



Republic of the Philippines  
**Department of Education**  
Region III  
**Schools Division of Angeles City**



7 Jun 2023

DIVISION MEMORANDUM  
No. **212** s. 2023

**STANDARDIZED SCHOOL DISASTER RISK REDUCTION AND  
MANAGEMENT (SDRRM) TEAM**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Heads, Public Elementary and Secondary Schools  
School DRRM Coordinators

1. To fully integrate DRRM policies and programs at all levels, the involvement of teachers, non-teaching staff, learners, parents and community members is a must as per ***DepEd Order 50, s2011 Creation of Disaster Risk Reduction and Management Office (DRRMO)*** and ***DepEd Order 21, s2015 Disaster Risk Reduction and Management Coordination and Information Management Protocol***:
2. In this regard, a School DRRM Team shall be organized and undertake the following:
  - a. Ensure the establishment of an Early Warning System (i.e. bulletin board for weather advisories, bell/siren emergency signal and the like);
  - b. Conduct an annual student-led risk identification and mapping within and around the office/school premises to ensure a safe environment that is conducive to teaching and learning;
  - c. Maintain close coordination with local DRRM Council on the conduct of preparedness activities and on response needs, among others;
  - d. Provide capacity building activities for teachers, non-teaching staff and learners on DRRM;
  - e. Maintain, disseminate, and post relevant and updated emergency hotlines in strategic locations throughout the school;
  - f. Post safety and preparedness measures and evacuation plans;
  - g. Conduct disaster preparedness measures, including but not limited to quarterly multi-hazard drills applicable to the school's identified hazard such as earthquake, fire and flood;
  - h. Maintain the safekeeping of vital school records and learning materials;
  - i. Organize school DRRM team to support the implementation of preparedness and response measures;
  - j. Ensure the availability of updated baseline education data of the school;
  - k. Integrate DRRM in regular school programs and activities and school improvement plan (SIP);
  - l. Pre-identify possible Temporary Learning Spaces (TLS) and alternative delivery modes of education;



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- m. Monitor the effects of hazards, including the use of the school as evacuation center;
  - n. Track all school personnel during disaster and/or emergencies;
  - o. Prepare and submit reports on the effects of any hazard;
  - p. Ensure implementation of DepEd No. 43, s. 2012 or the "Guidelines on the Implementation of Executive Order No. 66, s. 2012";
  - q. Conduct rapid assessment of damages after every hazard and submit RADaR within 72 hours;
  - r. Facilitate immediate resumption of classes to track learners; and
  - s. Monitor recovery and rehabilitation interventions being implemented in the school.
3. The composition of the School DRRM Team is shown in Enclosure No. 1.
  4. The roles and functions of each position/designation to serve as reference in the creation and designation of committee members pursuant to the NDRRM Plan 2011-2028 and RA 9155 or Governance of Basic Education Act of 2011 are shown in Enclosure No. 2.
  5. With this, all schools under this Division are hereby directed to constitute their respective School DRRM Teams adopting the afore-mentioned Standardized SDRRM Team and submit a copy to the Division Office on or before June 30, 2023 for our reference.
  6. Wide dissemination of and strict compliance to this Memorandum is earnestly desired.

  
**RONALDO A. POZON PhD, CESO V** *w*  
Schools Division Superintendent

Encl.as stated.

Reference: DO 50, s. 2011, DO 21, s. 2015

To be indicated in the Perpetual Index under the following subjects:

