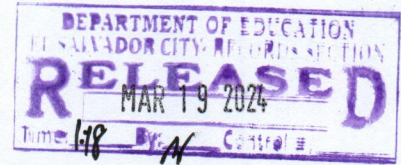




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

15 March 2024

DIVISION MEMORANDUM
NO. 120, s. 2024

**DESIGNATION AS SCHOOL DISASTER RISK REDUCTION MANAGEMENT
(SDRRM) COORDINATOR FOR PROGRAM DEVELOPMENT AND
PROJECT IMPLEMENTATION**

To: **Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Project Development Officer II
All Public Elementary and Secondary School Heads
All School DRRM Coordinators
All Others Concerned**
This Division

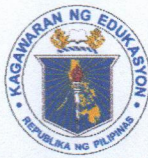
1. Pursuant to DepEd Order No. 002, s. 2024 entitled **Immediate Removal of Administrative Tasks of Public School Teachers**, this Office hereby informs the field to designate new school DRRM Coordinator and submit a copy of the designation order on or before March 22, 2024.
2. As per DepEd Order No. 21, s. 2015 section IV-B: DRRM roles and Responsibilities, the school head may serve as the school DRRM Coordinator but shall appoint an alternate among other school personnel to assist in the implementation of DRRM.
 - a. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator;
 - b. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
 - c. Ensure the conduct of an annual student-led risk identification and mapping;
 - d. Communicate notable results of risk assessment and other disaster preparedness activities to the SDO;
 - e. Serve as the point person for collaborations and coordination with local DRRM Council and other partner organizations;
 - f. Ensure that emergency hotlines are maintained, updated and posted;



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

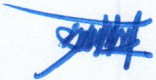
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- g. Ensure the availability of baseline data of the school;
 - h. Spearhead relevant and necessary capacity building activities for the school;
 - i. Report to the SDO any hazard affecting the school operations such as flood, conflict, fire among others;
 - j. Submit situation reports and provide real-time updates to the SDO;
 - k. Accomplish and submit Rapid Assessment of Damages Report (RADaR) within 72 hours after any hazard or emergency via SMS;
 - l. Track and report the progress of recovery and rehabilitation initiatives to the SDO;
 - m. Report and update the SDO on the demobilization of evacuation centers in schools;
3. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol set for this activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. Immediate and wide dissemination of this Memorandum is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent



Encl:

As stated

Reference:

DepEd Order No. 002, s. 2024

To be indicated in the Perpetual Index
under the following subject:

SGOD/DRRM/jee

SDRRM Coordinator
Role & Responsibility
Task/Activity



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