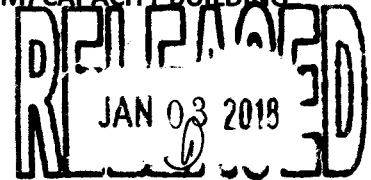


December 18, 2017

REGIONAL MEMORANDUM

No. **001.2018**

**SCHEDULE OF DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) CAPACITY BUILDING
 ACTIVITIES FOR JANUARY 2018**



To : Schools Division Superintendents
 PDO II (DRRM)

DEPED-CAR Time: _____

1. The following training activities initially scheduled for December 2017 will be conducted on January, as follows:

Activity	Venue	Schedule	Participants
1. Preparation of Division Contingency Plans	Hotel Ariana, Bauang, La Union	January 10-12, 2018	a. Region- - DRRM Coordinator & Alternate (2) - PPRD (1) - Admin. Div (1) b. Division - PDO II (DRRM) & alternate - SGOD (2)
2. Training on Incident Command System	TBA	January 16-19, 2018	a. Region – 5 members of the Regional Office DRRM/DCG Team b. 5 DRRM Team members per division
3. Training on Basic Life Support and First Aid for Region and Division personnel	H100 Eco Lodge, Magsaysay Ave., Baguio City	January 23-26, 2018	a. Region- 5 pax b. Division – 5 per division

2. As informed in Regional Memorandum No. 284, s. 2017, participants to the Preparation of Division Contingency Plans are requested to bring with them their laptops and relevant data needed for the activity, such as provincial risk profile, baseline data and hazard maps, among others.

3. Travel and other incidental expenses related to the conduct of the activity shall be charged against local funds. Food and accommodation for the Preparation of Division Contingency Plans and Training on Incident Command System shall be charged against DRRMS funds, while food and accommodation of participants to the Basic Life Support and First Aid shall be charged against HRTD Funds, subject to the usual accounting and auditing rules and regulations.

4. For information and guidance.

MAY B. ECLAR, Ph.D., CESO V
 Officer In-charge
 Office of the Regional Director