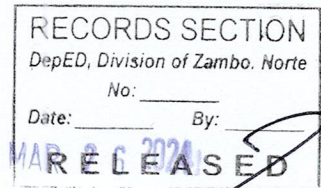




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



March 25, 2024

Division Memorandum


No. 193 , s. 2024

ADDENDUM TO DM NO. 159 S. 2024 TITLED “QUARTERLY COORDINATION MEETING OF DISTRICT DISASTER RISK REDUCTION & MANAGEMENT (DRRM) COORDINATORS”

TO: Public Schools District Supervisor
Elementary and Secondary School Heads and Principals
District Disaster Risk Reduction Management Coordinator
All others concerned

1. In relation to DM No. 159 s. 2024 titled “Quarterly Coordination Meeting of District Disaster Risk Reduction & Management (DRRM) Coordinators”, whereby this division conducts regular coordination meeting with the District DRRM Team to share updates on policies, bolster collaboration to ensure effectiveness of DRRM PPAs and fostering continuous improvement through feedback by establishing clear protocols for reporting to refine response mechanisms.
2. In this connection, travelling and incidental expense of the meeting participants shall be charged against their respective local school fund subject to the usual accounting and auditing rules and regulations.
3. Anent this, participants are entitled to claim Compensatory Time-Off (CTO) for the services rendered on Saturday, Sunday and holidays as per CSC- DBM Joint Circular No.2, s. 2004 titled, “Non-Monetary Remuneration for Overtime Services Rendered.” Widest dissemination and strict compliance of this memorandum is desired.

For the Schools Division Superintendent:


ERVIE A. ACAYLAR

Education Program Supervisor, SGOD
Officer-In-charge

Reference/s: as stated
To be indicated in the Perpetual Index
under the following subjects:
Meeting
Travelling expenses

DRRM/EKBSL/DM-0016-2024/Travel Allowance/03182024



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FB: DepEd Tayo- Schools Division of Zamboanga del Norte Page 1 of 1