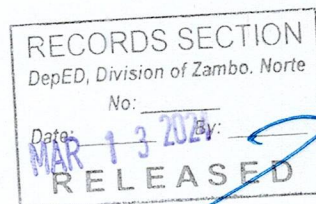




Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



March 12, 2024

Division Memorandum

No. 123, s. 2024

**RECONSTITUTION OF THE DIVISION DISASTER RISK REDUCTION AND
MANAGEMENT (D'DRRM) TEAM**

TO: Assistant Schools Division Superintendent
Functional Division Heads
Section/Unit Heads
Division Office Personnel
All others concerned

1. Adapted from DepEd Order 44 s. 2018 titled "Formation of Education Disaster Risk Reduction and Management Team in the Central Office", this Division shall have the following composition of the Division Disaster Risk Reduction and Management (DRRM) Team with the attached roles and responsibilities.
2. The composition and mobilization of the D'DRRM Team aims to mainstream the system processes of the Disaster Risk Reduction and Management Programs of this Division to reinforce the achievement of DepEd education outcomes, particularly to ensure learning continuity and other services even during disasters and emergencies. Specifically, it intends to:
 - a. set the roles and functions of division office personnel in the prevention and mitigation, preparedness, response, and recovery.
 - b. ensure coordinated and timely response and recover interventions, and
 - c. establish systems and mechanisms for data and information management and sharing among DepEd offices concerned.
3. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
4. 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. Structure of Division DRRM Team
Annex B. Composition of Division DRRM Team with Roles and Responsibilities

