

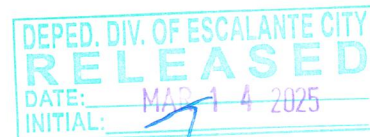


Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
DIVISION OF ESCALANTE CITY

March 13, 2025

DIVISION MEMORANDUM

No. 169, s. 2025



RECONSTITUTION OF THE SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (SDRRM) TEAM


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

1. In consonance with **Republic Act No. 10121, re: Philippine Disaster Risk Reduction and Management Act of 2010**, and **DepEd Order No. 21, s. 2015 re: Disaster Risk Reduction and Management Coordination and Information Management Protocol**, all schools are directed to form/reconstitute their School Disaster Risk Reduction and Management (SDRRM) Committee to spearhead the conduct of Disaster Risk Reduction/Climate Change Adaptation (DRR/CCA)-related programs/projects/activities in their respective schools.

2. Attached is the suggested Roles and Functions of the School DRRM Team Composition, for information and guidance.

3. All schools are advised to submit **Pdf** copies of the duly signed DRRM Team designation not later than March 19, 2025 on this link: https://drive.google.com/drive/folders/1P8VHcMUzRY--cs_JYTr0brHDiLU6aPEj?usp=sharing

4. 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. 021 s. 2015
 To be indicated in the Perpetual Index
 under the following subjects:

PREPAREDNESS

ACTIVITIES

SAFETY

SGOD - DRRM



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SCHOOL DRRM TEAM

DepEd School DRRM Coordinator Duties and Responsibilities

1. SCHOOL DRRM COORDINATOR

The **School Head may serve as the school DRRM Coordinator** but shall appoint an alternate among other school non-teaching personnel to assist in the implementation of DRRM. The following are his/her roles and responsibilities in order to establish a culture of safety in the school (DepEd Order 21, s. 2015):

- a. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator, and the local DRRMC;
- b. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
- c. Ensure conduct of an annual student-led risk identification and mapping (DepEd Order 23, S. 2015);
- d. Communicate notable result results of risk assessment and other disaster preparedness activities to the SDO;
- e. Serve as the point person for collaborations and coordination with local DRRM Council and other partner organizations;
- f. Ensure availability of baseline data of the school;
- g. Spearhead relevant and necessary7 capacity7 building activities for the school;
- h. Report to the SDO any hazard affecting the school operations such as flood, conflict, fire, among others;
- i. Submit situation reports and provide real-time updates to the SDO;
- j. Accomplish and submit Rapid Assessment of Damages Report (RADaR) within 72 hours after any hazard or emergency via SMS;
- k. Immediately contact via text, the Schools Division Office thru the SDS or the Division DRRM Coordinator once the school is identified/used as evacuation centre;

2. EARLY WARNING AND COMMUNICATIONS TEAM

The School DRRM Coordinator-alternate shall serve as the lead in early warning and communications team. Suggested Team Members are; ICT Coordinator, PTA President, SSG/SPG President/PIO.

Roles and Responsibilities:

- Posting of updated emergency numbers in the designated DRRM Bulletin Board;
- Acknowledge receipt of advisories and reminders from Division DRRM Focal Person/Local DRRMC; and disseminate same information ASAP to the school personnel, students and parents, thru the PTA Officers;

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- Inform and coordinate with Local DRRMC counterparts when school is used as Evacuation Center;
- Report immediately to DepEd-DRRMS damages incurred by the school during emergencies/calamities
- Perform other related functions.

3. MEDICAL/HEALTH MANAGEMENT TEAM

The Team may be lead by the School Nurse or the Red Cross Youth (RCY) Adviser. Team members are: Guidance Counselor/designate, Child Protection Committee (CPC) Faculty member, LINK Club Adviser, RCY officers/leaders:

Roles and Responsibilities:

- Initiate conduct of Physical and Psycho-social First Aid Trainings for school personnel, in coordination with partner agencies/organizations;
- Lead in discussing the Child Protection Policy in the classrooms, at least every semester;
- Conduct health lectures;
- Inspect storage and handling of food and drinking water in the school and when school is used as evacuation center;
- Oversee prudent use of medicines;
- Prepare basic survival kits and ready for use when needed;
- Manage selection of first aid or medical treatment areas in shelter and elsewhere, as required;
- Administer basic first aid to injured personnel/students;
- Coordinate with proper organization for assistance in the event that the incident/injuries are beyond their capacity;
- Supervise emergency first aid or medical self-help operations within the school during an emergency;
- Coordinate with SDO, LDRRMC and partner organization the conduct of PSS to affected students/personnel;
- Does other related functions.

4. PHYSICAL FACILITIES AND SITE SECURITY TEAM

This team is involved in securing the safety of the school buildings, the school premises, electrical wirings, and the like.

The Property Custodian, Supply Officer-designate, or the School Physical Facilities Coordinator may lead the team. The others may serve as members, together with BSP/GSP Advisers, BSP/GSP student members, PTA Officers (President, Sergeant-at-arms, etc.).

Roles and Responsibilities:

- Check and ensure no stray animals that may cause harm to school personnel and students.
- Facilitate/coordinate fencing of school premise for security reasons;

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- Recommend construction of ramps for PWDs, and availability of pedestrian crossing if school is near the road;
- Regularly check power switches, electrical wirings, gas valves, and the like;
- Computers and other electrical equipment are unplugged prior to
- Putting up of signages (i.e. warning signs, caution) on identified hazard-prone areas in the school;
- Ensure security guard/watchman is at his post;
- Ensure availability of fire extinguisher in conspicuous places;
- Prune trees especially those adjacent to buildings and along electrical post;
- Secure roof beams with wires or heavy duty ropes;
- Board up jalousies and windows with plywood or other secure material;
- Secure all on-going construction projects including supplies and materials;

5. INFORMATION EDUCATION ADVOCACY (IEA) TEAM

The School Paper Adviser may serve as the one in-charge of the IEA Team and leads in conceptualizing information education advocacy activities on DRRM/Climate Change Adaptation. Members are: YES-O Adviser, NGP Coordinator, Gulayan sa Paaralan Coordinator, and the like.

Roles and Responsibilities:

- Lead the conduct of Annual Student-Led Hazard Mapping;
- Conduct tree planting activities (i.e. NGP, Adopt-a-forest/tree);
- Maintain the Gulayan sa Paaralan and use as avenue for students' learning;
- Initiate monthly activities for students related to DRR/CCA aligned with monthly celebrations;
- Perform other related functions, as needed.

6. SOCIAL MOBILIZATION AND NETWORKING TEAM

The School Adopt-a-School (ASP), Coordinator in partnership with the PTA President, may lead the Team. Members are: RCY, BSP/GSP, other PTA Officers, Property Custodian, Supply Officer.

Roles and Responsibilities:

The main function of the Team is to look for possible partners/linkages that could provide assistance to the school's needs such as;

- Source out funding for repair of damaged school facilities, equipment, or school supplies;
- Source out funding for procurement of first aid equipment/kits;
- Coordinate availability of transportation when needed, especially during emergencies;
- Look for donors who could provide IEC materials for students;
- Does other related functions, as needed.

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