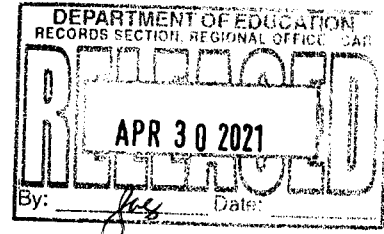




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region

27 April 2021

**REGIONAL MEMORANDUM**  
 No. **175-2021**



**SCHEDULE OF DRRM QUARTERLY MEETINGS AND SUBMISSION OF MONTHLY ACCOMPLISHMENT REPORTS**

To: Schools Division Superintendents  
 Division DRRM Coordinators

1. The schedule of quarterly meetings and deadline for the submission of Monthly Accomplishment Report for 2021 are as follows:

<u>Monthly Report</u>	<u>Deadline of Submission</u>
April -	May 4, 2021
May -	June 1, 2021
June -	July 6, 2021
July -	August 3, 2021
Aug -	September 7, 2021
September -	October 5, 2021
October -	November 3, 2021
November -	December 7, 2021
December -	December 29, 2021

<u>Quarterly Meeting</u>	<u>Date</u>
2 <sup>nd</sup> Quarter -	May 4, 2021
3 <sup>rd</sup> Quarter -	July 6, 2021
4 <sup>th</sup> Quarter -	October 12, 2021

2. Agenda and required reports for the quarterly meetings shall be communicated to the participants before the meeting.

3. Monthly reports shall be submitted following the attached template (Enclosure 1) for uniformity of Report. A google form of the template shall be shared to all coordinators to facilitate real-time reporting. However, the submission of the official report signed by the Schools Division Superintendent shall be submitted on or before the stated deadline.

4. For easy reference, subject of the emailed report shall be as follows: #DRRM\_<MONTH>\_<DIVISION> (example: emailed accomplishment report for the month of April shall bear on the subject line #DRRM\_APRIL\_IFUGAO)





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5. For information and guidance.

  
**ESTELA LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director

encl:  
as stated

ESSD/EHM/epm

