




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DISASTER RISK REDUCTION AND MANAGEMENT SERVICE
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MEMORANDUM

FOR : ALL REGIONAL, DIVISION, AND SCHOOL DRRM COORDINATORS

FROM : 
RONILDA R. CO
Director IV, Disaster Risk Reduction and Management Service

SUBJECT : RAPID ASSESSMENT OF DAMAGES REPORT (RADaR) WEB
AND MOBILE APPLICATION REGISTRATION

DATE : 25 SEPTEMBER 2019

One of the main components of the Comprehensive School Safety Project of the Department of Education, in partnership with Save the Children and Prudence Foundation, is the enhanced Rapid Assessment of Damages Report (RADaR) web and mobile application. In order to fully utilize its features, all school DRRM coordinators are hereby instructed to complete the self-registration process, on or before **31 OCTOBER 2019** through this link: <http://drrms.deped.gov.ph/register>. Division DRRM coordinators are tasked to approve all school DRRM coordinators' account registration through their web portals, that can be accessed through <http://drrms.deped.gov.ph>.

DRRM Coordinators at the regional, division, and school level are also required to download the RADaR mobile app through the links below; user manuals, protocols, and trainings for the usage of the mobile and web apps will be sent at a later date.

- Google Play Store (Android) - http://bit.ly/RADaR_Android
- Apple App Store (iOS) - http://bit.ly/RADaR_iOS

Questions and clarifications may be sent to Mr. Jose Gabriel Noveno at jose.noveno@deped.gov.ph or to the DRRMS email at drrmo@deped.gov.ph and landline number at (02) 637-4933.

For your immediate and appropriate action.

RADaR APP SELF-REGISTRATION INSTRUCTIONS AND LOG IN PROCEDURE

School DRRM Coordinators (Self-Registration):

1. In your internet browser, go to <http://drrms.deped.gov.ph/register>
2. Fill out the form with the following required information:
 - a. First name
 - b. Last name
 - c. Valid email address (preferably deped.gov.ph)
 - d. Mobile number
 - e. Password (must be at least six (6) characters long, with at least one (1) upper case and 1 lower case letter, 1 number, and 1 special character)
 - f. School name
3. Click the check box for Captcha to verify that "I'm not a robot"
4. Click "Register" button once all previous steps are completed
5. Wait for approval from the division DRRM coordinator (notification email and SMS will be sent to the registrant once approved)

Regional and Division DRRM Coordinators (Log In Procedures):

1. In your internet browser, go to <http://drrms.deped.gov.ph/login>
2. Enter your email and password, and click "Log in"
3. In the Navigation Menu (left panel), click Users > Edit to change default password (must be at least six (6) characters long, with at least one (1) upper case and 1 lower case letter, 1 number, and 1 special character)

Notes:

1. Regional and division DRRM coordinators' log in credentials are pre-encoded using the email and mobile numbers provided during this year's Mid-Year Evaluation and Planning; default password is the user's surname in UPPERCASE format.
2. All unregistered regional or division DRRM coordinators may be given new log in credentials by sending their request to their respective counterparts in the Disaster Risk Reduction and Management Service.

Division DRRM coordinators (School Registration Approval):

1. Log in to your account
2. In the Navigation Menu, click Users > Approve to view list of registrants for approval, from schools under your area of responsibility.