To be indicated in the Perpetual Index
under the following subjects:
DRRM Teams

DRRM/EKBSL/DM-0013-2024/DDRRMTeam/03122024

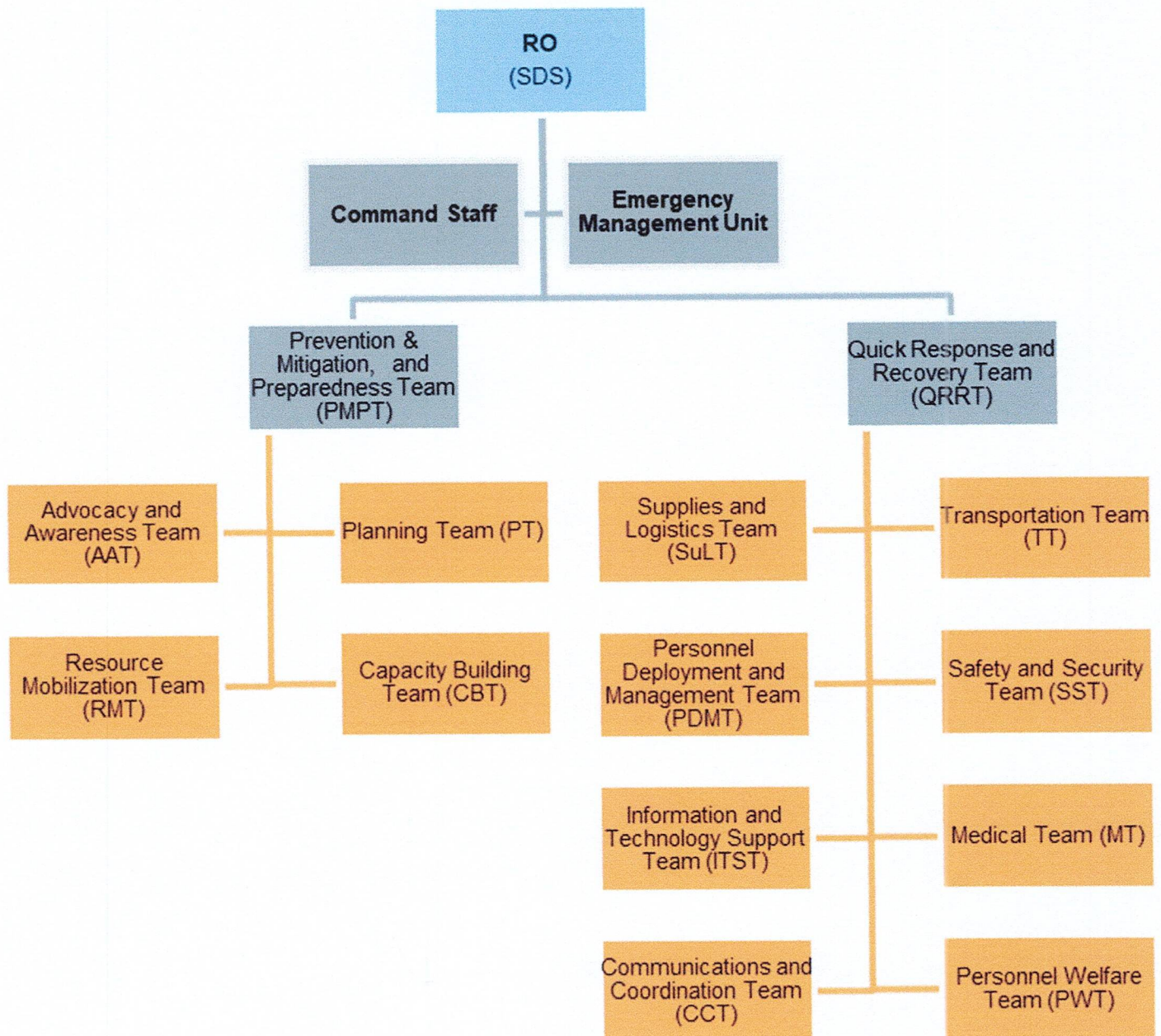


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Attachment to DM ____ s. 2024 re: RECONSTITUTION OF THE DIVISION DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) TEAM

Annex A. Structure of Division DRRM Team





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Annex B. Composition of Division DRRM Team with Roles and Responsibilities

Position

Roles and Responsibilities

Emergency Management Unit

Lead: ASDS Raymond M. Salvador
Members:
Legal Officer Atty. Rey P. Janolino
CID Chief: Zyhrine P. Mayormita
SGOD Chief: Joy E. Letran-Singson EMD
Admin: AO V Helen E. Tangon

- Shall serve in all phases of emergency to provide daily updates to the RO for organizational management, and policy formulation.
- Coordinate with internal departments, external agencies, and stakeholders to ensure effective collaboration in disaster response and recovery efforts.
- Shall recommend to RO the activation, non-activation and deactivation of response plans and teams.
- Reports directly to the RO.
- Interacts with any position within the ICS for purposes of/and always exchange information

Command Staff

Safety Officers:

MO III Sonia Y. Uy
PDO II Ethyl Kimberly S. Labadan

- Monitors hazardous/ unsafe situations.
- Develops safety procedures and safety plan.
- Has authority to stop unsafe acts on the incident.
- Participates in Planning Meetings.
- Assigns line safeties qualified to evaluate special hazards on the incident.
- Reviews and approves the medical plan.
- Ensures safety messages and briefings are made.
- Prepares press releases.
- Obtains IC approval of media news releases.
- Monitors and forwards media information that may be useful to the team.
- Arranges interviews or briefings that may be required.

Division Information Officers:

HRD EPS II Nicollette Ria E. Tangon
P&R Registrar I Hazel J. Ranjith

- Acts as a Point of Contact for agency representatives & other entities.
- Maintains a list of assisting and cooperating agencies and agency representatives;
- Assists in setting up and coordinating interagency contacts;
- Participates in Planning Meetings, provides current resource status, including

Liaison Officers:

SMN SEPS Jessie E. Elacan
SMN EPS II Eunice D. Janolino



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**Prevention & Mitigation, and
Preparedness Team (PMPT)**

- limitations and capability of agency resources; and
- Provides agency-specific demobilization information and requirements.
- Responsible for ensuring the integration of risk understanding and corresponding appropriate measures in the operations of the various offices, to protect the investments of the Department and strengthen operational and structural capacities to resume and continue services amidst disasters and emergencies.
- Disseminates information for available workshops and seminars and
- Disseminates educational materials and resources for schools.

