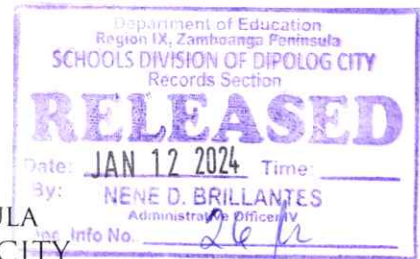




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



January 12, 2024

DIVISION MEMORANDUM

No. 26, s. 2024

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

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISOR
DIVISION DRRM COORDINATOR
DIVISION DRRM TEAM
This Division
All Other Concerned

1. Relative to DepEd Order No. 044, s.2018, DepEd issued the formation of DRRM Team in the Central Office (CO) incorporating therein the roles and functions of such team before, during, and after the onslaught of hazards for the purpose of ensuring learning continuity.
2. The policy aims to mainstream DRRM in the system, processes, and policies of the Department to reinforce the achievement of DepEd education outcomes, particularly to ensure learning continuity and other services even in the midst of disasters and emergencies.
3. Moreover, RA 10121 or the Philippine DRRM Act of 2010 mandates an all-of-government and inter-agency approach to DRRM in the country and the integration of climate change adaptation measures as prescribed below:

“Mainstream disaster risk reduction and climate change in development processes such as policy formulation, socioeconomic development planning, budgeting, and governance, particularly in the areas of environment, agriculture, water, energy, health, education, poverty reduction, land-use and urban planning, and public infrastructure and housing, among others;” and...

“Institutionalize the policies, structures, coordination mechanisms, and programs with continuing budget appropriation on disaster risk



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reduction from national down to local levels towards building a disaster-resilient nation and communities.” (Section 2, RA 10121)

4. Hence, to ensure that such policies are consistent with the different level of governance in the department, this Division will reconstitute its DRRM team with the intention of:
 - a. Setting the roles and functions of the team in the prevention and mitigation, preparedness, response, rehabilitation and recovery;
 - b. To ensure coordinated and timely response and recovery interventions; and
 - c. To establish systems and mechanism for data and information management and sharing among DepEd offices and schools concerned.
5. Kindly refer to the enclosure for the structure and membership composition of the DRRM Teams and other teams that may be activated.
6. For any clarification and concerns, contact or coordinate with ALAN D. CHIU, the Division DRRM Coordinator, at 0907-054-7070.
7. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: none

