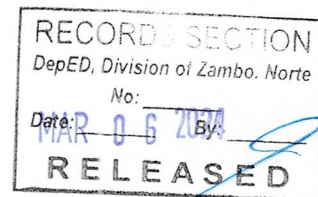




Republic of the Philippines  
**Department of Education**

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



March 6, 2024

Division Memorandum

No. 159, s. 2024

**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. Pursuant to DepEd MATATAG Agenda which highlights the importance of taking steps to accelerate the delivery of basic education facilities and services, with the ZN Division Reform Agenda, specifically maximization and optimization utilization of both financial and human resources, with the PREMIER enabling mechanism, practicing participatory planning and continuous improvement system, this division shall have a Quarterly Coordination Meeting of District Disaster Risk Reduction & Management (DRRM) Coordinators.
2. The coordination meeting aims to
  - a. Share relevant information on recent risk assessments, potential hazards, and updates on DRRM policies and procedures.;
  - b. Plan and schedule PPAs to enhance their skills in disaster response, first aid, and evacuation procedures.
  - c. Strengthen collaboration with District DRRM with broader community strategies.
  - d. Establish mechanisms for ongoing monitoring and evaluation of DRRM activities to assess effectiveness and identify areas for improvement.
  - e. Encourage feedback from participants, fostering a culture of continuous improvement in the implementation of DRRM strategies.
  - f. Establish clear protocols for reporting and analyzing incidents related to disasters, with the aim of learning from experiences and improving response mechanisms.
3. The Quarterly Coordination Meeting shall be held at Top Plaza Hotel, Dipolog City on the following dates and participants:

1 <sup>st</sup> Quarter	March 15, 2024	District DRRM Coordinators, PSDS
2 <sup>nd</sup> Quarter	June 14, 2024	District DRRM Coordinators, PDO/AO II
3 <sup>rd</sup> Quarter	September 13, 2024	District DRRM Coordinators, PSDS
4 <sup>th</sup> Quarter	November 8, 2024	District DRRM Coordinators, PDO/AO II



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4. The meeting shall accommodate participants for 1 night with 1 breakfast, 1 lunch, 1 dinner and 2 snacks for the schedule date of meeting
5. For queries and clarifications, you may contact Division DRRM Coordinator, Ethyl Kimberly S. Labadan at 0916 959 0394.
6. Widest dissemination and strict compliance of this memorandum is desired.

For the Schools Division Superintendent

**RAYMOND M. SALVADOR CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge

Reference/s: as stated  
Enclosure/s:

To be indicated in the Perpetual Index  
under the following subjects:  
DRRM Quarterly Coordination Meeting

DRRM/EKBSL/DM-0011-2024/QDRRMMeeting/03052024