



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



June 21, 2019

DIVISION MEMORANDUM
No. 104, s. 2019

**ESTABLISHMENT AND INSTITUTIONALIZATION OF DRRM ORGANIZATIONAL SUPPORT IN
DISTRICTS, CLUSTERS AND SCHOOLS IN DEPED SORSOGON PROVINCE**

TO : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Schools District Supervisors
Secondary Cluster Heads
Division DRRM Coordinator and Alternates
District and Cluster DRRM Coordinators
Sorsogon Division Association of DRRM Coordinators (SoDADCo)
Elementary and Secondary School Heads
School DRRM Coordinators
All others concerned

1. Pursuant to DepEd Order No. 37, s. 2015 entitled "The Comprehensive Disaster Risk Reduction and Management (DRRM) In Education Framework," which establishes the Department's Policy in the implementation of the Comprehensive School Safety (CSS) Framework by defining the Three Pillars of CSS, among them is School Disaster Management that refers to the establishment of an organizational support structure such as the DRRM Office and DRRM coordinators in all regional and division offices of DepEd, among others; and,

2. In compliance with DepEd Order No. 21, s. 2015 re: "Disaster Risk Reduction and Management Coordination and Information Management Protocol," which institutionalizes protocols, roles and responsibilities of Regional and Division Offices and DRRM coordinators among others; thus,

3. The Schools Division Office (SDO) of DepEd Sorsogon Province formally organizes the Sorsogon Division Association of DRRM Coordinators (SoDADCo) composed of District and Cluster DRRM Coordinators to provide support and assistance to the SDO and the Division DRRM coordinator and alternates in planning, implementing and monitoring the DRRM programs, projects and activities of the Division in general and the districts, clusters and schools in particular. The pioneer officers of SoDADCo are identified in the enclosure with term limits to be defined in the SoDADCo Constitution and By-Laws.

4. As such, the District/Cluster DRRM Coordinator including the alternate/s is/re expected to perform duties and functions per Enclosure to DepEd Order No. 21 series of 2015, IV. DRRM Roles and Responsibilities, 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 through but not limited to the CSS Monitoring Tool;
- 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. Conduct regular monitoring and provide technical assistance on DRRM to schools within AOR;
- o. Perform as District/Cluster DRRM Coordinator concurrent to official duties.

5. Each District and Cluster must organize a SoDADCo chapter composed of school DRRM coordinators and alternates in their area of responsibility with their corresponding District or Cluster DRRM Coordinators and alternates as advisers. Small district and clusters may opt to combine, e.g. Sta. Magdalena District and Cluster for practical purposes.

6. Likewise, the school 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. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
- c. Ensure the conduct of annual student-led school watching and hazard mapping;
- d. Communicate notable results of risk assessment and other disaster preparedness to the SDO;
- e. Serve as the point person of the school for collaborations and coordination with municipal DRRM council and other partner organizations;
- f. Ensure that emergency hotlines are maintained, updated and posted;
- g. Ensure the availability of baseline data of the school through but not limited to the CSS Monitoring Tool;
- h. Spearhead relevant and necessary capacity building activities for the school;
- i. Report to the SDO any hazard affecting the school 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. Accomplish and submit Rapid Assessment of Damages Report (RADaR) by the schools in the district/cluster within 72 hours after any hazard or emergency via SMS;
- 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 school;

n. Perform as school DRRM Coordinator concurrent to official duties.

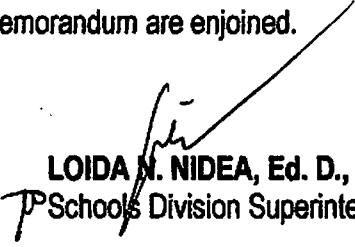

7. Each school must organize their own School DRRM Team composed of but not limited to school personnel, parents, barangay officials, learners and other stakeholders. The suggested structure is provided in the enclosure as reference and may be modified based on the unique need of each school.

8. Further, all district and cluster DRRM coordinators must not be appointed simultaneously as school DRRM coordinators in order to maximize the monitoring functions and technical assistance that the district and cluster DRRM coordinators are providing to all schools in their areas of responsibility.

9. Furthermore, a designation as district, cluster or school DRRM coordinator is equivalent to one-hour teaching load in accordance with the provisions of DepEd Memorandum No. 291, s. 2008 entitled "Guidelines for the Implementation of CSC Resolution No. 080096 on Working Hours for Public School Teachers Section 2.b. stated as follows: "...All advisorship and/or special assignments for the entire school year **combined** shall be considered as one teaching load." All pertinent DepEd orders, memoranda and applicable Civil Service Rules and Regulations related to this provision shall remain in force.

