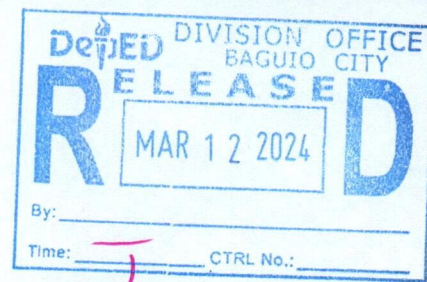




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



12 March 2024

DIVISION MEMORANDUM

No. **174-2024**

**RE-ORGANIZATION OF THE DIVISION DISASTER RISK
 REDUCTION AND MANAGEMENT TEAM AND SCHOOL DISASTER
 RISK REDUCTION AND MANAGEMENT TEAM**

To: Chief Education Supervisors
 Public Schools District Supervisors
 Public School Heads
 School DRRM Coordinators
 All Others Concerned

1. Complying to Republic Act No. 10121 titled "An Act Strengthening the Philippine Disaster Risk Reduction and Management System, Providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing The National Disaster Risk Reduction and Management Plan, Appropriating Funds therefor and for other Purposes," DepEd Order No. 37 s. 2015 titled "The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework," DepEd Order No. 21 s. 2015 titled "Disaster Risk Reduction and Management Coordination and Information Management Protocol;" and while waiting for the guidelines for the DRRM Team for Division Offices as stated in the DepEd Order No. 44 s. 2018 titled "Formation of the Department of Education Disaster Risk Reduction and Management Team in the Central Office," the Schools Division Office Re-Organizes the members of the **Division Disaster Risk Reduction and Management (DRRM) Team** as follows:

2.

Position	Officer-In-Charge
Division DRRM Chief	Soraya T. Faculo PhD, CESO VI Assistant Schools Division Superintendent OIC – Schools Division Superintendent
Division DRRM Co-Chief	Carmel F. Meris Assistant Schools Division Superintendent
Division DRRM Vice Chiefs	Niño M. Tibangay Chief, School Governance and Operations Division (SGOD) Juliet C. Sannad, EdD Chief, Curriculum Implementation Division (CID)
Division DRRM Focal	Cliftone K. Bangse-il DRRM Coordinator





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Prevention and Mitigation, and Preparedness Team		
Members	<p>Jerry C. Ymson Education Program Supervisor</p> <p>Asuncion C. Saguid Senior Education Program Specialist School Monitoring, Management, and Evaluation</p> <p>Juliet D. Piok Senior Education Program Specialist Social Mobilization and Networking</p> <p>Cliftone K. Bangse-il DRRM Coordinator Social Mobilization and Networking</p> <p>Jimmy Santos Senior Education Program Specialist Planning and Research</p> <p>Jordan Gas-ib Engineer III, Education Facilities Section</p> <p>Nieves B. Ebanio Administrative Officer V, Administrative Services</p> <p>Lilibeth G. Degsi Accountant III, Accounting Office</p> <p>Belen R. Tomin Administrative Officer V – Budget Officer</p> <p>Harry G. Dizon Jr. Information Technology Officer I, Information Communication and Technology Unit</p>	
Quick Response and Recovery Team (QRRT)		
<ul style="list-style-type: none"> - Member Unit / Office are to designate a focal person for every response cluster. - Specific roles of every member of a cluster and the cluster itself shall be finalized during the completion of SDO Baguio City Contingency Plan. 		
Response Cluster	Lead	Member Unit / Office
Family Reunification	Nieves D. Ebanio AOV – Administrative Services	Admin and Personnel, SocMob, HRD, SMME, P&R, Records
Management of Dead & Missing	Jerry C. Ymson Education Program Supervisor	Admin & Personnel, PSDS, SDS/ASDS/Legal,





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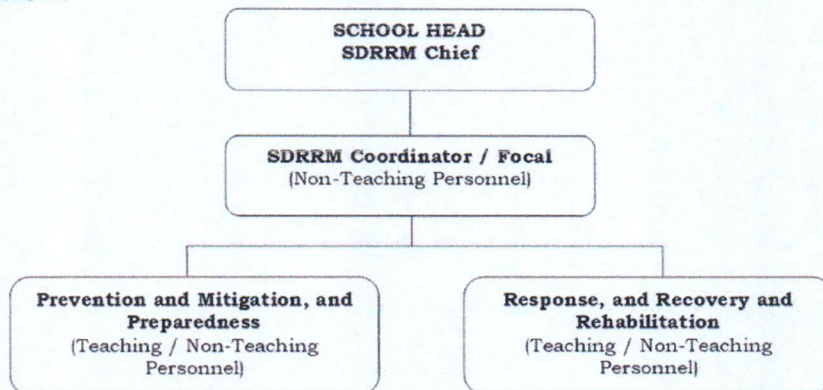
		SocMob, SMME, Records, SHN/YF
Emergency Telecommunication	Harris G. Dizon Jr. Information Technology Officer I	Supply, EFS, General Services, Admin & Personnel, SDS/ASDS/Legal, SocMob, P&R
Logistics	Vima G. Cadungog AOIV – Supply Officer II	EFS, Finance, ICT, General Services, SDS/ASDS/Legal, SocMob, SHN/YF
Clearing and Engineering	Jordan Gas-ib EFS – Engineer III	Supply, General Services, SDS / ASDS / Legal,
Law and Order	Atty. Annette L. Doyaoen Attorney III	SGOD CES/EPS, Admin & Personnel, CID, PSDS, SDS/ASDS/Legal, SocMob
Water, Sanitation & Health	Arlene Awing, MD School Health and Nutrition	General Services, Admin & Personnel, SDS/ASDS/Legal, SocMob, P&R,
Search, Rescue, & Retrieval	Juliet D. Piok SEPS – Social Mobilization and Networking	SGOD CES/EPS, General Services, Admin & Personnel, SDS/ASDS/Legal, SMME, P&R, SHN
Education	Juliet C. Sannad, EdD Chief Education Supervisor, CID	Supply, EFS, SGOD CES/EPS, Finance, ICT, PSDS, SDS/ASDS/Legal, SocMob, P&R, SMME, HRD,
Camp Coordination / Camp Management	Francisco C. Copsiyan Education Program Supervisor Public Schools District Supervisor in charge of the schools	Supply, EFS, Finance, ICT, General Services, Admin & Personnel, CID, SDS/ASDS/Legal, SocMob, SHN/YF






