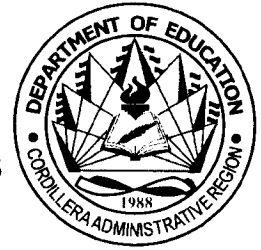




Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet August 25, 2016




REGIONAL MEMORANDUM  
 No. 240-2016

SEP 05 2016  
 4:46 pm

**SUBMISSION OF SITUATIONAL REPORTS DURING CALAMITIES AND EMERGENCIES**

TO: Schools Division Superintendents

1. Pursuant to DepEd Order No. 21, s. 2015, Division DRRM Coordinators are required to submit real time updates to the DRRMS when their Area of Responsibility (AOR) is affected by any hazard and during disasters and emergencies. Division DRRM Coordinators are therefore encouraged to send in real time updates to the DRRMS as often as needed.
2. To minimize cell phone load expenses during such situations, reporting of updates to the Regional DRRM Coordinator shall be at 7:00 AM, 11:00 AM and 3:00 PM. No reports received during the specified time shall mean that conditions in the division are normal. The regional DRRM Coordinator shall then report to the DRRMS and partner agencies that there are no reported suspension of classes, no schools used as evacuation centers and no damages incurred as of the time of reporting.
3. Updates to be reported at each specified time schedule shall include information on suspension/resumption of classes, schools used as evacuation centers, number of rooms used during the evacuation, number of families/individuals, date of evacuation/decampment, and damages.
4. For real time updates on damages, infrastructure and non-infrastructure damages that are not being reported in the RADaR shall be included as these will be reported to partner agencies.
5. For information and guidance.

  
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
 Assistant Regional Director  
 OIC-Office of the Regional Director

Telephone Numbers:							
Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014				
		Supply Unit	-422-2198				