



Republic of the Philippines

Department of Education

REGION V – BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



January 3, 2023

DIVISION MEMORANDUM
OSDS-SGOD-DM-003 s. 2023

COMPOSITION OF THE SDO DISASTER RISK REDUCTION MANAGEMENT TEAM

To: Office of the ASDS
Chiefs, SGOD and CID
Education Program Supervisors
All Others Concerned

1. The SDO DRRM Team is hereby re-organized which shall be compose of the following personnel:

- Chairman : **Susan S. Collano, CESO VI**
Schools Division Superintendent
- Vice-Chairman : **Ma. Luisa T. Dela Rosa**
Assistant Schools Division Superintendent
- Division DRRM Focal Person : **Maria Audrea L. Vivo**
Project Development Officer II – DRRM
- Alternate DRRM Focal Person : **Ahdel D. Idanan**
Nurse II
- Planning Team : **Mary Jean S. Romero**
Chief Education Supervisor, SGOD
Planning Team Lead
Rey C. Bonayon
Planning Officer III, PRU
Planning Team Co-Lead
- Learning Continuity Team : **Romel G. Petajen**
Chief Education Supervisor, CID
Learning Continuity Team Co-Lead
All Education Program Supervisors
- Monitoring Team : **Rodger A. Matienzo**
Engineer III
Monitoring Team Lead
Sarah S. Chiong



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SEPS, School Management Monitoring
and Evaluation
Monitoring Team Co-Lead

Health Team

:

Kristine G. Santelices
Medical Officer III, SHN
Health Team Lead
Amylou B. Celso
Dentist II, SNH
Health Team Co-Lead

Finance/ Administrative Team :

Eva Tolentino
Administrative Officer IV
Finance/ Admin Team Lead
Ma. Cielo C. Tubale
Budget Officer
Finance/ Admin Team Co-Lead
Cristina T. Barrameda
Supply Officer
Finance/ Admin Team Co-Lead

Information Team

:

Anjo G. Tugay
SEPS, Planning and Research Unit
Information Team Lead
Jennifer B. Metica
Information Technology Officer I
Information Team Co-Lead

2. Attached is the Roles and Function of the Team as well as the individual tasks of each member. Attached as well are reference guides in the crafting of this memo.
3. For wide dissemination and compliance.

SUSAN S. COLLANO
Schools Division Superintendent





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ROLES AND RESPONSILITIES OF SDO DRRM TEAM

The following are the functions of SDO DRRM Team based from the Disaster Risk Reduction Manual of 2008 issued by the Department:

A. SDO DRRM Team

- a. The team shall ensure to build a culture of safety through reducing risks and ensure learning continuity at all times.
- b. As member of the response cluster of the Provincial DRRM Council, the team shall serve as central command and control of response coordination, resource mobilization, information management.
- c. Shall institutionalize the use of Incident Command System in all operations.

B. Main Functions

a. Chairman

1. The Chairman shall advise the Regional Director, Heads of DepED Regional Offices and other institutions on the current status of disaster/crisis as well as on the programs and operations being undertaken by the Department to reduce the impact of the emergency situation;
2. Establishes policy guidelines and sets priorities in the allocation of resources and services;
3. Advises the leaders of the different action teams in accordance with the information/advisory given by warning agencies like PAGASA and PHIVOLCS of an impending occurrence of hazards and activates the operationalization of the contingency plans;
4. Announces the suspension of offices/and or classes on the basis of advisories given by the warning agencies;
5. Ensures the provision of safe learning environment, child friendly spaces, alternative learning activities to displace families/individuals/schoolchildren housed in schools as temporary holding centers;
6. Activates the Disaster Operations Center and authorizes the 24/7 services of pre-designated officers and members of the concerned team;
7. Convene and presides over meetings and conferences.

b. Vice-Chairman

1. Assists the Chairman in all his/her functions;





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2. Performs the functions of the Chairman in case of absence/leave or incapacity of the latter;
 3. Develops a disaster preparedness plan for the Department;
 4. Ensures that appropriate trainings and capability building be set up for teachers, school administrators, non-teaching personnel, and school children;
 5. Serves as overseer and evaluator during emergency/evacuation drills and exercises;
 6. Does related work as may be assigned by the Chairman
- c. Division DRRM Focal Person
1. Serve as Safety Officer of the SDO as peacetime as well as during emergencies and or disaster situations.
 2. Monitor DRRM related incidences/emergencies at all times.
 3. Ensure proper DRRM coordination mechanism at all times.
 4. Ensure that field offices are equipped with knowledge and skills on DRRM.
- d. Alternate DRRM Focal Person
1. Assists the Division DRRM Coordinator in all his/her functions;
 2. Performs the functions of the Division DRRM Coordinator in case of absence/leave or incapacity of the latter;
 3. Does related work as may be assigned by the Division DRRM Coordinator
- e. Planning Team
1. Determines courses of action to be taken based on the recommendations provided by the Division DRRM Coordinator and other member of the team.
 2. Determines the type of action units to be utilized whenever there is a crisis;
 3. Maintains and/or supervises programs of operations and determines the necessity of utilizing additional action units;
- f. Learning Continuity Team
1. Provides alternative learning activities to schoolchildren in the evacuation centers and ensure continuity of academic instruction;
 2. Prepares modules and disaster preparedness materials as reference and support materials to teaching-learning activities;
 3. Provides alternative learning materials and keeps an inventory of available resource materials on DRR; and
 4. Does related work





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g. Monitoring Team

1. Ensure that all programs related to Disaster Risk Reduction is monitored which includes but is not limited to monitoring of Site Constructions (repairs and new buildings), inclusion of DRRM Projects in SIPs and AIPs.

h. Health Team

1. Arrange with government health agencies like Department of Health, PNRC or other sources for first aid and medical self-help training;
2. Supervise the selection of first aid or medical treatment areas when need arises;
3. Directs first aid or medical self-help operations and control the access to medical supplies;
4. Establishes policies and rules governing the emergency treatment of injured persons as well as policies covering the pandemic
5. Maintains an adequate sanitation and hygienic standards and deals with matters related to emergency services;
6. Does related work as the need arises.

i. Finance/ Administrative Team

1. Facilitate release of financial humanitarian assistance during emergency situation and ensures its transparency, accountability and timeliness;
2. Provides accounting and auditing rules and regulations relative to fund utilization in coordination with concerned agencies; and
3. Does related work.

j. Information Team

1. Maintain an updated database of relevant baseline information;
2. Collate, validate and analyze information and undertake the appropriate steps to be taken based on pre-delegated tasks and responsibilities,
3. Issues official statement of the SDO with regards to information on DRRM
4. Conducts information dissemination campaign on DRR concepts

