



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent


19 August 2024

DIVISION MEMORANDUM  
No. 309 s. 20241

**CONDUCT OF ORIENTATION ON DRRM FOR THE NON-TEACHING PERSONNEL  
OF SDO TABUK CITY**

TO : All PSDSs  
Public School Heads  
All Others Concerned

1. The Schools Division Office, through the Disaster Risk Reduction and Management Unit, will be conducting Orientation on DRRM for the Non-Teaching Personnel of SDO Tabuk City on August 20-22, 2024 at Golden Berries Hotel and Convention Center, San Juan, Tabuk City. The opening program will start at 8:15AM.
2. The activity aims to orient the participants on the different DRRM programs/projects/activities being implemented in the school.
3. Participants will be:
  - a. All School Administrative Officer II
  - b. School Administrative Assistant (II&III)
  - c. Project Development Officer I
  - d. Administrative Support Staff
  - e. Selected School Head
4. All identified participants (Annex A) must attend the said activity. In case personnel is on leave or on travel, they must inform the Division DRRM Coordinators for replacement.
5. Meals and snacks shall be charged against local funds subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination and compliance of this memorandum is desired.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent 