



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

20 Feb 2023

DIVISION MEMORANDUM
SGOD No. **029**, s. 2023

CREATION AND UPDATING OF SCHOOL DRRM TEAM

To: Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Order 50 s. 2011 on the **Creation of Disaster Risk Reduction and Management Office (DRRMO)**, this office through School Governance and Operations Division informs the field to create and/or update School DRRM Team to sustain the institutionalization of the culture of safety at all levels, to systematize protection of education investments, and to ensure continued delivery of quality education services. The team shall serve as the focal and coordinative unit for DRRM-related activities.

2. Anent this, based on DepEd Order No. 021, s. 2015, the SDRRM Team will 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 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;

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Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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- 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;
 - m. Monitor the effects of hazards, including the use of the school as evacuation center;
 - n. Track all school personnel during disasters and/or emergencies;
 - o. Prepare and submit reports on the effects of any hazard;
 - p. 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)”;
 - q. Conduct rapid assessment of damages after every hazard and submit RADaR (See Annex A and B) within 72 hours via SMS;
 - r. Facilitate immediate resumption of classes to track learners; and
 - s. Monitor recovery and rehabilitation interventions being implemented in the school.
3. Below is the recommended School DRRM organizational structure with its corresponding functions.

Chair/School Head - supervises emergency management procedures.

Assistant Chair/DRRM Coordinator - supervises operating teams.

Security Team - secures vacated and assembly points. Provides escort services.

Supply Team- ensures availability of supplies.

Warning Team - disseminates announcements, warnings and advisories

Transportation Team - provides transportation requirements

Evacuation Team - locates for victims and casualties, implements

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- evacuation of teachers and learners to assembly area
- Medical Team** -attends to medical needs of injured teachers and learners
- Relief Team** - provides basic sustainability needs of teachers and learners in the assembly/ evacuation area
- Fire Team** - prevents and suppresses fire incidents in the school premises
- Damage Control Team** - inspects structural integrity of office buildings and facilities
- Communication Team** – maintain close coordination with LGU and other lined agencies.

HEADS

CHAIR

ASSISTANT CHAIR

SERVICE TEAMS

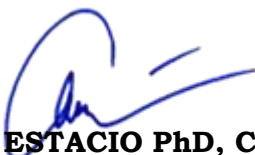


SUPPORT TEAMS



4. For further inquiries & clarification, kindly contact Jane Michelle E. Lasaca, PDO II/ DRRM Focal Person through telephone no. 228-5763 and cellphone no. 0917 168 5464.

5. Wide dissemination of and immediate compliance to this memorandum is desired.


RUTH L. ESTACIO PhD, CESO VI
 Schools Division Superintendent

Encl.: N o n e
 Reference: As stated

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

ORGANIZATION SCHOOLS

JMEL/DM- creation and updating of school DRRM team
0000/February 20, 2023

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