



Republic of the Philippines
Department of Education
CARAGA REGION



SEPT. 29 2025

REGIONAL MEMORANDUM

No. 1036, s. 2025

To: Schools Division Superintendents
Division DRRM Coordinators
All Others Concerned

PARTICIPATION IN THE 2025 DRRM-CCA SUMMIT

1. The Department of Education-Central Office, through the Disaster Risk Reduction and Management Service (DRRMS), will conduct the 2025 Disaster Risk Reduction and Management-Climate Change Adaptation Summit (DRRM-CCA Summit) on October 1-3, 2025, (excluding travel time) at the Axon Hall, The Green Sun Hotel, 2285 Don Chino, Makati City.
2. The summit aims to
 - a. launch the DRRMS key initiatives (Plansmart for Safe Schools Web Application, Pillar 1: Safer Learning Facilities Guidebook, and M7X Program),
 - b. orient on the Incident Management Reporting System (IMRS),
 - c. provide updates on the State of DRRM in the Basic Education Cluster,
 - d. present and consult on draft DRRM policies in the Basic Education Sector,
 - e. share upcoming capacity building programs and initiatives,
 - f. foster networking, collaboration, and knowledge sharing among DRRM Coordinators; and,
 - g. highlight the role of DRRM Coordinators Association of the Philippines (DRRMCA) as a partner in strengthening school safety policies.
3. In this regard, **Regional and Division DRRM Coordinators are directed to attend the summit.** To confirm attendance and billeting arrangements, participants are requested to register through this link: <https://forms.office.com/r/sR5kyGXJgG> no later than September 26, 2025. Walk in or unregistered participants will be responsible for their logistical needs for the entire duration of the activity.
4. As pre-requisites, Regional and Division DRRM Coordinators are required to submit the signed FY 2024 and 2025 DPRP Physical and Financial Accomplishments as of September 15, 2025, using the prescribed template shared to the SDOs in advance.
5. The soft copy of the accomplishment report must be uploaded to the designated Google Drive folder, which can be accessed through this link: <https://bit.ly/DPRPAccomplishmentReport> while the signed hard copy is required upon registration at the venue.
6. To get the certificates of appearance and participation, participants must also present the screenshot of the accomplished Activity Evaluation Form and complete the attendance for the three-day summit.



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7. Hotel accommodation from October 1-2, 2025, and meals and snacks as scheduled in the program will be provided. Participants shall also adhere to the prescribed dress code:

Day 1: Business Attire
Day 2: Business Casual
Day 3: Smart Casual

8. Participants traveling from distant regions are authorized to travel a day before the Summit (September 30, 2025). However, travel and other related expenses for day 0 may be charged against local funds or available Disaster Preparedness and Response Program (DPRP) funds along with other necessary expenses per existing accounting and auditing rules and regulations.

9. For reference, refer to the attached memorandum. For further information, contact Mr. Aldwin B. Rimbao of the DRRMS, by email at aldwin.rimbao@deped.gov.ph or through Viber on 0927-588-0443.

10. For immediate dissemination.


MARIA INES C. ASUNCION
Regional Director

Encl.: As stated

Reference: As stated

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

CONFERENCES ENVIRONMENTAL EDUCATION SAFETY EDUCATION

ESSD/mpb
09/25/2025