10. This Division Memorandum shall take effect immediately upon approval. All other existing Memoranda inconsistent with this Memorandum are superseded and are therefore deemed rescinded.

11. Wide dissemination of and compliance with this Memorandum are enjoined.


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

Enclosure : as stated
Socmobnet-ijjp/sgod

(Enclosure to Division Memorandum No. 104, s. 2019 : Establishment and Institutionalization of DRRM Organizational Support in Districts, Clusters and Schools in Deped Sorsogon Province)

A. Pioneer Officers of the Sorsogon Division Association of DRRM Coordinators (SoDADCo)

NAME	POSITION	STATION
Jose Ronel A. Beltran	President	Bulusan Cluster
Joey L. Garcia	Vice President	Castilla Cluster
Marissa L. Salomon	District Secretary	Pilar I District
Rita Emaas-Romano	Cluster Secretary	Prieto Diaz Cluster
Cherrie B. Fumera	Treasurer	Magallanes South District
Crisanto G. Garra	Auditor	Sta. Magdalena District
Bernadette G. Tabling	District Business Manager	Juban District
Joselito Grefaldeo	Cluster Business Manager	Juban Cluster
Glen Joy M. Alejo	District Public Information Officer	Castilla South
Leo E. Bonita	Cluster Public Information Officer	Bulan Cluster
Joseph John J. Perez	Adviser (Div. DRRM Coordinator)	SDO, SGOD, SocMobNet
Alan J. Ordoñez	Adviser (Alt. Div. DRRM Coord. 1 st Dist.)	SDO, SGOD, Youth Formation
Joefel E. Lopez	Adviser (Alt. Div. DRRM Coord. 2 nd Dist.)	Bulusan NHS, Admin. Officer

B. Division, District and Cluster DRRM Coordinators of Sorsogon Province (As of June 21, 2019)

NAME	DESIGNATION	STATION
01. Joseph John J. Perez	Division DRRM Coordinator	DepEd Sorsogon SDO
02. Alan J. Ordoñez	Alternate Division DRRM Coordinator (1 st . District)	DepEd Sorsogon SDO
03. Joefel E. Lopez	Alternate Division DRRM Coordinator (2 nd District)	Bulusan NHS
04. Jeffrey F. Floresca	District DRRM Coordinator	Barcelona
05. Frederick G. Robelas	District DRRM Coordinator	Bulan I
06. Omar G. Girado	District DRRM Coordinator	Bulan II
07. Ranilo G. Gustuir	District DRRM Coordinator	Bulan III
08. Bernardo G. De Leon	District DRRM Coordinator	Bulan IV
09. Benjamin D. Fuaso	District DRRM Coordinator	Bulusan
10. Christian H. Ledesma	District DRRM Coordinator	Casiguran
11. Michael L. Jesalva	District DRRM Coordinator	Castilla East
12. Efraem P. Mendez	District DRRM Coordinator	Castilla West
13. Glenjoy M. Alejo	District DRRM Coordinator	Castilla South
14. Sharon P. Pamintuan	District DRRM Coordinator	Donsol East
15. Neil P. Seminiano	District DRRM Coordinator	Donsol West I
16. Perfecto T. Cadag	District DRRM Coordinator	Donsol West II
17. Allan F. Atanacio	District DRRM Coordinator	Gubat North
18. Adonis Nuñez	District DRRM Coordinator	Gubat South
19. Demosthenes J. Evasco	District DRRM Coordinator	Irosin I
20. Edwin G. Hapita	District DRRM Coordinator	Irosin II
21. Bernadette G. Tabling	District DRRM Coordinator	Juban

22. Claire B. Deona	District DRRM Coordinator	Magallanes North
23. Cherie B. Fumera	District DRRM Coordinator	Magallanes South
24. Rolly G. Camo	District DRRM Coordinator	Matnog I
25. Lelet B. Ginga	District DRRM Coordinator	Matnog II
26. Marissa L. Salomon	District DRRM Coordinator	Pilar I
27. Daryil V. Llona	District DRRM Coordinator	Pilar II
28. Allja Aiza L. De Chavez	District DRRM Coordinator	Pilar III
29. Noel D. Escario Jr.	District DRRM Coordinator	Prieto Diaz
30. Crisanto G. Garra	District DRRM Coordinator	Sta. Magdalena
31. Grace F. Amisola	Cluster DRRM Coordinator	Barcelona
32. Leo E. Bonita	Cluster DRRM Coordinator	Bulan
33. Jose Ronel A. Beltran	Cluster DRRM Coordinator	Bulusan
34. Christian D. Jaylo	Cluster DRRM Coordinator	Casiguran
35. Joey L. Garcia	Cluster DRRM Coordinator	Castilla
36. Omar Carlo B. Ocmer	Cluster DRRM Coordinator	Donsol
37. Ernesto B. Gile Jr.	Cluster DRRM Coordinator	Irosin
38. Roger G. Hallig, Jr.	Cluster DRRM Coordinator	Gubat
39. Joselito O. Grefaldeo	Cluster DRRM Coordinator	Juban
40. Cyril E. Del Valle	Cluster DRRM Coordinator	Magallanes
41. Antenor A. Formanes	Cluster DRRM Coordinator	Matnog
42. Reynaldo P. Dykla	Cluster DRRM Coordinator	Pilar
43. Rita Emaas-Romano	Cluster DRRM Coordinator	Prieto Diaz
44. Roly G. Fulgar	Cluster DRRM Coordinator	Sta. Magdalena

