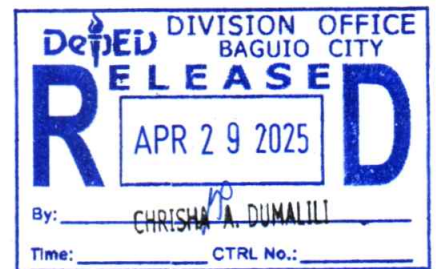




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



29 April 2025

**DIVISION MEMORANDUM**  
No. 275-2025

**SUBMISSION OF SCHOOL DRRM ACCOMPLISHMENTS  
FOR SY 2024-2025**

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

1. In compliance with DepEd Order No. 37, s. 2015, titled "*The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework*," which mandates the implementation of DRRM programs, projects, and activities (PPAs) across all levels of governance, all public elementary and secondary schools are required to submit an accomplishment report. This report ensures that DRRM-related PPAs are effectively integrated at the school level.
2. Furthermore, the submitted accomplishment report will serve as a basis for the issuance of a certification, which will be used in evaluating the school's Office Performance Commitment and Review Form (OPCRF).
3. Listed below are the documents to be submitted as part of the accomplishment report:
  - a. Accomplishment Report (Please see enclosure A)
  - b. Modes of Verification (MOV) – Arranged in the same order as presented in the Accomplishment Report.
4. The deadline for the submission of the Accomplishment Report will be on **May 30, 2025**.
5. For queries or clarifications, please contact Mr. Cliftone K. Bangse-il, Division DRRM Coordinator, through [cliftone.bangseil@deped.gov.ph](mailto:cliftone.bangseil@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

For the Schools Division Superintendent:

**CARMEL F. MERIS**

OIC – Assistant Schools Division Superintendent

Enclosures

1. Accomplishment Report Template  
SGOD/SMN/DRRM/ckb



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600

Telephone No.: (074) 665-1231

Email Address: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)



DepEd Tayo Baguio City



<https://depedpines.com>



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
[Name of School]

**SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (SDRRMC) ACCOMPLISHMENT REPORT**  
**SY 2024 - 2025**

Steps in Implementing DRRM in School	Objectives	Activities	Person / Office Involved	Timeframe	Resources Needed	Fund Source	Status (Accomplished or Not)  Indicate the MOV attached
ASSESS	To know and understand the risks which may affect learners, teachers, and other stakeholders	Student-Led School Watching and Hazard Mapping					
		Development of Hazard Maps					
		Building Inspection including Fire Safety					
		School Risk Assessment (Updating of					

[Insert School Footer]



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**[Name of School]**

<b>Steps in Implementing DRRM in School</b>	<b>Objectives</b>	<b>Activities</b>	<b>Person / Office Involved</b>	<b>Timeframe</b>	<b>Resources Needed</b>	<b>Fund Source</b>	<b>Status</b> (Accomplished or Not)  Indicate the MOV attached
		Contingency Plan, Present to Stakeholders)					
		Preparation of Basic Education Profile (Separate from the ConPlan)					
		Inclusion of external stakeholders during DRRM / CCAM related activities					
PLAN	To formulate strategies, addressing identified risk and	Updating / Organizing of SDRRM Team					



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
 [Name of School]

Steps in Implementing DRRM in School	Objectives	Activities	Person / Office Involved	Timeframe	Resources Needed	Fund Source	Status (Accomplished or Not)  Indicate the MOV attached
	establishment of protocols which will be implemented before and during disasters including ensuring education continuity						
		Establishment of Early Warning Systems					
		Preparation of Student-Family Reunification Plan (Contact Numbers of Parents					



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**[Name of School]**

<b>Steps in Implementing DRRM in School</b>	<b>Objectives</b>	<b>Activities</b>	<b>Person / Office Involved</b>	<b>Timeframe</b>	<b>Resources Needed</b>	<b>Fund Source</b>	<b>Status (Accomplished or Not)</b>  Indicate the MOV attached
		and/or Guardian should be available, and flow of reunification should be presented in a flowchart)					
		Preparation / Updating of Evacuation Maps					
		Capability Building Activities for School Personnel and/or Learners					
		Development / Updating of					

[Insert School Footer]



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
**[Name of School]**

<b>Steps in Implementing DRRM in School</b>	<b>Objectives</b>	<b>Activities</b>	<b>Person / Office Involved</b>	<b>Timeframe</b>	<b>Resources Needed</b>	<b>Fund Source</b>	<b>Status</b> (Accomplished or Not)  Indicate the MOV attached
		Education Continuity Plan (What if the school is used as evac site for long period of days)					
		Conduct of Drills (Earthquake and Fire)					
		Consolidated Family Preparedness Plan Data presented during School Meetings to encourage parents and other stakeholders					

[Insert School Footer]



**Republic of the Philippines**  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
 [Name of School]

Steps in Implementing DRRM in School	Objectives	Activities	Person / Office Involved	Timeframe	Resources Needed	Fund Source	Status (Accomplished or Not)  Indicate the MOV attached
		Integration / incorporation of DRRM and CCAM to Curriculum					
IMPLEMENT YOUR PLAN, BE FLEXIBLE	To implement all plans effectively and efficiently	Presence of School Personnel Tracking System Form (DRRM Manual Booklet 2-Page 33)					
		Presence of Student-Family Reunification Form					
		Submission of RADAR Report					



**Republic of the Philippines**  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**  
[Name of School]

<b>Steps in Implementing DRRM in School</b>	<b>Objectives</b>	<b>Activities</b>	<b>Person / Office Involved</b>	<b>Timeframe</b>	<b>Resources Needed</b>	<b>Fund Source</b>	<b>Status</b> (Accomplished or Not)  Indicate the MOV attached
		/ Incident Report					
MONITOR, EVALUATE, and REPORT	To check if all plans during disaster were effectively and efficiently done	Conduct of SDRRM Meeting after disaster (Minutes of Meeting / report on what went well, what went wrong)					

Prepared by:

SDRRM Coordinator

Approved and Certified Correct by:

School Head

[Insert School Footer]