

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

**ORD-2024-** 361

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

**FROM :** **JOCELYN DR. ANDAYA**  
 Director IV 

**SUBJECT :** **SCHEDULE OF DRRMS AND AOR QUARTERLY MEETINGS FOR FY 2024**

**DATE :** April 4, 2024

- Attached is DepEd Memorandum DRRMS-03-21-2024-0003 re: Schedule of DRRMS and AOR Quarterly Meetings for FY 2024, the content of which is self-explanatory, for information.
- Attention is particularly invited to the paragraph 2, enclosure 1, Annex A & B of the aforesaid Memorandum.
- Immediate dissemination of this Memorandum is desired.

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REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
**DISASTER RISK REDUCTION AND MANAGEMENT SERVICE**  
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**MEMORANDUM No. DRRMS-03-21-2024-0003**

**FOR** : **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division DRRM Coordinators**  
**All others concerned**

**FROM** : **NENNETH ESPLANA-ALAMA**   
Director IV  
Disaster Risk Reduction & Management Service

**SUBJECT** : **SCHEDULES OF DRRMS AND AOR QUARTERLY MEETINGS FOR FY 2024**

**DATE** : March 19, 2024

In adherence to our commitment to enhancing resilience in disaster governance and management processes, aligning with DepEd Order No. 21, s. 2015, entitled "Disaster Risk Reduction and Management Coordination and Information Management Protocol," and DepEd Order No. 24, s. 2022, "Adoption of the Basic Education Development Plan 2030," which highlights DepEd's role in disaster risk reduction and management, the Disaster Risk Reduction and Management Service (DRRMS) hereby informs all DepEd DRRM stakeholders and coordinators the schedule for DRRM coordination activities.

These activities are designed to promote capacity-building initiatives and strategic guidance to all regional and schools division offices regarding the implementation and monitoring of Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation and Mitigation (CCAM), and Education in Emergencies (EiE)-related programs, projects, and activities.

<b>ACTIVITIES</b>	<b>TENTATIVE SCHEDULES</b>		<b>REQUIRED ATTENDEES</b>
DRRM Quarterly Coordination Meetings	<b>DRRMS Quarterly Meetings</b>	<b>AOR Quarterly Meetings</b>	<b>DRRMS Quarterly Meetings</b> All DRRMS Staff
	May 20 - 24, 2024	May 13 - June 5, 2024	
	September 3 - 6, 2024	September 16 - 30, 2024	<b>AOR Quarterly Meetings</b> DRRMS AOR Leads, All Regional and Division DRRM Coordinators
	October 28 - 30, 2024	November 4 - 15, 2024	
National Midyear Performance Review	July 22 - 26, 2024		Central Office - DRRMS, All Regional and Division DRRM Coordinators

National Disaster Risk Reduction and Management (DRRM) Year-end Evaluation and Planning	December 2 – 6, 2024	Central Office – DRRMS, All Regional and Division DRRM Coordinators
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With this, all Regional DRRM Coordinators shall consolidate all accomplishment reports and fund utilization statuses of their respective regions and divisions. These reports shall be submitted no later than the scheduled quarterly activity. In addition, all must be present during the scheduled coordination activities.

Please see the following attachments for reference and information:

- **Annex A.** Accomplishment Report (Template)
- **Annex B.** Fund Utilization Status (Template)

For questions or clarifications, please contact Ms. Kia Dyan Louren I. Serrano of DRRMS at [kia.serrano@deped.gov.ph](mailto:kia.serrano@deped.gov.ph) and [drrmo@deped.gov.ph](mailto:drrmo@deped.gov.ph).

For information and appropriate action.

Thank you.

## Enclosure 1. Provisional Agenda

Proposed Schedule	Agenda	Brief Description
Day 0	Arrival and Registration of Participants	
Day 1	<p><b>Overview of DRRM work in Basic Education</b></p> <ul style="list-style-type: none"> <li>• DepEd Order No. 37, s. 2015 – Comprehensive DRRM in Basic Education Framework</li> <li>• Comprehensive School Safety</li> <li>• DRRM Coordination Protocol</li> <li>• DRRM Plans Priorities</li> <li>• Recent DO relevant to DRRM for information</li> </ul> <p><b>DRRM Program Updates and Concerns</b></p> <ul style="list-style-type: none"> <li>• Disaster Preparedness and Response</li> <li>• Rehabilitation and Recovery</li> <li>• Safe Learning Environment and Facilities</li> <li>• Climate Change Adaptation and Mitigation</li> <li>• DRRM Information System, Research and Monitoring &amp; Evaluation</li> </ul>	<p>This segment aims to provide general guidance and technical support to DRRM Coordinators in the performance of DRRM work in basic education and provides for updates on DRRM, CCAM and EiE programs, projects and activities (PPAs)</p>
Day 2	<p><b>Report Presentation</b></p> <ul style="list-style-type: none"> <li>• Accomplishment reports vis-à-vis Key Result Area</li> <li>• Fund utilization status</li> </ul> <p><b>Catch-up plan</b></p> <ul style="list-style-type: none"> <li>• Development of catch-up plans</li> </ul>	<p>This segment aims to provide a general view of each office's milestones and achievements in implementing DRRM, CCAM and EiE related PPAs.</p>
Day 3	<p><b>Open Forum</b></p> <ul style="list-style-type: none"> <li>• Discussion of Issues and Concerns</li> <li>• Needs Assessment</li> </ul> <p><b>Closing Program</b></p> <ul style="list-style-type: none"> <li>• Synopsis and Ways forward</li> <li>• Administrative Announcements</li> <li>• Closing and Wrap-up</li> </ul>	<p>This segment aims to identify gaps, challenges and opportunities in the implementation of DRRM, CCAM and EiE related PPAs.</p>



