



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum
No. 118, s. 2022

To: Public Schools District Supervisors/ Principal In-charge of the District
Public/Private Elementary and Secondary School Heads/Principals
All others concerned
This division

From: **ROY C. TUBALLA, EMD, JD, CESO VI**
Schools Division Superintendent

Subject: Division Disaster Risk Reduction and Management DRRM Team

Date: April 17, 2023

1. In line with the Division Memorandum No. 98, Series of 2022, The Division Disaster Risk Reduction and Management DRRM Team of the Schools Division of Zamboanga del Norte, this office reiterates the composition of the Division DRRM Team, emphasizing that of Quick Response Recovery Team necessary to carry out the coordinated measures and intervention immediately after the onslaught of a hazard.
2. The Division DRRM Team shall:
 - a. Set the roles and functions of the Division Office across the four thematic areas in the Department Comprehensive DRRM in Education Framework.
 - b. Ensure relevant, appropriate, coordinated, and timely response and interventions.
 - c. Establish protocols, systems, and mechanisms for data and information management.
3. Attached are the terms of reference of the roles and functions of the Quick Response and Recovery Team QRRT and the Prevention and Mitigation and Preparedness Team.

Encl: as stated

Ref: Ref: **DO 37, series of 2015**
Disaster Risk Reduction and Management Framework in Basic Education
DO 21, series of 2015
Disaster Risk Reduction and Management Coordination and Information Protocol

RA10121/RA10821

SGODDRRMedj/Division Disaster Risk Reduction and Management DRRM Team /DM-004-2023/04-17-23

N-avigating
O-pportunities to
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I. Membership of the Division DRRM Team

The Division DRRM Team shall be led by the Division DRRM Coordinator and its composition shall be divided into two sub-teams as follows:

For the **Quick Response and Recovery Team**, the following unit/section heads of the office shall compose the team with a designated alternate:

- a. Division DRRM Coordinator
- b. The Administrative Officer
- c. The SEPS for Planning and Research
- d. The Chief Education Supervisor CID
- e. The Chief Education Supervisor SGOD
- f. The Legal Officer
- g. The Division Engineer
- h. The Information Technology Officer
- i. The Planning Officer
- j. The Medical Health Officer
- k. Youth Formation Officers
- l. The EPS for Learning Resource and Management
- m. SEPS for SMNE
- n. The Budget Officer
- o. The Records Officer
- p. The EPS for Learners with Disability
- q. The EPS for ALS
- r. The Administrative Assistant SDS
- s. The Administrative Assistant of the OSDS/SGOD

For the **Prevention and Mitigation, and Preparedness Team**, the following unit/section heads of the office shall compose the team with a designated alternate:

- a. Division DRRM Coordinator
- b. The Chief Education Supervisor SGOD





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- c. The Education Program Supervisor of the SGOD
- d. The Division Accountant
- e. The Legal Officer
- f. The SEPS/EPS SMN
- g. The SEPS/EPS HRD
- h. The SEPS/EPS SMNE
- i. The EPS for ALS
- j. The Division Engineer
- k. The information Technology Officer
- l. The Planning Officer
- m. Youth Formation Officers
- n. The Medical Health Officer
- o. The Administrative Officer for Supply
- p. The Budget Officer
- q. The Administrative Aide of the OSDS/SGOD

II. ROLES AND FUNCTIONS, QUICK RESPONSE AND RECOVERY TEAM (QRRT)

a. Roles and Functions of the QRRT

The Quick Response and Recovery Team (QRRT) shall **ensure timely, adequate, and effective response and recovery interventions in the aftermath of a disaster.**

The team shall be activated in the events where two (2) or more Schools Districts are affected by the onslaught of a disaster, provided that division QRRT shall intervene in cases where the impact is beyond the capacity of the affected district and/or when necessary.

