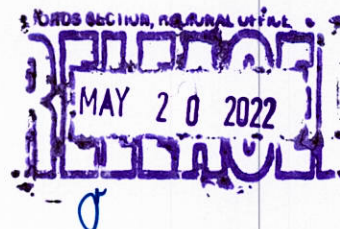




Republic of the Philippines
Department of Education
CARAGA REGION



May 17, 2022

REGIONAL MEMORANDUM

No. 0419, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**SUBMISSION OF WRITE-UPS ON THE JOURNEY OF AFFECTED SCHOOLS
DIVISION OFFICES BEFORE, DURING, AND AFTER TYPHOON ODETTE**

1. As part of the post-Typhoon Odette activities, this office shall be creating a book project narrating and accounting all of Typhoon Odette experiences and milestones specifically focusing on the four (4) heavily devastated Schools Division Offices of Dinagat, Siargao, Surigao City, and Surigao del Norte.
2. The above-mentioned SDOs are requested to submit write-ups of comprehensive report on their journey before, during, and after Typhoon Odette. Write-ups must be in paragraph form, in Bookman Old Style Font (size 11), must use feature style of writing, and must be evidenced-based (with data and/or photo).
3. Annexes shall include the various reports with complete details duly signed/approved by SDSs, relevant photos (action photos of the OPCEN, response team, partner's turn-over of construction materials, etc., donor's in-kind/relief support, photos of damaged schools, school-level activities like provision of PFA, and the likes), Rehabilitation and Recovery Plans, LGU-related development plans for the restoration of damages in Education Facilities, and other important documents related to Typhoon Odette.
4. Parts of the write-up shall include, but not limited to:
 - a. Introduction/Brief Background
 - b. Data Profile and Discussions
 - c. Activities (before, during, and after Typhoon Odette)
 - d. Donations received and mechanisms used
 - e. Funds gathered and items purchased
5. SDOs concerned shall request the expertise of highly skilled writers or journalists from their schools to draft the write-ups. SDO DRRM Coordinators shall provide assistance to the writers when using DRRM-related jargons, clarifying various reporting tools, captioning photos to be used, attaching Annexes, compiling documents, among others.
6. Write-ups in editable version are expected to be submitted to this office on the **1st week of June 2022** thru the Regional DRRM Coordinator, Megnon P. Beldad, via email address: megnon.beldad@deped.gov.ph. For queries, contact her via mobile phone no. (0910) 472-3654.



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7. For information and immediate dissemination.


MA. GEMMA MERCADO LEDESMA
Director IV 

Encl/s.: NONE

Reference/s: NONE

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

DRRM TYPHOON ODETTE

ESS/mpb
05/17/2022