduction and Management (DRRM) Coordinator in the implementation of DRRM, Climate Change Adaptation and Mitigation (CCAM), and Peacebuilding Programs, Projects, and Activities (PPAs), this Office, through the Education Support Services Division (ESSD), shall conduct a Year-End Coordination Meeting with the Region and Division DRRM Coordinators on December 02, 2022, from 07:30 AM to 05:00 PM at RELC NEAP Mess Hall, DepEd Regional Office Complex, Government Center, Candahug, Palo, Leyte.
2. The objectives of this activity are the following:
  - a. Presentation of Accomplishment Report (Physical and Financial Reports) for FY 2022 DRRM, CCAM, and Peacebuilding PPAs of the Region and Division Offices; and
  - b. thresh out relevant issues and concerns.
3. The participants of this coordination meeting are the 1 Regional and 13 Division DRRM Coordinators, 1 ESSD Chief, 1 SPSS Unit Head, and 7 ESSD Staff as a Technical Working Group.
4. The expenses for catering services, venue rental, and other related expenditures shall be charged against the CY 2022 Disaster Preparedness and Response Program (DPRP) Funds Annex A-I NBC 587. Meanwhile, the transportation/travel expenses incurred by the participants shall be charged against their respective local funds, subject to the usual existing accounting and auditing rules and regulations.
5. Regional and Division DRRM Coordinators are expected to prepare the abovementioned accomplishment report in a PowerPoint presentation indicating the activity, indicator, physical accomplishments, actual cost, and funding source.
6. To ensure the completion of expected activity outputs within the specified date and observance of proper and maximum utilization of resources participants are expected to be in the activity venue on or before 07:30 in the morning.
7. The participants shall observe minimum health and safety protocols and requirements as per the Local Inter-Agency Task Force (IATF).



8. Immediate dissemination and compliance of this Memorandum are desired.

  
EVELYN R. FETALVERO, CESO IV  
Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:  
YEAR-END COORDINATION MEETING                      DRRM

ESSD-SPSS-TJCP