Advocacy and Awareness Team (AAT)

Lead: HRD EPS II Nicollette Ria E. Tangon
Alt.: Hazel J. Ranjith
Sheena Marie L. Suelto
Tedee S. Tabilon
Pamela J. Bacarra

Planning Team (PT)

Lead: SGOD EPS: P&R SEPS Leonido A. Pampilo Jr.
Alt.: PO III Giparel B. Elumba
HRD SEPS: Robert I. Poculan III
SMN SEPS: Jessie E. Elacan
SMME SEPS: Wilson H. Inding
Division Eng: Eng. Dave A. Patigayon
CID EPS: Nilda Y. Galaura
CID EPS: Evelyn C. Labad
CID EPS: Arcelita B. Zamoras
Accountant: Arvie M. Ompoy, CPA
Budget Officer: Casemera V. Lunjas
Supply Officer: Jun Leonard U. Romarate
PDO I Laisa Madel M. Cinches

- Develop emergency response plans and procedures, including evacuation plans, shelter locations, and communication protocols.
- Conduct drills and exercises to test the effectiveness of emergency plans and train personnel.
- Coordinate with local authorities and emergency services to ensure alignment and integration with broader emergency response efforts.

Resource Mobilization Team (RMT)

Lead: SMN SEPS: Jessie E. Elacan
SMN EPS II: Eunice D. Janolino
PDO I Joseph L. Pantoja
AO II Edwin O. Curam

- Coordinate with government agencies, NGOs, and private sector partners to mobilize resources for emergency response.
- Maintain inventories of available resources, including personnel, equipment, and supplies.
- Establish protocols for requesting and deploying resources during emergencies, ensuring efficient coordination and utilization.



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Capacity Building Team (CBT)

Lead: HRD SEPS Robert I. Poculan III
PDO I Laisa Madel M. Cinches
SMME EPS II: Jed A. Nieves
PDO I Gekabel M. Velarde
PDO I Christian James S. Paco
Nurse II Jessica L. Caburatan
Nurse II Vicente Ramon C. Suarez

Quick Response and Recovery Team (QRRT)

Supplies and Logistics Team (SuLT)

Lead: Supply Office Jun Leonard U. Romarate
McGyver Campilan
Edwin O. Curam
Aries Mark D. Nugas
Dan Jessie Bayron
Erwin R. Clarete
Christopher O. Dagon
Julito O. Intong
Hamaya Ruth Hondanero
Lyric Ada

Personnel Deployment and Management Team (PDMT)

Lead: HRMO Marylynne Bayron
OSDS: AO V Arnel C. Masion
Alt. Rey Jayson A. Bagalanon
CID: PDO II Marvin C. Barientos
Alt: Lib II Maripil T. Gregorio
SGOD: Mary Jerica L. Ocupe
Alt: Christian O. Letran

Transportation Team (TT)

Lead: AO V Helen E. Tangon
Alt.: SGOD EPS Ervie A. Acaylar
Drivers:
Edelito Lagorra
Rogrido Lagorra

- Assist on the provision of training programs and capacity building for team members.
- Conduct capacity assessments to identify training needs and prioritize areas for skill development.
- Shall ensure timely, adequate, and effective response and recovery interventions in the aftermath of a disaster. The QRRT in the Division Office is activated in instances where two (2) or more schools are affected by the onslaught of a disaster.
- Identify and assess resource needs based on the nature and scale of the disaster and response requirements.
- Source suppliers and vendors for required goods and services, ensuring quality, reliability, and cost-effectiveness.
- Establish and maintain an inventory of available resources, including equipment, and supplies.
- Coordinate the transportation of equipment and supplies to and from a site and other locations as needed.
- Arrange for the timely delivery of resources to response teams and operational areas, ensuring they reach their destinations safely and on schedule.
- Maintains accurate records of personnel availability, status, and assignment during disruptions.
- Coordinates with HR and office/section/unit heads to manage staffing requirements.
- Coordinate the transportation of personnel, to and from a sites and other locations as needed.
- Oversees all transportation-related activities during the response operation.
- Coordinates with other response teams to assess transportation needs and priorities.
- Develops transportation plans and schedules to ensure efficient movement of personnel, equipment, and supplies.



