DIVISION MEMORANDUM

NO. 92 S. 2012

July 11, 2012

ORIENTATION WORKSHOP ON ADOPT-A-SCHOOL PROGRAM, DISASTER RISK REDUCTION MANAGEMENT COUNCIL (DRRMC), AND NATIONAL DRUG EDUCATION PROGRAM (NDEP) FOR SECONDARY SCHOOL HEADS

To: Secondary School Principals
Teachers In-Charge and Officers In-Charge

1. In connection with the implementation of various programs and projects of this Department, this Office shall conduct an ORIENTATION WORKSHOP ON ADOPT-A-SCHOOL PROGRAM, DISASTER RISK REDUCTION MANAGEMENT COUNCIL (DRRMC), AND NATIONAL DRUG EDUCATION PROGRAM (NDEP) FOR SECONDARY SCHOOL HEADS to be held at Rodriguez National High School, Cadlan, Pili, Camarines Sur on July 12, 2012, 1:00-5:00PM.

2. The activity aims to:
   a. update school heads on the latest information regarding Adopt-A-School Program, Disaster Risk Reduction Management Council (DRRMC), and National Drug Education Program (NDEP); and
   b. submit school plan of action on the aforementioned program.

3. Participants to this activity are the Secondary School Heads and they are expected to bring the following:
   a. Laptop or USB
   b. Photocopy of Site Development Plan
   c. Copy of School Disaster Management Committee
   d. Copy of the Emergency Preparedness Evaluation and Contingency Plan

4. It is understood that "NO PROXY IS ALLOWED."

5. Travelling expenses relative to the conduct of this activity shall be charged against MOOE, local funds, and other fund sources subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is earnestly desired.

NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Office In-Charge

To be indicated in the Perpetual Index under the following subjects:
MEETING ORIENTATION