The specific functions of the Quick Response and Recovery Team shall be guided by the two thematic areas of approach in DRRM, viz:

- **Response** is undertaken immediately after the onslaught of disaster to save our learners, minimize the impacts of secondary hazards, and ensure safety and learning continuity such as but not limited to, clean-up, installation of learning spaces, conduct of psychological first aid, generation and distribution of learners kits, teachers kits, school supplies and other form of relief items from various sources and partners. School feeding may also be considered to support the affected families and to keep the children in school.





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Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

- **Rehabilitation and Recovery** is undertaken after the onslaught of the disaster. Interventions are intended to restore normalcy by repairing and reconstructing damaged infrastructure and facilities, ensuring adherence to the “build back better” principle. These include catering to the well-being of affected learners and personnel through continuing psychosocial interventions. Recovery interventions should foster long-term sustainable and resilient development.

All concerned section/unit heads shall convene regularly for response and recovery interventions. Specific functions of the members of the QRRT are indicated in Enclosure 2. Selected members of the QRRT shall be mobilized for field visit and damage.

b. DEPLOYMENT OF QRRT

Members of the QRRT shall be deployed in following cases:

- The area has been declared under a state of calamity;
- Two (2) or more personnel or learners has been confirmed and declared deceased;
- The impact of the incident is beyond the capacity of the Schools district.

c. The QRRT Secretariat

A QRRT Secretariat shall be formed to support the administrative and logistical concerns of the QRRT. Its specific tasks include the following:

- Draft and disseminate Notice of Meetings, Minutes of the Meetings, Memorandum of deployment, and other relevant documents.
- Facilitate logistics involving meetings and other related activities such as food venue, and supplies.

The QRRT Secretariat shall be composed of the following:

- a. Division DRRM Coordinator
- b. The Administrative Officer
- c. The Administrative Aide of the OSDS
- d. The Administrative Aide of the SGOD

III. ROLES AND FUNCTIONS of the Prevention and Mitigation, and Preparedness Team (PMPT)

The prevention and Mitigation, and Preparedness Team (PMPT) is responsible for ensuring the integration of risk understanding and corresponding appropriate measures in the operations of all schools and district, in order to protect the investments of the department and strength operational and structural capacities to resume and continue services amidst disaster and emergency.

Prevention and Mitigation, and Preparedness Team shall be guided by the following:

- **Prevention and Mitigation** measures are long-term and undertaken during peace time or non-emergency periods. They are linked to regular development programs, projects, and activities, and aim to reduce the risks and impacts of hazards. The

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integration of Prevention and Mitigation measures in regular development work brings about resiliency and sustainability.

- **Preparedness** enables an individual or an organization to anticipate, respond to and recover from the risks and impacts of hazards. Projects and activities under Preparedness relate to the impending hazards, eg. Hazard-specific drills, including standard operating procedures for evacuation for evacuation, family reunification; communication and coordination, including the availability of equipment such as handheld radios; capacity building; contingency planning; service continuity planning; repositioning of equipment and supplies, etc. these must be supported by formal institutional, legal, and budgetary capacities. Preparedness is based on sound analysis of disaster risks and good linkages with early warning systems.

All PMPT members shall:

- Meet regularly on the last month of every quarter;
- Ensure coordinated activities in the integration of Prevention and Mitigation, and Preparedness measures pertaining to CCA, DRR, EiE, and Peace building into projects, programs, and Activities (PPA's);
- Ensure the proper protocol of information systems of member officials for efficient data sharing, information processing, and report generation;
- Develop a Contingency Plan to ensure learning continuity in case of a disaster.

IV. Monitoring and Evaluation

The Division DRRM Coordinator shall continually gather feedback on the implementation of the progress of the Division DRRM Team to the Chief Education Supervisor of SGOD and to the ASDS's and SDS as Deputy Incident Command Leader and Incident Command Leader respectively in case of disaster.

The Division DRRM Coordinator shall lead the development of an M and E with SMNE and concerned officials in line with the Comprehensive School Safety Framework CSSF Monitoring Tool.

Encl: as stated

Ref: **DO 37, series of 2015**

Disaster Risk Reduction and Management Framework in Basic Education

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