



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLC-2024- 047

TO : Evelyn C. Marapao
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FROM : *Casiana P. Caberted*
CASIANA P. CABERTED PhD, CESO VI
Schools Division Superintendent *A*

SUBJECT : **DRRM PRE-WORK MEETING AND PLANNING**

DATE : May 15, 2024

1. This Office through the School Governance and Operations Division (SGOD) will conduct a DRRM Pre-work Meeting and Planning Workshop on May 20-22, 2024 at Bohol Bee Farm, Dao, Dauis, Bohol.

Agenda:

- ✓ Preparation for the DRRM Capacity Building of School Heads, SDO Personnel, DRRM Teams and newly hired SDRRMCs (non-teaching).
- ✓ Planning for the conduct of Basic Life Support – Cardiopulmonary Resuscitation (BLS-CPR) and Standard First Aid (SFA).
- ✓ Preparation for the conduct of Psychological First Aid (PFA) & Mental Health and Psychosocial Support (MHPSS) for the School Health Personnel and DRRM Teams.
- ✓ Rapid Assessment of Damages Report (RADaR) based on the new guidelines.
- ✓ Basic Occupational Safety and Health (BOSH)
- ✓ Basic emergency response equipment needed in schools.
- ✓ Other matters



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2. All participants are requested to bring a laptop.
3. All board and lodging; meals and snacks of participants will be charged to DRRM Fund (DPRP) while travelling and other incidental expenses related to the conduct of this activity shall be charged to School MOOE/ local funds subject to usual accounting and auditing rules and regulations.
4. This Memorandum will serve as **Travel Order**.
5. For your information and guidance.