



REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave. Pasig City



Tanggapan ng Kalihim
Office of the Secretary

JUL 04 2008

DepED MEMORANDUM

No. **318**, s. 2008

**NATIONAL CONSULTATIVE AND COORDINATION MEETING
OF THE DepED DISASTER MANAGEMENT AND MONITORING GROUP**

To: Undersecretaries
Assistant Secretaries
Bureau of Directors
Directors of Services/Centers and Heads of Units
Regional Directors
School Division/City Superintendents

1. Pursuant to DepED Memorandum No. 297, s. 2008, a consultative meeting of the National and Regional Monitoring and Evaluation Teams will be conducted at Ecotech, Cebu City on July 23 and 24, 2008.
2. The objectives of the consultative meeting are as follows:
 - a. to come up with a detailed plan preparation in cases of calamities;
 - b. to strategically plan for courses of actions when calamity strikes (reporting strategy, consolidation of data, monitoring and evaluation);
 - c. to define duties and responsibilities of each member of the disaster teams; and
 - d. to train trainers for echo workshop.
3. The participants to this activity are the Assistant Regional Directors, Regional Administrative Officers, and Regional Physical Facilities Coordinators. Attendance to this consultative meeting will be on Official Business.
4. Expenses on travel and other incidental expenses are authorized chargeable to local funds subject to the usual accounting and auditing rules and regulations.
5. Funds to cover food, accommodation on the aforementioned venue, kit materials, extra duty allowance of resource persons, facilitators and secretariat will be charged to OSEC Funds subject to accounting and auditing rules and regulations.
6. For reservation, please contact the DepED Central Office Property Division at tel. nos. (02) 633-7217 and (02) 636-3602. The enclosed confirmation of attendance must be sent thru fax no. (02) 635-0551 on or before the 1st week of the actual date of the meeting to be attended.
7. Immediate and wide dissemination of this Memorandum is desired.

K. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

National Consultative and Coordination Meeting of the DepED Disaster Management and Monitoring Group

CONFIRMATION SLIP

Region: _____

No.	Position	Name of Participant	Sex	Office Address	Office Tel. No.	Cellphone No.	E-mail
1	Asst. Regional Director						
2	Regional Administrative Officer						
3	Regional Physical Facilities Coordinator						

Encl.:

As stated

Reference:

DepED Memorandum: No. 297, s. 2008

Allotment: 1—(D.O. 50-97)

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

CALAMITY
COMMITTEE
CONFERENCES
OFFICIALS