



Republic of the Philippines
Department of Education

Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

March 01, 2024

DIVISION MEMORANDUM
No. 115 s. 2024

**RECOMPOSITION OF DIVISION DISASTER RISK REDUCTION AND
MANAGEMENT TEAM**

TO : Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors/In-Charge of the Districts
All Elementary and Secondary School Heads
All Others Concerned Officials and Personnel

1. In compliance to **DepEd Order No. 21, s. 2015, June 01, 2015** entitled **Disaster Risk Reduction and Management Coordination and Information Management Protocol**, the SDO DRRM Team is hereby re-organized which shall be composed of the following personnel:

Chairman	:	Socorro V. Dela Rosa, CESO V Schools Division Superintendent
Vice-Chairman	:	Cecile C. Ferro, CESO VI Assistant Schools Division Superintendent
Safety Officer/ Division DRRM Focal Person	:	Maria Audrea L. Vivo, RN-EMT Project Development Officer II – DRRM
Liaison Officer	:	Imaculate T. Latorre Education Program Specialist II
Public Information Officer	:	Ma. Gina M. Templonuevo Education Program Supervisor - Filipino
Planning Committee	:	Mary Jean S. Romero Chief Education Supervisor, SGOD <i>Planning Committee Lead</i>
Learning Continuity Committee	:	Romel G. Petajen Chief Education Supervisor, CID <i>Learning Continuity Committee Lead</i>
Rehabilitation and Recovery Committee	:	Rodger A. Matienzo Engineer III <i>Monitoring Committee Lead</i>



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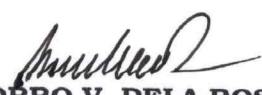
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Health and Nutrition Committee	:	Kristine G. Santelices Medical Officer III, SHN <i>Health Committee Lead</i>
Administrative Committee	:	Eva Tolentino Administrative Officer IV <i>Admin Committee Lead</i>
Finance Committee	:	Ma. Cielo C. Tubale Budget Officer <i>Finance Committee Lead</i>

- Attached are 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.
- For wide dissemination and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



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ROLES AND RESPONSIBILITIES OF SDO DRRM TEAM

The following are the functions of SDO DRRM Team based on 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 always ensure learning continuity in the aftermath of disaster and/or emergencies.
- b. As member of the response cluster of the Provincial DRRM Council, the team shall represent the department during centralized command in the event of disaster and/or emergencies.
- 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. Ensures that appropriate training and capability building be set up for teachers, school administrators, non-teaching personnel, and school children.
4. Announces classes and/or work suspension upon **issuance of Local Government Units.**
5. Activates the Emergency Operations Center and authorizes the 24/7 services of pre-designated officers and members of the concerned team.
6. Convene and preside 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. Assist in the development of disaster preparedness plan for the Department.
 4. Does related work as may be assigned by the Chairman.
- c. Division DRRM Focal Person
1. Serve as **Safety Officer** of the SDO at peacetime as well as during emergencies and or disaster situations.
 2. Always Monitor DRRM related incidences/emergencies.
 3. Always ensure proper DRRM coordination mechanism.
 4. Ensure that field offices are equipped with knowledge, skills, attitude, and values on DRRM.
 5. Advises the team leads 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.
- d. Public Information Officer
1. Maintain an updated database of relevant baseline information.
 2. Issues official statement of the SDO with regards to information on DRRM
 3. Conducts information dissemination campaign on DRR concepts.
- e. Liason Officer
1. Act as a central point of contact for all communication between different departments, teams, or organizations.
 2. Ensure that information is accurately shared and understood by all parties involved.
 3. Build and maintain strong relationships with internal and external stakeholders.
- f. Planning Committee
1. Determines courses of action to be taken based on the recommendations provided by the Division DRRM Coordinator and other members of the team.



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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 in times of crisis or emergencies.
- g. Learning Continuity Committee
1. Provides alternative learning activities to schoolchildren in the evacuation centers and ensures 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.
- h. Rehabilitation and Recovery Committee
1. Spearhead validation of damage reports submitted by affected schools.
 2. Ensure immediate rehabilitation and reconstruction of critical infrastructures.
 3. Establish effective processes to facilitate infrastructure projects related to disasters and/or emergencies.
- i. Health and Nutrition Committee
1. Arrange with government health agencies like Department of Health, PNRG or other sources for first aid and medical self-help training.
 2. Establish policies and rules governing the emergency treatment of injured people as well as policies covering the pandemic.
 3. Maintains an adequate sanitation and hygienic standards and deals with matters related to emergency services;
- j. Administrative Committee
1. Obtaining and maintaining essential personnel, equipment, and supplies.
 2. Providing communication planning and resources.
 3. Facilitate contract negotiation and monitoring.





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k. Finance Committee

1. Facilitate the release of financial humanitarian assistance during emergencies and ensure its transparency, accountability, and timeliness.
2. Provides accounting and auditing rules and regulations related to fund utilization in coordination with concerned agencies, and other related work.
3. Does related work.



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