



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

12 December 2023

DIVISION MEMORANDUM  
NO. 543, s. 2023

**CORRIGENDUM ON DM 540, S.2023 RE: DIVISION AND SCHOOL  
TRAINING-WRITESHOP IN THE DEVELOPMENT AND/OR  
ENHANCEMENT OF EXISTING CONTINGENCY PLAN**

To: **Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD & CID  
Administrative Officer V  
Project Development Officer II  
Division Section Heads  
All Public Elementary and Secondary School Heads  
All School DRRM Coordinators  
All Others Concerned  
This Division**

1. In connection with Division Memorandum 540, s. 2023 Re: Division and School Training-Writeshop in the Development and/or Enhancement of existing Contingency Plan for Disaster Risk Reduction and Management (DRRM) which was originally scheduled on December 13-16, 2023, this Office informs the field of the postponement of the activity due to the availability of the speakers. Official communication will be issued on the new schedule of the activity.
2. All other provisions in the previous memorandum shall remain in effect.
3. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol set for this activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.



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4. Immediate and wide dissemination of this Memorandum is enjoined.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Encl:

As stated

Reference:

DM 540, s. 2023

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

*SGOD/DRRM/jee*      CONTINGENCY PLAN  
                                 PLANS/PROGRAM/ACTIVITIES  
                                 TRAINING/WRITESHOP



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