



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City  
Telefax # 442-7819



**DIVISION MEMORANDUM**  
No. 197s. 2017

**To:** Public Elementary and Secondary School Heads  
Designated School DRRM Coordinators

**From:** ~~\_\_\_\_\_~~  
**FEDERICO P. MARTIN, ED., D. CESO VI**  
Schools Division Superintendent

**Subject:** Typhoon Preparedness in Schools

**Date:** July 28, 2017

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1. A meeting is called for School DRRM Coordinators at exactly 3:30 PM in the afternoon on August 02, 2017 at the 3<sup>rd</sup> floor Multipurpose Hall of our Division Office to discuss preparations and activities for the typhoon season.
  2. Please bring the following documents listed below to be submitted on the day of our meeting:
    - a. Final list of student participants in the DRRM Olympics.
    - b. School DRRM Action Plans
    - c. School Evacuation Plan (Map)
    - d. Updated School DRRM Team/Organizational Chart
  3. Attendance to the meeting is required.