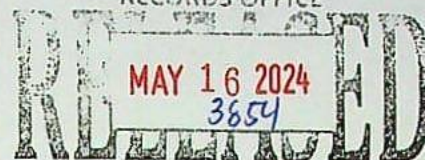




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
RECORDS OFFICE



By: a Time: 0107

Office of the Schools Division  
Superintendent

May 15, 2024

**DIVISION MEMORANDUM**

No.: 206, s. 2024

**COORDINATION MEETING OF THE NEWLY DESIGNATED SCHOOL DISASTER  
RISK REDUCTION and MANAGEMENT COORDINATORS IN COMPLIANCE  
WITH DEPED ORDER NO. 002, SERIES of 2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
All Public School Heads  
Division DRRM Coordinator  
PDO I / AO II School DRRM Coordinators  
Non-Teaching School DRRM Coordinator Designates

1. Pursuant to **DepEd Order No. 002, Series 2024** entitled the "*Immediate Removal of Administrative Tasks of Public School Teachers.*" Stipulated in **V. GUIDELINES AND PROCEDURES:**

A. Removal of Administrative Task

1. Administrative tasks shall be removed from the workload of teachers, without prejudice to the teacher's ancillary tasks as defined by other DepEd issuances. Accordingly, School Heads and non-teaching personnel shall have the sole responsibility to perform the administrative tasks enumerated hereunder. These tasks shall include, but are not limited to the following:

- a. Personnel Administration
- b. Property/Physical Facilities Custodianship
- c. General Administrative Support
- d. Financial Management
- e. Records Management
- f. Program Management
  - i. Feeding
  - ii. **School DRRM**
  - iii. Other related programs



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Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)

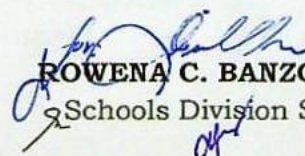
SDO DAGUPAN CITY



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2. To augment the non-teaching personnel requirements of schools, the Schools Division Office Has recruited Project Development Officers I (PDO I), and Administrative Officers II (AO II) for deployment. In schools where PDO Is nor AO IIs were not assigned, School Heads, or other non-teaching personnel have been designated as School DRRM Coordinators.
3. To facilitate a seamless transition and ensure the effective implementation of these changes, this office will organize a coordination meeting.
4. The following are the coordination meeting agenda:
  - 4.1. Orientation of the newly designated School DRRM Coordinators
  - 4.2. Submission of DRRM-related documents
    - 4.2.1. School DRRM Coordinator's Designation Certificate
    - 4.2.2. School DRRM Committee
    - 4.2.3. Proof of Acknowledgement (One-Time Load Payment for Fiscal Year 2023) as a basis of monitoring and reporting to CO-DRRMS
    - 4.2.4. Upcoming training
    - 4.2.5. Introduction and familiarization of the DRRM Templates
    - 4.2.6. Other matters
  - 4.3. Introduction and familiarization of the DRRM Templates
5. The coordination meeting is scheduled on **May 17, 2024 (Friday), at 3:00 o'clock PM** on the 4<sup>th</sup> Floor Conference Hall, SDO Dagupan City.
6. For details of the activity, you may contact the Division DRRM Coordinator Ms. Elvira N. Villamor via email at [elvira.villamor@deped.gov.ph](mailto:elvira.villamor@deped.gov.ph).
7. Information and immediate dissemination of this memorandum is desired.

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent



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