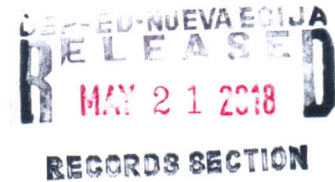




May 18, 2018

DIVISION MEMORANDUM

No. 108, s. 2018



**To: All Public School District Supervisors
 Elementary and Secondary School Heads
 District Guidance Coordinators
 District DRRM Coordinators
 School DRRM Coordinators**

From: RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent

RE: DRRM CAPACITY BUILDING FOR SCHOOL ADMINISTRATORS AND COORDINATORS

Relative to the conduct of DRRM Ladderized Capacity Building Program which aims to equip all our partners and DRRM Coordinators with knowledge and skills on DRRM, and enable them to share and implement in their areas of work, this office would like to request the School Administrators, District Guidance Coordinators and new school DRRM Coordinators to attend according to the following assigned schedule:

PARTICIPANTS	DATE	VENUE (details of venue will follow)
District Guidance Coordinators and District DRRM Coordinators	June 7- 8, 2018	Cabanatuan City
All PSDSs, Central School Principals and One (1) Secondary Principal per District	June 13, 2018	Cabanatuan City
Untrained District and School DRRM Coordinators	June 13-15, 2018	Cabanatuan City

In addition, the board and lodging of the participants will be charged against downloaded Capability Training Fund for DRRM. However, travel related expenses shall be charged against the local funds, subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this memorandum is earnestly desired.