



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ


20 JUN 2024

DIVISION MEMORANDUM
No. **353** s. 2024

**2024 DESIGNATION OF THE SCHOOL DISASTER RISK REDUCTION AND
MANAGEMENT COORDINATOR**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. DepEd Order No. 37, S. 2021, Section 15 states that “collaborative efforts are critical in time of disasters and emergencies”. Further, Department Order No. 21, S. 2015 directs schools to constitute School DRRM Team to lead the implementation of preparedness and response measures.
2. Consequently, the Guidelines on School-Based Disaster Preparedness and Response Measures of DO No. 37, s. 2021 declares that School Heads 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 and shall be designated from the pool of permanent school personnel, one (1) non-teaching staff, to serve as the SDRRM Coordinator.
3. Anent this, all schools are instructed to designate their respective SDRRM Coordinator using the designation format attached as Annex **“A”**, and shall accomplish the link <https://bit.ly/SDRRMDesignation2024> for the registration of all designated SDRRM Coordinators not later than June 24, 2024.
4. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
To be indicated in the Perpetual Index
under the following subjects:

#DRRM

#policy

#preparedness

#2024designation



Address: Banica, Roxas City
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Republic of the Philippines
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SCHOOLS DIVISION OF CAPIZ

Enclosure No. 1, to Division memorandum No. 353, S. 2024

June 28, 2024

(Name)
(Designation)
(School Name)
(Address)

Dear Sir:

In addition to your present duties and functions as _____ of _____, you are hereby designated as **School Disaster Risk Reduction Management (SDRRM) Coordinator** effective immediately. As such, by virtue of DepEd Order No. 21, s. 2015, you are expected to perform the following functions, to wit:

1. Assist the school head in the implementation of the DRRM programs and policies;
2. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator;
3. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
4. Ensure the conduct of annual student-led risk identification and mapping;
5. Communicate notable results of risk assessment and other disaster preparedness activities to the SDO;
6. Serve as the point person for collaborations and coordination with local DRRM Council and other partner organizations;
7. Ensure the emergency hotlines are maintained, updated and posted;
8. Ensure the availability of baseline data of the school;
9. Spearhead relevant and necessary capacity building activities for the school;
10. Report to the SDO any hazard affecting the school operations such as flood, conflict, fire among others;
11. Submit situation reports and provide real-time updates to the SDO;
12. Accomplish and submit Rapid Assessment of Damages Report (RADaR) within 72 hours after any hazard or emergency via SMS;
13. Track and report the progress of recovery and rehabilitation initiatives to the SDO;
14. Report and update the SDO on the demobilization of evacuation centers in schools;
15. Ensure fire safety and building resiliency; and
16. Others relative to DRMM.

In view of emergency response services rendered by the SDRRM Coordinators/Teams in times of calamities and emergencies, concerned personnel may be granted compensatory time off. Further, DepEd Order No. 30, s 2016 (Guidelines on the Rendition and Payment of Overtime Services for DepEd Non-Teaching Personnel) allows for the rendition of overtime services for relief, rehabilitation, reconstruction, and other related work or services during calamities and disasters by non-teaching personnel.

It is understood however, that this designation does not carry with it any change of salary the same being affected in the exigency of service.

Be guided accordingly.

Very truly yours,

Conforme:

SDRRM Coordinator



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