



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 *[Signature]*

Subject: Typhoon Preparedness in Schools

Date: July 28, 2017

1. A meeting is called for School DRRM Coordinators at exactly 3:30 PM in the afternoon on August 02, 2017 at the 3rd 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.