



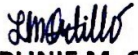
Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF KABANKALAN CITY
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March 5, 2019

DIVISION MEMORANDUM # 27 s. 2019

TO: CID / SGOD CHIEFS
Public Schools District Supervisors
Elementary and Secondary School Heads
School DRRM Coordinators
All others concerned


FROM: MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

DESIGNATION OF SCHOOL DRRM COORDINATOR AND THEIR DUTIES AND RESPONSIBILITIES

1. R.A. 10121, Disaster Risk Reduction and Management of the Philippines, acknowledges the need to adopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated and proactive in mitigating/reducing the socio-economic and environmental impacts of disaster including climate change.
2. The law seeks to develop individual and community resiliency in the face of natural and man-made disasters by establishing a full range of programs in disaster preparedness, including education, training and organization.
3. Relevant to this, to properly carry out the programs of DRRM at the school level, school heads both elementary and secondary are required to officially designate School DRRM Coordinator.
4. The proposed recommendee for School DRRM Coordinator should have relevant trainings to DRRM, which includes but not limited to, Emergency Medical Responder's Training Course, roll out of DRRM modules, contingency planning workshop, and those who have proven track record in program and report compliance
5. This designation will promote sustainability of the program implementation and ensure readiness for safety and resiliency of our clients/stakeholders.
6. In-case of transfer/re-assignment of the designated SDRRM Coordinator to other stations, it is the responsibility of the school head to inform SDO or the Division DRRM Coordinator
7. Enclosed Herewith is the PROFORMA, **Annex 1.** for the **Designation**, and **Annex 2.** for **Standards for School Functional DRRM Program**
8. For widest dissemination and strict compliance.

ENCLOSURE NO. 1

DESIGNATION OF SCHOOL DRRM COORDINATOR

NAME OF TEACHER:

POSITION:

SCHOOL:

You are hereby designated as School DRRM Coordinator of your school effective _____.

You shall perform the duties and responsibilities of the School DRRM Coordinator unless and/or until revoked by the undersigned, school, to wit:

- a. Serve as the point person for collaborations and coordination with the Local DRRM Council and other partner organization
- b. Spearhead relevant and necessary capability building activities for the school
- c. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school
- d. Ensure the conduct of an annual student-led school watching and hazard mapping
- e. Ensure the availability of baseline data of the school
- f. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator
- g. Communicate notable results of risk assessment and other disaster preparedness activities to the SDO
- h. Ensure that emergency hotlines are maintained, updated and posted
- i. Track and report the progress of recovery and rehabilitation initiatives to the SDO
- j. Report to the SDO any hazard affecting the school operations such as flood, conflict, fire among others
- k. Submit situation reports and provide real-time updates to the SDO
- l. Report and update the SDO on demobilization of evacuation centers in school.

This designation does not carry additional remuneration or preference for promotion and can be revoked by this office whenever deemed necessary.

For your guidance and compliance.

Recommending Approval:

School Head

Noted:

MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

STANDARD FOR SCHOOL FUNCTIONAL DRRM PROGRAM

SCHOOLS

1. Ensure the establishment of an Early Warning System (i.e. bulletin board for weather advisories, bell/siren, emergency signals among others);
2. Conduct an annual student-led risk identification and mapping within and around the school premises to ensure a safe environment that is conducive to teaching and learning;
3. Maintain coordination with CRDDMC or BDRRMC and other partner agencies on the conduct of preparedness activities, and response needs among others;
4. Provide capacity building for teachers, non-teaching staff and learners on DRRM;
5. Maintain, disseminate, **and** post relevant and updated emergency hotlines in strategic locations throughout **the school**;
6. Ensure establishment of **DRRM** corner and availability of first kit in every classroom
7. Posting of safety and preparedness measures and evacuation plans;
8. Conduct disaster preparedness measures, including but not limited to quarterly multi-hazard drills applicable to the school's identified hazards such as earthquake, fire and flood;
9. Maintain the safe keeping of vital records and learning materials;
10. Organize School DRRM Team to support the implementation Of preparedness and response measures;
11. Ensure the availability of updated baseline education data of the school;
12. Integrate DRRM in regular school programs and activities and school improvement plan (SIP);
13. Pre-identify possible Temporary Learning Space (TLS) and alternative delivery modes of education;
14. Monitor the effects of hazards, including the use of the school as evacuation center;
15. Track all school personnel during disasters and/or emergencies;
16. Prepare and submit reports on the effects of any hazard;
17. Ensure implementation of DepEd Order No. 43, s. 2012 or the "Guidelines on the Implementation of Executive Order No. 66 s. 2012 (Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding other weather Disturbances and Calamities)";
18. Conduct rapid assessment of damages after every hazard and submit RADaR within 72 hours via SMS;
19. Facilitate immediate resumption of classes to track learners.