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3. Furthermore, schools are required to organize their School Disaster Risk Reduction and Management (SDRRM) Team in accordance with the suggestion provided below:



4. The roles and responsibilities of the Schools Division Office DRRM Team and School DRRM Team are outlined in Annex A (SDO DRRM Team) and Annex B (SDRRM Team), respectively.
5. For further information, you may contact the Division Disaster Risk Reduction and Management Coordinator via email at cliftone.bangseil@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

SGOD/SMN/DRRM/CKB



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"DepEd SDO Baguio City:

*We Serve,
We Care.* 



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ANNEX A

Roles and Responsibilities of Schools Division Office DRRM Team based on DepEd Order No. 21 s. 2015

Prevention and Mitigation, and Preparedness Team

1. Shall primarily provide support to and lead the schools in the implementation of DRRM initiatives such as ensuring that alert and warning messages as well as the request for reports and submission of such are timely communicated;
2. Ensure that all schools and the SDO have established an Early Warning System (i.e. bulletin board for weather advisories, bell/siren emergency signal, among others);
3. Maintain close coordination with local DRRM Council on the conduct of preparedness activities and on response needs among others;
4. Close monitoring of safe site selection and construction of new school buildings;
5. Provide capacity building for division personnel, school heads, and teachers on DRRM;
6. Pre-identify possible TLS and alternative delivery modes of education;
7. Ensure the availability of learning materials that can be used during prolonged class disruptions due to disaster and/or emergencies;
8. Maintain and disseminate relevant and updated emergency hotlines to schools and SDO Personnel;
9. Disseminate and implement disaster preparedness measures to schools and SDO, including but not limited to multi-hazard drills;
10. Ensure the availability of updated baseline data of all schools;
11. Maintain the safekeeping of SDO Personnel records; and
12. Integrate DRRM in the Division Education Development Plan (DEDP).

Quick Response and Recovery Team (QRRT)

1. Serve as Working Group for the update and finalization of SDO Baguio City Contingency Plan;
2. Activate the Emergency Operations Center (EOC) depending on the scale of disaster and/or emergency;
3. Activate the Contingency Plan when needed;
4. Monitor and prepare report on the effects of hazards;
5. Ensure implementation of DepEd Order No. 37 s. 2022 titled "*Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Natural Disasters, Power Outrages/Power Interruptions, and Other Calamities,*"
6. Recommend possible class suspension to the local DRRM Council or to the local chief executive, if necessary;
7. Monitor the effects of hazard on schools, including those used as evacuation centers;
8. Ensure tracking of all school heads in the AOR and SDO Personnel during disasters and/or emergencies;
9. Support schools in establishing and managing TLS;
10. Verify school reports in the online consolidation (RADaRs) submitted by the schools.
11. Spearhead the conduct of detailed assessments of damages;
12. Prepare for and facilitate possible deployment and provision of resources to affected SDO Personnel and schools; and
13. Prepare, implement, and monitor recovery and rehabilitation interventions.





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ANNEX B

Roles and Responsibilities of School DRRM Team based on DepEd Order No. 21 s. 2015

Prevention and Mitigation, and Preparedness Team

1. Ensure the establishment of an Early Warning System (i.e. bulletin board for weather advisories, bell/siren emergency signal among others);
2. Conduct an annual student-led risk identification and mapping within and around the school premises to ensure a safe environment that is conducive to teaching and learning;
3. Maintain close coordination with local DRRM Council on the conduct of preparedness activities and on response needs, among others;
4. Provide capacity building for teachers, non-teaching staff and learners on DRRM;
5. Maintain, disseminate, and post relevant and updated emergency hotlines in strategic locations throughout the school;
6. Posting of safety and preparedness measures and evacuation plans;
7. Conduct disaster preparedness measures, including but not limited to quarterly multi-hazard drills applicable to the school's identified hazard such as earthquake, fire and flood;
8. Maintain the safekeeping of vital school records and learning materials;
9. Ensure the availability of updated baseline education data of the school
10. Integrate DRRM in regular school programs and activities and school improvement plan (SIP); and
11. Pre-identify possible Temporary Learning Spaces (TLS) and alternative delivery modes of education;

Quick Response and Recovery Team (QRRT)

1. Update and finalize the Contingency Plan of the Schools Division of Baguio City.
2. Activate the Emergency Operations Center (EOC) depending on the scale of disaster and/or emergency;
3. Activate the Contingency Plan when needed;
4. Monitor the effects of hazard, including the use of the school as evacuation center;
5. Track all school personnel during disasters and/or emergencies;
6. Prepare and submit reports on the effects of any hazard;
7. Ensure implementation of DepEd Order No. 37 s. 2022 titled "*Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Natural Disasters, Power Outrages/Power Interruptions, and Other Calamities*;"
8. Conduct rapid assessment of damages after every hazard and submit RADar within 72 hours;
9. Facilitate immediate resumption of classes to track learners; and
10. Monitor recovery and rehabilitation interventions being implemented in the school.

