



Republic of the Philippines
Department of Education

Tanggapan ng Kalihim
Office of the Secretary

MEMORANDUM

TO : All DepEd Regional Directors
ARMM Secretary
All Schools Division Superintendents
All Region & Division DRRM Coordinators

FROM : *Reynaldo Antonio D. Laguda*
REYNALDO ANTONIO D. LAGUDA
Assistant Secretary and Chief of Staff

SUBJECT : Distribution of Laptops to Region and Division Disaster Risk Reduction and Management (DRRM) Coordinators

DATE : April 27, 2015

As an institution that strives to provide quality education for all, the Department of Education (DepEd) recently crafted its comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework which aims to ensure the continuation of quality educational services especially in times of emergencies. To accomplish this goal, an integral part of the Framework is the acquisition of accurate and real-time data from its field offices and schools. Relevant data ensures that policies and decisions are appropriate to the situation and grounded on the needs of the stakeholders.

In this regard, each region and division office will be receiving two (2) units of laptop intended for DRRM operations, specifically to record gathered information, document best practices and interventions, and prepare various reports regarding their respective areas of responsibility. The laptops will be assigned to the DRRM Coordinator of each Region and Division Office. The two (2) representatives will be certified by their respective Regional Director (RD) or Schools Division Superintendent (SDS).

As such, regional and division offices may already acquire the allotted laptop units through the Property Division of DepEd Central Office (CO). Should there be related trips to the NCR, RDs and SDSs may authorize their representatives to process and claim the said equipment.

Expenses related to this endeavor will be charged against local funds, subject to usual accounting and auditing rules and regulations.

To: SDSs
For your information
& appropriate action,
please.
Thank you!
[Signature]
1 June 2015

Should you have any clarifications regarding this matter, kindly direct your queries to **Mr. Cecilio D. Peralta** of the DRRM Office at telephone number (02) 635-3764 or mobile number (0906) 840-9160 and email address: drrmo@deped.gov.ph.

For appropriate action.

DepEd Region IV-A ICT Unit	
RECEIVED	
6661	
Date: 6-2-15	By: JRP