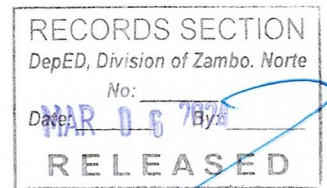




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

March 5, 2024

Division Memorandum

No. 161, s. 2024

DESIGNATION OF SCHOOL AND DISTRICT DISASTER RISK REDUCTION & MANAGEMENT (DRRM) COORDINATOR

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

1. Anchored on the DepED MATATAG agenda, the pronouncement of DepEd Order no. 2 s. 2024 titled "*Immediate Removal of Administrative Tasks of Public Teachers*" is duly supported by the Division Office's localized policy through Division Memorandum no. 256 s. 2023 titled "*Project TAFT – Taking away Ancillary Functions of Teachers: A Localized Guidelines on Unburdening of Teachers with Non-Teaching Related Duties*". This initiative aims to enhance the delivery of quality basic education by empowering teachers to focus solely on teaching, thereby removing administrative burdens.
2. In line with this objective, immediate harmonization of program ownership designation at the school and district levels is imperative to ensure the seamless integration and effectiveness of ancillary functions for non-teaching personnel.
3. Per 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).
4. The designation of the School DRRM Coordinator shall prioritize non-teaching personnel, duly assigned in the school. In the absence of a non-teaching personnel, the head of the school shall automatically take over the role as he/she has the primary responsibility for the planning, implementation, and monitoring of school-based disaster preparedness measures.

School	Designation Priority no. 1	Designation Priority no. 2
School DRRM Coordinator	<ul style="list-style-type: none">• Non-teaching personnel or• School Administration Positions, other than the head of the school. (example: for big schools Head Teacher assigned as department head, Assistant School Principal)	Head of the School
Alternate School DRRM Coordinator	<ul style="list-style-type: none">• Non-teaching personnel	Cluster AO II



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5. School Heads and designated SDRRMC shall register to Disaster Risk Reduction and Management Information System (DRRMIS) through <https://drrmis.deped.gov.ph> using their DepEd email accounts.
6. In cases of temporary incapacity of the SDRRM Coordinator, alternate SDRRM Coordinator shall use the account of the school head to submit and response DRRM-related reports in the DRRMIS and RADAR app.
7. In this connection, to ensure seamless transition of program implementation in the district level the following structure duly supervised and spearheaded by their respective PSDS/PICDs for the District DRRM Team shall be observed:

District DRRM Team	Personnel
District DRRM Coordinator	Designated School Head
District DRRM Co-Coordinator	PDO I/AO II for district without PDO I)
Members:	AOs II of the District

8. A transitional phase will begin upon the approval of this memorandum. Thereafter, the **District Project Development Officer I** will assume the position and responsibilities of the District DRRM Coordinator while **Administrative Officer II** will assume this duty in districts without a PDO I.
9. To document implementation of this memorandum, the District DRRM Team shall submit the following documents (<https://depedzn.net/link/zndrrmtemplates>) to the Division Office on or before **April 1, 2024**:
 - a. Composition of District DRRM Team (for Designation Order)
 - b. Consolidated School DRRMC Profile for (for Account validation in DRRMIS)
10. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
11. Widest dissemination and strict compliance of this memorandum is desired.

For the Schools Division Superintendent

RAYMOND M. SALVADOR CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge

Enclosure/s: Annex A. Composition of District DRRM Team
Annex B. Consolidated School DRRM Coordinators' Profile
Annex C. Designation Order Template for School DRRM Coordinators and alternate
To be indicated in the Perpetual Index
under the following subjects:
school DRRM coordinators

DRRM/EKBSL/DM-0012-2024/DRRMCoordinators/03062024



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Attachment to Division Memorandum no. _____, 2024 DESIGNATION OF SCHOOL AND DISTRICT DISASTER RISK REDUCTION & MANAGEMENT (DRRM) COORDINATOR

Annex A. Composition of District DRRM Team

District: _____

As of _____

Position	Name	Contact No.	Email Address
District DRRM Coordinator			
District DRRM Co-Coordinator			
Members: (add all the AO II of the District)			

Prepared by:

Reviewed by:

Concurred:

District DRRM Co-Coordinator

District DRRM Coordinator

PSDS/PICD

Recommending Approval:

Approved:

JOY E. LETRAN-SINGSON EMD
SGOD Chief

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



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment to Division Memorandum no. _____, 2024 DESIGNATION OF SCHOOL AND DISTRICT DISASTER RISK REDUCTION & MANAGEMENT (DRRM) COORDINATOR

Annex B. Consolidated School DRRM Coordinators' Profile

District: _____
as of _____

School ID	School	School DRRM Coordinator	Contact Number	Email address	Alternate School DRRM Coordinator	Contact Number	Email address

Prepared by:

Reviewed by:

Concurred:

District DRRM Co-Coordinator

District DRRM Coordinator

PSDS/PICD

Noted by:

JOY E. LETRAN-SINGSON EMD
SGOD Chief

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



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment to Division Memorandum no. _____, 2024 DESIGNATION OF SCHOOL AND DISTRICT DISASTER RISK REDUCTION & MANAGEMENT (DRRM) COORDINATOR

Annex C. Designation Order Template for School DRRM Coordinators and alternate

March 6, 2024

DESIGNATION ORDER

No. _____ s. 2024

TO : **FATIMA D. CASTRO**
Administrative Officer II


SUBJECT : **DESIGNATION AS SCHOOL DISASTER RISK REDUCTION AND
MANAGEMENT COORDINATOR (SDRRMC)**

1. In the exigency of service, you are hereby designated as the **School Disaster risk Reduction and Management Coordinator (SDRRMC)** of *San Carlos Elementary School* in addition to your present duties and responsibilities.
2. As such, you shall have the following duties and responsibilities.
 - 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;
 - 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 incident 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; and
 - l. Track and report the progress of recovery and rehabilitation initiatives to the SDO.
3. This Order shall take effect immediately.
4. For guidance and compliance.

Conformed:


FATIMA D. CASTRO

Date


PEDRO D. MAGUIBA
Principal II

Noe: For Schools the school head as
SDRRMC, PSDS shall sign the order.

SDRRMC Details

Contact Number:
Email Address:

Reference: DO 21 S. 2015 Disaster Risk Reduction and
Management Coordination and Information Protocol