



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF MOUNTAIN PROVINCE
Bontoc, Mountain Province



Email Address: mt.province@deped.gov.ph

DIVISION MEMO

No. 276 s. 2019

To: Public Schools District Supervisors
Elementary and Secondary School Heads
School DRRM Coordinators/Alternate
Teachers
All Others Concerned

DEPED Mt. Province
OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT

RELEASED

By: [Signature] 27 2019

Date: _____

From: ~~FEDERICO P. MARTIN, Ed.D, CEAD, CESO V~~
Schools Division Superintendent [Signature]

Subject: **2019 CAPACITY BUILDING FOR SCHOOLS ON STANDARDIZED DRRM MODULES AND SDRRM MANUAL; ORIENTATION ON NEGOTIATION SKILLS FOR SUCCESSFUL PARTNERSHIP; AND PROJECT PROPOSAL WRITING**

Date: **September 24, 2019**

- With the recognition that DepEd play a crucial role in DRRM, and is committed to ensure safety and learning continuity and strengthening resilience of schools and learners by empowering personnel at all levels to institutionalize DRRM, the Schools Division Office will conduct a **Capacity Building for Schools on Standardized DRRM Modules and SDRRM Manual; Orientation on Negotiation Skills for Successful Partnership; and Orientation on Project Proposal Writing** on October 29-31 at Bontoc, Mountain Province. Exact venue to be announced later.
- The conduct of this **Capacity Building** will ensure that School Heads/School Disaster Risk Reduction and Management Coordinators/ (SDRRMC) will gain better understanding on their roles and responsibilities as coordinators; understand DRRM protocols and processes in DepEd; gain deeper understanding of DRRM concepts. Further, participants will be oriented on negotiation skills for a successful partnership. Moreover, they will also be oriented on project proposal writing.
- There are only 70 slots for this training, hence, priority participants are the newly designated SDRRM coordinators and those that were not able to attend the 2018 Capacity Building.
- No registration fee shall be collected, however, travelling expenses and lodging of participants shall be charged to School MOOE or local funds while meals and snacks, and training kits shall be charged to DRRM Funds/Local funds subject to existing COA rules and regulations.
- For queries, you can contact Leila Abad, program coordinator thru the following numbers: 09956018486/09193213659 or thru her email: leila.abad@deped.gov.ph.
- Widest dissemination of this memorandum is desired.

lpa/SGOD/SMN-DRRM



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF MOUNTAIN PROVINCE
 Bontoc, Mountain Province



SAMPIT

AUTHORITY TO TRAVEL

NAME	DESIGNATION	SIGNATURE

Dates of Travel: _____

Destination: _____

Purpose: To submit reports

Chargeable Against: Local funds

Recommending Approval: _____

Approved: _____

ROSENDO CACAP
OIC, CES-SGOD

CERTIFICATE OF APPEARANCE

This is to certify that _____ of
 following offices and for the purposes stated: _____ appeared before the

OFFICE	PURPOSE	PERSON IN CHARGE	SIGNATURE
Division Office	Please specify:		
- SGOD			
- CID			
- -RECORDS OFFICE			
- ACCOUNTING			
- BUDGET			
- CASH)			