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Alan Elam
Dexter Moreno

- Manages the dispatching of vehicles and drivers to support response operations.
- Coordinates pickups, deliveries, and transportation requests.
- Monitors vehicle movements and statuses, providing updates and instructions as needed.
- Monitor potential threats and hazards that could affect the organization during a disaster.
- Conduct risk assessments to identify vulnerabilities.
- Serve as the central point of contact for all safety and security-related matters during the disaster.
- Implement measures to secure physical assets, facilities, and infrastructure.
- Coordinate emergency response activities, including evacuation procedures, medical assistance, and security interventions.
- Establish evacuation procedures and routes to ensure the safe evacuation of personnel from affected areas.
- Coordinate the setup and management of emergency shelters or evacuation centers displaced individuals.

Safety and Security Team (SST)

Lead: Ervie A. Acaylar
SMME SEPS: Wilson H. Inding
Eng. Dave A. Patigayon
Eng. Franklin Anto
CID EPS Leynie Boy G. Bellino
CID EPS Mickrel N. Duller
Ronnie A. Lumanao
Joven A. Cainta
Allan S. Belarmino
Elmer O. Barte
Thaddeus A. Acaylar
Arthur Nacilla
Arnold Sumalpong
Juffriend D. Roxas

Information and Technology Support Team (ITST)

Lead: ITO I Julius O. Belagantol
CID EPS Jalderita Dublico
Lougen Magbanua
Oliver Morandarte
Lorene V. Agustine
Eng. Dominador Otud
Ma. Kristine Z. Ragay
Jed A. Nieves

- Provide technical support and assistance for communication and information technology systems used during response operations.
- Ensure the functionality and availability of communication tools, including phones, computers, radios, and internet connectivity.
- Troubleshoot technical issues, address connectivity problems, and implement solutions to minimize downtime and disruptions.
- Assess and address the mental health needs of patients and caregivers, including counseling, crisis intervention, and referrals to mental health services.
- Conduct rapid triage assessments to prioritize patients based on the severity of their injuries or medical conditions.
- Provide immediate medical care and interventions to stabilize patients with life-threatening injuries or conditions.

Medical Team (MT)

Lead: Cheryl V. Ocupe
Dentist II: Joy Labog
Dentist II: Glinda Oca
Horlita Balais
Ramon Vicente C. Suarez
Ma. Gina Chiong
Jessica L. Caburatan
Josephine U. Dano
Field Nurses



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**Communications and Coordination
Team (CCT)**

Lead: Nicollette Ria E. Tangon
Alt: Hazel J. Ranjith
Sheena Marie L. Suelto
Tedee S. Tabilon
Mary Jerica L. Ocupe
Leahlyn M. Jaralve
CID EPS Anita Subebe
CID EPS Fe Jebone
CID EPS Grace Dela Cruz

- Coordinate patient transport and evacuation to medical facilities for further evaluation and treatment.
- Coordinate with other medical teams, emergency responders, and healthcare facilities to ensure seamless integration of medical services and resources.
- Serve as the primary point of contact for internal and external communications related to the response effort.
- Establish and maintain communication channels, including phone lines, email, radio, and social media platforms, to ensure timely and accurate information dissemination.s
- Coordinate with other response teams, stakeholders, and partners to exchange information, provide updates, and address inquiries and requests.

Personnel Welfare Team (PWT)

Lead: HRD SEPS Robert I. Poculan III
Alt.: CID EPS Arthuro J. Lamdag
Nurse II Josephine U. Dano
Nurse II Ma. Gina Chiong
CID EPS Evelyn C. Labad
CID EPS Janet N. Recamara
Gemma Trumata
Ana May G. Ortega
Rovelyn C. Balahan
Atty. Noriza Jean Daga
Atty. Christine Joyce Paco
Trained PFA Providers

- Provide psychological first aid and emotional support to survivors experiencing distress, anxiety, or trauma because of the disaster.
- Facilitate the reunification of personnel with their family members who may have been separated during the disaster.
- Ensure access to basic health services, including first aid, medical screenings, and hygiene facilities, to maintain personnel health and well-being.
- Coordinate the setup and operation of emergency shelters or accommodation facilities for displaced personnel.
- Ensure that shelters are equipped with essential amenities, including food, water, bedding, and sanitation facilities.