

ENCLOSURE 2



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
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August 17, 2015

Regional Memorandum No. 14 s. 2015

STANDARDIZATION OF DIVISION/SCHOOL LEVELS (DRRM) DISASTER RISK REDUCTION AND MANAGEMENT ORGANIZATION

TO : Schools Division Superintendent
Project Development Officer II
Division DRRM Focal Persons
Head, Public Elementary and Secondary Schools
School DRRM Coordinator

1. Pursuant to Republic Act (RA) No. 10121 entitled *The Philippine Disaster Risk Reduction and Management Act of 2010*, which mandates all national government agencies to institutionalize policies, structures, coordination mechanisms and programs with continuing budget appropriation on Disaster Risk Reduction and Management (DRRM) from national to local levels and DepEd Order No. 50, s. 2011 entitled *Creation of Disaster Risk Reduction and Management Office (DRRMO)*, mandating the said office to initiate and spearhead the establishment of mechanisms to prepare, guarantee protection and increase resiliency of the Department of Education (DepEd) constituents in the face of disaster, this Office enclosed **STANDARDIZATION OF DIVISION/SCHOOL LEVELS (DRRM) DISASTER RISK REDUCTION AND MANAGEMENT ORGANIZATION** to have a unitary and standardized organization that will establish proper coordination and information management relative to Division and School levels DRRM implementation.

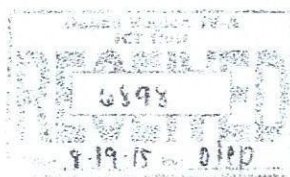
2. The roles and functions of each position/designation in the creation of standardized DRRM organization are guided by the provisions from the National Disaster Risk Reduction and Management (NDRRM) Plan 2011-2028 and RA No. 9155 or Governance of Basic Education Act of 2011.

3. This memorandum shall take effect immediately upon approval.

4. For your utmost compliance.


DIOSDADO M. SAN ANTONIO
Director IV

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Enclosure No. 1

**STANDARDIZATION OF DIVISION/SCHOOL LEVELS (DRRM) DISASTER RISK
REDUCTION AND MANAGEMENT ORGANIZATION AND THEIR ROLES AND
RESPONSIBILITIES**

1. **Chief** – is the Schools Division Superintendent (Division) and School Head (School). He/She is the highest official in the organization. He/She approves and takes charge that all the policies, plans and programs relative to DRRM are properly implemented.
2. **Deputy Chief** – is the PDO II/Project Development Officer II or any Division DRRM Focal Person (Division) and DRRM School Coordinator (School). He/She coordinates in the implementation of all DRRM policies, plans and programs.

Note: The Deputy Chief shall have a close coordination with the SGOD and CID as they are all interrelated in terms of nature of work (Division Level).

3. **Standing Committees** – These committees are created to perform different functions and address the needs relative to DRRM implementation phases.
 - *Curriculum Monitoring Assessment Committee* – This committee takes charge of the curriculum integration of DRRM in education.
 - *Curriculum Rehab Recovery Committee* – This is in charge of identifying and sustaining the temporary learning space as the need arises.
 - *Psycho-Social Processing Committee* – This group concerns of providing Psycho-Social Services especially during emergencies.
 - *Pre Post Disaster Monitoring Committee* – This committees is assigned in the monitoring and assessment before and after emergencies.
 - *Information and Communication Team* - This committee will provide the necessary information, intelligence and updates regarding DRRM for the prevention and mitigation stage of DRRM plan.
 - *Transportation Mobilization Team* This takes charge in the transportation during the response phase relative to DRRM plans.
 - *Safety and Security Team* – This will ensure the safety and security of the students before, during and after the calamities which enable them to prepare for the calamity.
 - *Facilities Assessment Team* – They will take charge in the monitoring and assessment of school buildings as part of the contingency plan of DRRM

- *Medical Supply Health Team* – They will be the one to administer of giving first-aid and proper medication during rescue operation and even preparation phase of the DRRM plan.
- *Logistics Relief Assistance Committee* – This committee oversees the relief assistance of the unit in terms of providing basic services to the victims.