Recommended Structure/Composition of School DRRM Team

A. CSS Framework Model (Pre-Disaster Team)

Team/Leader	Team Members	Tasks/Functions
Planning, Monitoring and Evaluation Team School DRRM Team Leader: School Head	School PTA President and officers, Punong Barangay, SPG/SSG President, School Planning Team, School Watching Team	Implement Enabling Environment Priority Actions per CSS Monitoring Tool
Safe Learning Facilities Team Focal: Assistant Principal For Operations/Physical Facilities Coordinator/Property Custodian/Brigada Eskwela Coordinator	Physical Facilities Coordinator, Property Custodian, Brigada Eskwela Coordinator, BSP Coordinator	Implement Pillar 1: Safe Learning Facilities Priority Actions per CSS Monitoring Tool
Disaster Risk Management Team Focal: School DRRM Coordinator	School Nurse, Guidance Counselor, Brigada Eskwela Coordinator, Classroom PTA Officers, BDRRMC, Barangay Tanods, Alumni Association, NGOs, stakeholders, SSG/SPG Officers	Implement Pillar 2: Disaster Risk Management Priority Actions per CSS Monitoring Tool

<p>Risk Reduction and Resilience Education Team</p> <p>Focal: Assistant Principal for Academics/Science Coordinator/Teacher</p>	<p>All teachers, Yes-O Coordinator, Gulayan Sa Paaralan Coordinator, Committee on Education Chairperson (Barangay Council),</p>	<p>Implement Pillar 3: Risk Reduction and Resilience Education Priority Actions per CSS Monitoring Tool</p>
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B. Incident Command System Model (During and Post Disaster Team)

Team/Leader	Team Members	Tasks/Functions
<p>Ground/Incident Commander :</p> <p>Highest Ranking Officer/ Most Capable Officer On Board</p>	<p>None</p>	<ul style="list-style-type: none"> ➤ Overall control, decision making ➤ Oversees the actions and responses of the Incident Command Team ➤ In small schools, he/she oversees manages the actual actions of each team or member, but delegates this function to the Operation Team in medium to large schools.
<p>Administrative Team:</p> <p>Focal Person: School Head / Administrative Officer/OIC</p>	<p>Planning, Monitoring and Evaluation Team of CSS Framework Model</p>	<ul style="list-style-type: none"> ➤ Provides administrative and technical support to ground/incident commander and team focal persons ➤ Provides assistance in camp management ➤ Coordinates with utilities e.g. water, electricity
<p>Logistics Team</p> <p>Focal Person: Assistant Principal For Operations/Physical Facilities Coordinator/Property Custodian/BE Coordinator</p>	<p>Safe Learning Facilities Team of CSS Framework Model</p>	<ul style="list-style-type: none"> ➤ Provides support to the Operations Team by providing and managing the supplies and equipment needed ➤ Ensures availability and maintenance of resources and supplies
<p>Operations Team</p> <p>Focal Person : School DRRM Coordinator</p>	<p>Disaster Risk Management Team of CSS Framework Model</p>	<ul style="list-style-type: none"> ➤ Implements the decisions and strategies made by the Incident Commander ➤ Fire Fighting Team – combat fire ➤ Evacuation Team – manages the safety of learners/others in the evacuation area ➤ Crowd Control/Security Team – provides perimeter security ➤ Medical Team – provides first aid and emergency medical response ➤ Emergency Extraction Team – emergency extraction/rescue
<p>Liaison/Communication Team</p> <p>Focal Person: Assistant Principal for Academics/Brigada Eskwela Coordinator</p>	<p>Risk Reduction and Resilience Education Team of CSS Framework Model</p>	<ul style="list-style-type: none"> ➤ Connects with other agencies and stakeholder for support ➤ Provides continuous update to higher offices (District/SDO) about the situation ➤ Assists the Incident/Ground Commander in sending Situationer Reports, Incident Report, RADaR to SDO ➤ Coordinates with Division Information Officer on media relations and management