



Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



January 3, 2023

DIVISION MEMORANDUM
OSDS-SGOD-DM- 004 s. 2023

SUBMISSION OF NEWLY DESIGNATED SCHOOL DRRM COORDINATOR FOR CY 2023-2026

To : All Public Schools District Supervisors
All School Heads Elementary and Secondary
All Others Concerned


1. To ensure proper cascading and coordination of Disaster Risk Reduction and Management related projects and programs For CY 2023-2026, all public elementary and secondary schools are hereby instructed to have a **New Designated School DRRM Coordinator for CY 2023-2026**. They are to accomplish the *2023-2026 School DRRM Coordinator's Profile* through this link: <https://bit.ly/2023-2026SchoolDRRMProfile> not **later than January 6, 2023**.

2. As indicated in *DepEd Order No. 33, s.2021*, School Heads shall designate one **(1) School DRRM Coordinator** with the following **guidelines**:

- a. From the permanent pool of Teaching or Non-teaching staff. **Whenever feasible, the coordinator should be a non-teaching personnel;**
- b. Has completed **any** training on Disaster Risk Reduction and Management, Climate Change Adaptation and Mitigation, Education in Emergencies, and Basic Life Support;
- c. Computer and internet literate;
- d. Place of residence is accessible to the school in times of disaster and emergencies;
- e. Physically fit;
- f. Able to form and sustain linkages with community stakeholders and local authorities; and
- g. Able to discharge duties for at least three (3) consecutive years in consideration of service continuity.

3. Also, please be advised to utilize **UPPERCASE** Format in accomplishing the template.

4. For wide dissemination and strict compliance.


SUSAN S. COLLANO
Schools Division Superintendent

