

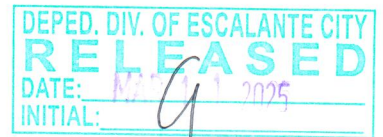


Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
DIVISION OF ESCALANTE CITY

March 11, 2025

DIVISION MEMORANDUM

No. 165, s. 2025



UPDATING OF SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (SDRRM) AND INFORMATION MANAGEMENT PROTOCOL

To: OIC Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors/Specialists
 Public Elementary and Secondary School Heads/TIC's
 All others concerned

- Pursuant to RA No. 10121, DepEd Order no. 21 s. 2015, DepEd Order No. 33 s. 2021, and DepEd Order no. 002 s. 2024, this Office enjoins all public elementary and secondary schools to update **School Disaster Risk reduction and Management (SDRRM) and Information Management Protocol**.
- Based on part V, 12 and 13, of Enclosure No. 1 to DepEd Order No. 33, s. 2021 re: **School-based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and other Weather-Related Disturbances and Calamities**, "The School Head shall be primarily responsible for the planning, implementation and monitoring of school-based disaster preparedness measures. To support the school head, a **School DRRM (SDRRM) Coordinator** shall be designated in each school. As an update on the issuance of DepEd Order no. 002 s. 2024 Enclosure section V, 1 and 2, re: **Immediate Removal of Administrative Tasks of Public School Teachers**, "Administrative tasks shall be removed from the workload of teachers. School Heads and non-teaching personnel shall have the sole responsibility to perform this administrative task."
- Hence, all schools are advised to designate a School DRRM Focal (**Non-teaching personnel**) and submit the **pdf** copies of the duly signed designation not later than March 14, 2025 on this link: https://drive.google.com/drive/folders/1eD-MhBE9VVy7g6r2W2_UO5-yEMf8SK_Z?usp=sharing
- The designation template is downloadable through: <https://docs.google.com/document/d/1QIY9RwxN17CoqoTzDzDy8OZTsS45AUcn/edit?usp=sharing&oid=109490892380307444943&rtpof=true&sd=true>
- Immediate dissemination of and compliance with this memorandum are desired.

PETER J. GALIMBA

Assistant Schools Division Superintendent
 OIC-Schools Division Superintendent

Encl.: As stated
 Reference: DO No. 022 s. 2024
 To be indicated in the Perpetual Index
 under the following subjects:

PREPAREDNESS

ACTIVITIES

SAFETY

SGOD - DRRM



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Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 DIVISION OF ESCALANTE CITY



Republic of the Philippines
 Department of Education
 REGION VI – WESTERN VISAYAS
 Name of School
 School Address

Date

MEMORANDUM TO: **NAME OF PERSONNEL**
 Position

**DESIGNATION OF SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT
 (SDRRM) FOCAL PERSON**

Pursuant to DepEd Order no. 21, s. 2015, you are hereby designated as **SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (SDRRM) FOCAL PERSON** of this school for School year 2024 – 2025 until this designation is repealed.

In view of this, you are expected to assist the undersigned in performing the following DRRM tasks:

1. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator, and the local DRRMC;
2. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
3. Ensure conduct of an annual student-led risk identification and mapping (DepEd Order 23, S. 2015);
4. Communicate notable result results of risk assessment and other disaster preparedness activities to the SDO;
5. Serve as the point person for collaborations and coordination with local DRRM Council and other partner organizations;
6. Ensure availability of baseline data of the school;
7. Spearhead relevant and necessary capacity building activities for the school;
8. Report to the SDO any hazard affecting the school operations such as flood, conflict, fire, among others;
9. Submit situation reports and provide real-time updates to the SDO;
10. Accomplish and submit Rapid Assessment of Damages Report (RADaR) within 72 hours after any hazard or emergency via SMS;
11. Ensure that emergency hotlines are maintained, updated and posted;
12. Track and report programs of recovery and rehabilitation initiatives to the SDO;
13. Immediately contact the Schools Division Office thru the SDS or the Division DRRM Coordinator once the school is identified/used as evacuation centre (encampment and decampment).

NAME OF SCHOOL HEAD
 Position

Conforme:

 Name and Signature of the designate
 Date:

School Footer



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