



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF SORSOGON
Sorsogon



February 22, 2019

DIVISION MEMORANDUM
No. 47 s. 2019

DESIGNATION OF DISTRICT AND CLUSTER DRRM COORDINATORS

TO : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Secondary Cluster Heads
Public Elementary and Secondary School Heads
All others concerned

1. Relative to the Division Memorandum 196 series 2018 with the subject: Redistricting of Schools in the Schools Division of Sorsogon, this office is directing all public schools district supervisors (PSDS) and cluster heads to designate a district/cluster Disaster Risk Reduction and Management (DRRM) Coordinator in their area of responsibility (AOR).
2. In view thereof, the official template is attached to be accomplished and submitted to the Division DRRM Coordinator on or before March 1, 2019.
3. Wide dissemination of and compliance with this Memorandum are enjoined.


LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent

Socmobnet-jjpp/sgod



Republic of the Philippines
Department of Education
Region V
DIVISION OF SORSOGON
Sorsogon



DISTRICT/CLUSTER MEMORANDUM

TO : _____
(Name of Designee/Item/Plantilla Position)

FROM : _____
(Signature over Printed Name of PSDS/Cluster Head/Name of District/Cluster)

SUBJECT : **Designation of District/Cluster DRRM Coordinator**

DATE : _____

In the exigency of service, this Office hereby designates _____
as **District/Cluster DRRM Coordinator** of _____ effective immediately.

As such, the District/Cluster DRRM Coordinator is expected to perform duties and functions per Enclosure to DepEd Order No. 21 series of 2015, IV. DRRM Roles and Responsibilities, B.1. to wit:

- a. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator;
- b. Monitor and report the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in the district/cluster;
- c. Monitor and consolidate reports on the conduct of annual student-led school watching and hazard mapping in the district/cluster;
- d. Communicate notable results of risk assessment and other disaster preparedness to the SDO;
- e. Serve as the point person of the district/cluster for collaborations and coordination with municipal DRRM council and other partner organizations;
- f. Ensure that emergency hotlines are maintained, updated and posted in schools;
- g. Ensure the availability of baseline data of the district/cluster;
- h. Spearhead relevant and necessary capacity building activities for the district/cluster;
- i. Report to the SDO any hazard affecting the district/cluster operations such as flood, conflict, fire, typhoon, earthquake, volcanic eruptions, among others;
- j. Submit situation reports and provide real-time updates to the SDO;
- k. Facilitate the submission of Rapid Assessment of Damages Report (RADaR) by the schools in the district/cluster within 72 hours after any hazard or emergency;
- l. Track and report the progress of recovery and rehabilitation initiatives to the SDO;
- m. Report and update the SDO on the utilization and demobilization of evacuation centers in schools;
- n. Perform as District/Cluster DRRM Coordinator concurrent to official duties.

For immediate compliance.

CONCURRENCE: *(Signature over Printed Name of Designee)*

Permanent Contact Number: _____

Official E-mail Address: _____

T-Shirt Size: _____

cc: DepEd Sorsogon SDO c/o Division DRRM Coordinator