



MEMORANDUM

TO : Public Schools District Supervisor
Heads, Public Elementary and Secondary Schools
School Disaster Coordinators
All Others Concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **School Heads & School DRRM Coordinators
Emergency Meeting with the City DRRMO**

DATE : June 14, 2018

There will be a meeting of all Public School Heads and School Disaster Risk Reduction and Management Coordinators on **Monday, June 18, 2018** at the Sports Hub from 3:00pm onwards.

Agenda:

1. Rainy Season Preparedness
2. Cancellation of Classes
3. Other Matters

It is also requested that all shall come fifteen (15) minutes before the start of meeting proper.

Attendance of all concerned is expected.