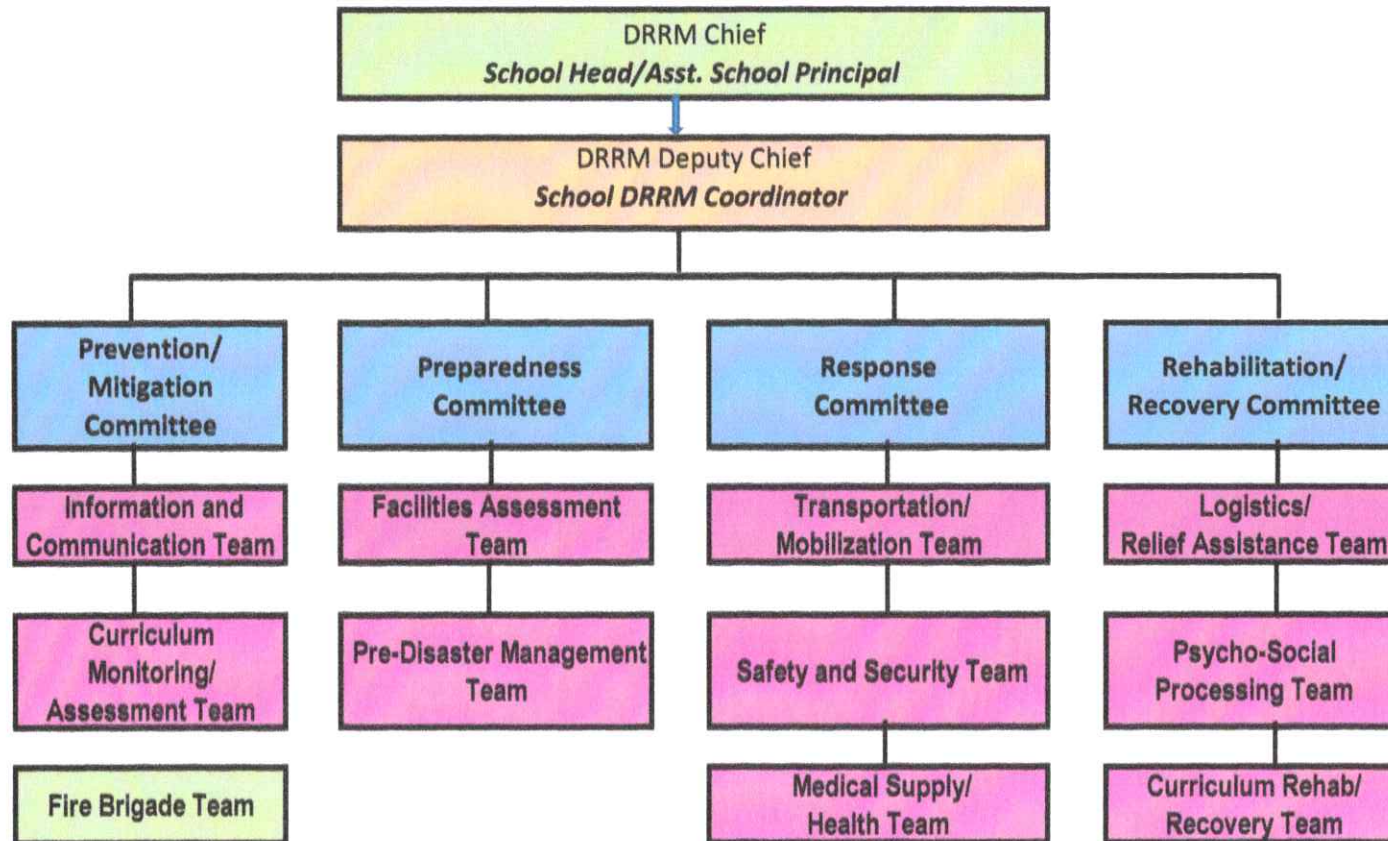
DISASTER RISK REDUCTION MANAGEMENT

EDUCATION SCHOOLS

CAL/DRRM/June 7, 2023



### DIVISION DRRM TEAM



References: RA 9155, NDRRM Plan 2011-2028 and DO No. 50, s. 2011



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Schools Division Memorandum No. <sup>212</sup>\_\_\_\_, s 2022 Enclosure No. 2

**SCHOOL DRRM TEAM ROLES AND RESPONSIBILITIES**

1. **Chief** - is the School Head/Asst. School Principal who is the highest official in the organization. He/she approves and takes charge in the proper and timely implementation of policies, plans and programs relative to DRRM.
2. **Deputy Chief** - is the School DRRM Coordinator. He/she coordinates in the implementation of all DRRM policies, plans and programs.
3. **Standing Committees** - created to perform different functions and address the needs relative to DRRM implementation phases.
  1. Prevention/Mitigation Committee
    - **Information and Communication Team** – in-charge in providing necessary information, intelligence and updates regarding DRRM for the prevention and mitigation stage of DRRM plan.
    - **Curriculum Monitoring/Assessment Team** – in-charge of the curriculum integration of DRRM and CCA in education.
    - **Fire Brigade Team** – in-charge of the fire prevention and awareness advocacy programs of the school.
  2. Preparedness Committee
    - **Facilities Assessment Team** – in-charge in the monitoring and assessment of school buildings as part of the contingency plan of DRRM.
    - **Pre/Post Disaster Monitoring Team** – in-charge in the monitoring and assessment before and after emergencies.
  3. Response Committee
    - **Transportation/Mobilization Team** – in-charge with the transportation during the response phase relative to DRRM plans.
    - **Safety and Security Team** – in-charge in ensuring the safety and security of the students before, during and after the calamities which enable them to prepare for the calamity.
    - **Medical Supply/Health Team** – in-charge in administering first aid first-aid and proper medication during rescue operation and even preparation phase of the DRRM plan.
  4. Rehabilitation/Recovery Committee
    - **Logistics/Relief Assistance Team** – in-charge with the provision of relief assistance and providing basic services to the victims.
    - **Psycho-Social Processing Team** – in-charge in providing psycho-social services especially during emergencies.
    - **Curriculum Rehab/Recovery Team** – in-charge in identifying and sustaining the temporary learning space as the need arise.