



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF OCCIDENTAL MINDORO




Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 000181, s. 2022

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD/CID
Education Program Supervisors
Public and Private Elementary and Secondary School Heads
School DRRM Coordinators
All Others Concerned

FROM: 
LYNN G. MENDOZA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

**SUBJECT: STANDARDIZATION OF SCHOOL LEVEL DISASTER RISK
REDUCTION AND MANAGEMENT (DRRM) ORGANIZATION**

DATE: May 6, 2022

1. Attached is Regional Memorandum No. 031, s. 2022 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, dated April 18, 2022 with the same subject informing all public and private schools on the Standardization of School Level Disaster Risk Reduction and Management (DRRM) Organization.
2. Widest dissemination of this Memorandum is desired.

SGOD/DRRM



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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

April 18, 2022

REGIONAL MEMORANDUM

NO. 031, s. 2022

**STANDARDIZATION OF SCHOOL LEVEL DISASTER RISK REDUCTION AND
MANAGEMENT (DRRM) ORGANIZATION**

**TO: ALL SCHOOLS DIVISION SUPERINTENDENT
ALL SDO DRRM COORDINATORS
SCHOOL HEADS
SCHOOL DRRM COORDINATORS**

1. Pursuant to Republic Act 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010 which mandates all national government agencies to institutionalize policies, structures, coordination mechanisms and programs with continuing budget appropriation on Disaster Risk Reduction and Management (DRRM) from national to local levels and DepEd Order No. 50, s.2011 entitled Creation of Disaster Risk Reduction and Management Office (DRRMO), which also mandates the said office to initiate and spearhead the establishment of mechanisms which prepare, guarantee and increase resiliency of the Department of Education (DepEd) constituents in the face of disaster.
2. The DepEd MIMAROPA Region issues the enclosed **Standardization of School Level Disaster Risk Reduction and Management (DRRM) Organization** including roles and responsibilities of the different committee members.
3. The roles and responsibilities of Schools DRRM are patterned to that of Regional Office Proper DRRM Team Structure.
4. All Schools are advised to adopt the attached School DRRM Organizational Chart for uniformity
5. SDO DRRM Coordinators shall monitor the implementation of the said School DRRM Organization.
6. For more information, contact Ms. Lolaine B. Bagsic, Project Development Officer II and Regional DRRM Coordinator, mobile number 09399298684 or email address at Lolaine.bagsic@deped.gov.ph.
7. Immediate dissemination and strict compliance with this Memorandum are directed.


NICOLAS T. CAPULONG, Ph.D., CESO III
Director IV
Regional Director

ENSO-SPP/DRR-TRACKING No.



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Republic of the Philippines
Department of Education
MIMAROPA REGION

Office of the Regional Director

STANDARDIZATION OF MIMAROPA SCHOOL DRRM ORGANIZATION

Table 1. Roles and Responsibilities of Designated Persons

Designation	Person to Designate	Roles/Responsibilities
Chairperson	School Head	Approve and take charge that all policies, plans and program relative to DRRM are properly implemented
Vice Chairperson	DRRM School Coordinator	Coordinate the implementation of all DRRM policies, plans, programs, and activities;

Table 2. Roles and Responsibilities of Standing Committees

COMMITTEES	ROLES/RESPONSIBILITIES
Information and Communication Team	Provide necessary information, intelligence and updates regarding DRRM for the prevention and mitigation stage of DRRM Plan
Curriculum Monitoring/Assessment Team	Take charge of the curriculum integration of DRRM in education
Facilities Assessment Team	Take charge in the monitoring and assessment of school buildings as part of the Contingency Plan
Pre- & Post Disaster Monitoring Team	Assigned In the monitoring and assessment before and after emergencies
Transport and Mobilization Team	Take charge in the transportation during the response phase relative to DRRM & Contingency Plans
Safe & Security Team	Ensure the safety & security of personnel and students during and after calamity
Medical Supply/Health Team	Administer First Aid & proper medication during rescue operation
Logistics	Oversee relief assistance of the unit in terms of providing basic services to the victims
Relief Assistance Committee	Call for donations specifying assistance needed by the recipients and lead the distribution of donations on the ground in



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	coordination with Logistics Team
Search and Rescue Team	Provide adequate and immediate safety measures to the identified casualties under adverse conditions where life is at threat.
Psychosocial Processing Team	Provide Psychosocial services especially in the aftermath of emergencies
Curriculum Rehabilitation/Recovery Team	In-charge of identifying & sustaining temporary learning spaces as the need arises

Prepared by:


LOLAINE B. BAGSIC
 Project Development Officer II
 Regional DRRM Coordinator



DepEd MIMAROPA Region
School Disaster Risk Reduction and Management Team Structure

CHAIRPERSON

(School Head)

Vice-Chairperson

(School DRRM Coordinator)

