



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Archbishop G.M. Reyes St., Kalibo, Aklan



September 20, 2018

DIVISION MEMORANDUM  
No. 314, s. 2018

**2<sup>ND</sup> CONTINGENCY PLANNING ON FIRE SAFETY AND EDUCATIONAL  
OCCUPANCY MANDATES**

To: **Chief Education Supervisors  
Public Schools District Supervisors/  
Principals/Head Teacher In-Charge of the District  
District DRRM Coordinators  
All others concerned**

1. In light of the need to harmonize the Disaster Risk Reduction and Management (DRRM) in education sector, the Division of Aklan in partnership with the Bureau of Fire Protection will conduct a 2<sup>nd</sup> Contingency Planning on Fire Safety and Educational Occupancy Mandates on October 12, 2018 at Hotel Metro and Sky Bar Restaurant, Kalibo, Aklan;
2. Participants for this training are the PSDS/PID/HTID, Division Engineer and Planning Officer, District DRRM Coordinator and Municipal Fire Marshall of every Fire Station in Aklan. Proxy is highly discouraged;
3. Participants are requested to be at the venue at 8:00 in the morning. Meals and accommodation will be funded by the DRRMS while travel and other related and allowable expenses by the participants will be charged to respective local funds subject to the usual accounting and auditing rules and regulations.
4. For clarification and other concerns, kindly reach us through Ms. Apple Gay M. Oquendo, Project Development Officer II, Division DRRM Coordinator via email address [depedaklan.drm@yahoo.com](mailto:depedaklan.drm@yahoo.com) and tel. no. 036-268-3097.
5. For the information and guidance of all concerned.

  
**Dr. SALVADOR O. OCHAVO, Jr., CESO VI**  
Schools Division Superintendent