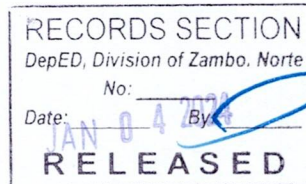




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



January 3, 2023

Division Memorandum  
No. 11, s. 2024

**UPDATING OF SCHOOL DISASTER RISK REDUCTION & MANAGEMENT  
COORDINATORS (SDRRMC) PROFILE**

TO: Public Schools District Supervisor  
Elementary and Secondary School Heads and Principals  
District Disaster Risk Reduction Management Coordinator  
All others concerned

1. In line with DepEd Order no. 33 s. 2021 titled "School-based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and Other Weather-Related Disturbances and Calamities", all school heads are required to designate a School Disaster Risk Reduction & Management Coordinator (SDRRMC).
2. The designation of the SDRRMC shall prioritize teaching or non-teaching personnel who have any of the following minimum requirements:
  - a. Has completed trainings on DRRM, Climate Change Adaptation and Mitigation, Education-in-Emergencies, and Basic Life Support preferably sponsored by DepEd, government agencies, and/or DepEd partner organizations;
  - b. Computer and internet literate;
  - c. School is readily accessible from place of residence in times of disasters or emergencies;
  - d. Is physically fit;
  - e. Able to form and sustain linkages with community stakeholders and local authorities; and
  - f. Able to discharge duties as SDRRM Coordinator for at least three (3) consecutive school years, in consideration of service continuity and maximizing the benefits from training provided.
3. All designated SDRRMC shall register to Disaster Risk Reduction and Management Information System through <https://drmis.deped.gov.ph>.
4. In cases of temporary incapacity of the SDRRM Coordinator, an alternate SDRRM Coordinator shall be designated by the School Head to ensure the continued implementation of school DRRM measures. Whenever feasible, the alternate SDRRM should be a non-teaching personnel. This is to ensure that teachers are spared from doing non-teaching related work.
5. In this connection, District are required submit list of School Coordinators Profile to the Division Office on or before **January 12, 2023** in digital copy through [ethylkimberly.salut@deped.gov.ph](mailto:ethylkimberly.salut@deped.gov.ph) and hard copy duly signed by respective District DRRM Coordinator and Public Schools District Supervisor.



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6. The data submitted (Annex A. List of School DRRM Coordinators) shall be used for validation of accounts for the DRRM Information System to allow users smoothly report natural disasters or incidents from their respective schools.
7. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 039.
8. Widest dissemination and strict compliance of this memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

Reference/s: as stated  
Enclosure/s: Annex A. List of School DRRM Coordinators

To be indicated in the Perpetual Index  
under the following subjects:  
school drrm coordinators  
DRRM profile  
DRRM/EKBSL/DM-001-2024/SDRRMCPProfile/01042024






Republic of the Philippines  
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Attachment to Division Memorandum no.     , 2024 UPDATING OF SCHOOL DISASTER RISK REDUCTION MANAGEMENT COORDINATORS (SDRRMC) PROFILE

Annex A. List of School DRRM Coordinators

Soft Copy: <https://bit.ly/SDDRMCTemplate>

  
 Republic of the Philippines  
 Department of Education  
 REGION IX ZAMBOANGA DEL NORTE  
 DIVISION OF ZAMBOANGA DEL NORTE  
 District Office

**SCHOOL DRRM COORDINATIONS PROFILE**

Date: \_\_\_\_\_  
 District: \_\_\_\_\_


**Important Note: only the Designated SDRRMC shall register to this form. School email address.**

NO.	School	Name of Coordinator	Contact Number	Email Address	Enrolled at P/AOAR? (YES/NO)	Alternate SDRRMC	Contact Number	Email Address
1								
2								
3								
4								
5								
6								
7								
TOTAL								

Prepared by: \_\_\_\_\_  
 District DRRM Coordinator

Concurred by: \_\_\_\_\_  
 PSOS

Noted: \_\_\_\_\_  
 ROY C. TUBALLA EMD, JD, CESO V  
 Schools Division Superintendent

  
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 Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)  
 FB: DepEd Tayo - Schools Division of Zamboanga del Norte  
 Tel No.: 065 212-5843  
 Website: [www.depedzn.net](http://www.depedzn.net)