



Republic of the Philippines  
Department of Education  
Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
Telefax: (034) 471-2003



December 3, 2019

**DIVISION MEMORANDUM**

NO. 287, s. 2019

**TO: Assistant Schools Division Superintendent  
Chiefs, SGOD and CID  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
School DRRM Coordinators**

**FROM: PORTIA M. MALLORCA, Ph.D., CESO V**  
Schools Division Superintendent

**SUBJECT: CONDUCT OF THE DIVISION DRRM YEAR-END EVALUATION AND PLANNING**

1. The Disaster Risk Reduction and Management Services of the Division of Kabankalan City will be holding its Year-end Evaluation of the programs implemented for CY 2019 and Planning for CY 2020 on Friday, December 6, 2019 at 8:00 AM.
2. The year-end planning aims to:
  - a. Evaluate the DRRM plans, programs and projects and make necessary plan adjustments
  - b. Determine the future needs in promoting resiliency and promote a culture of safety in schools.
3. Registration will start at 7:30 am and program will follow. Venue of the said activity is at **Han's Guest House**.
4. School DRRM Coordinators are expected to bring their DRRM plan signed by their respective school heads.
5. Travelling expenses of the School DRRM Coordinators will be charged against School MOOE subject to usual accounting guidelines.
6. Widest dissemination and compliance to this memorandum is desired.