Reference: As stated

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

SGOD, DRRM	EOC
DRRM Team	ICS
Division	IMT

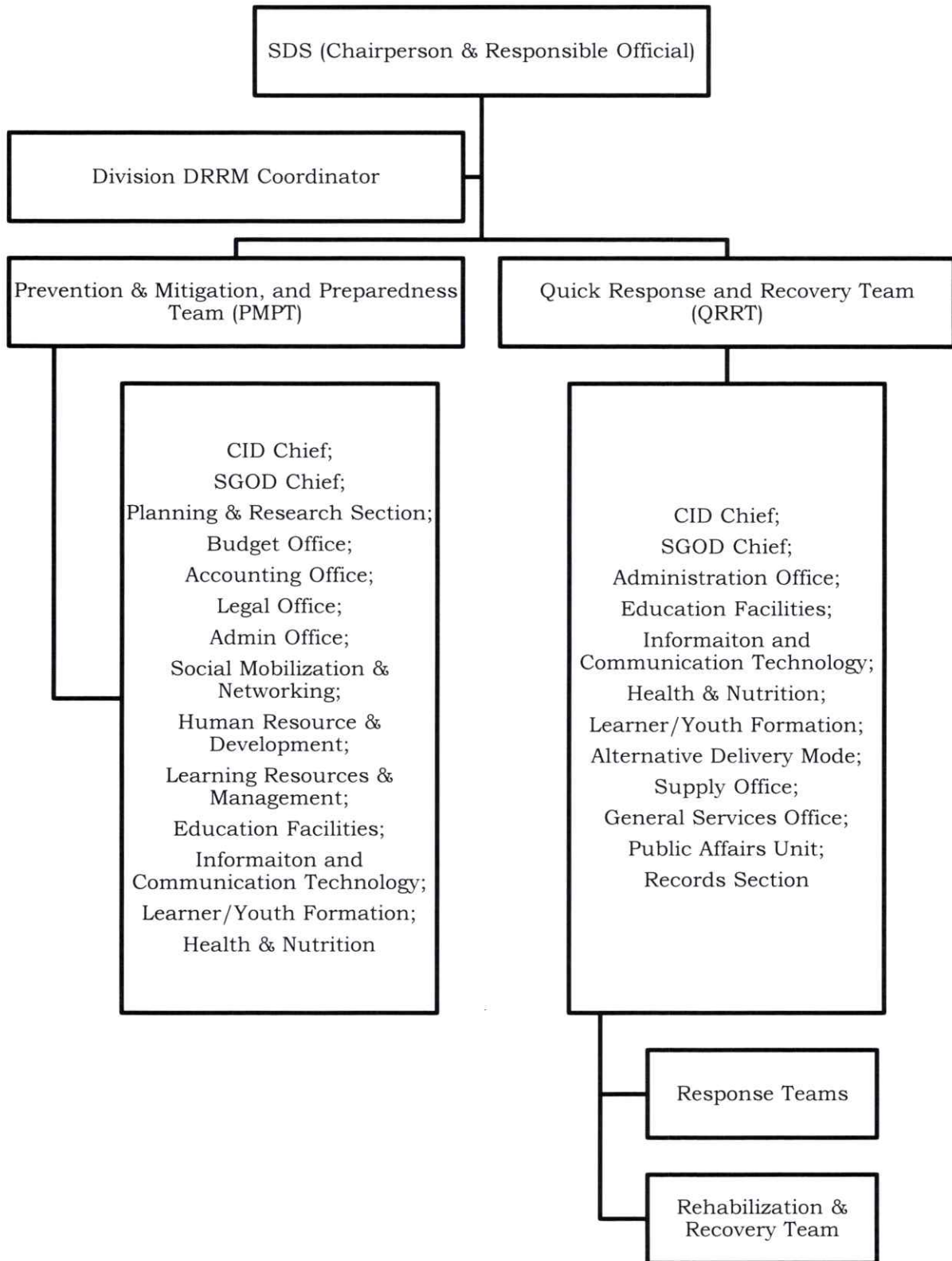
ADC/20240112-DM-DRRM-Team
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ENCLOSURE:

I. Structure and Membership of the Division DRRM Team



II. Roles and Functions of the DRRM Teams

a. Prevention & 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 the various offices, in order to protect the investments of the Department and strengthen operational and structural capacities to resume and continue services amidst disasters and emergencies.

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

Many disaster Prevention and Mitigation measures support climate change adaptation and mitigation. These include resilient school building design and standards, tree planting, waste management, and capacity building. Another important Prevention and Mitigation work is the integration of DRRM and CCAM in the curriculum, and into the training of Department personnel, school heads, and teachers.

- II. **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, e.g. hazard-specific drills, including standard operating procedures for evacuation, family reunification; communication and coordination, including the availability of equipment such as handheld radios; capacity building; contingency planning; service continuity planning; prepositioning 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.

b. Quick Response and Recovery Team

The Quick Response and Recovery Team (QRRT) 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. Depending on the scale of the impact of the disaster, the Division Office may activate its **Incident Management Team (IMT)** and may deploy additional teams as may be deemed necessary, such as but not limited to:

- i. Rapid Damage Assessment and Needs Analysis (RDANA) Team
- ii. Evacuation Team
- iii. Medical Response Team

- iv. Rescue Team
- v. Fire Response Team
- vi. Personnel Tracking Team

If the impact is beyond the capacity of the affected office; the office shall coordinate to the Dipolog City DRRM Council, through its Emergency Operations Center (EOC), for the augmentation of needed response activities.

The specific functions of the Quick Response and Recovery Team shall be guided by the following:

III. **Response** is undertaken immediately after the onslaught of the disaster to save lives, minimize the impacts of secondary hazards, and ensure safety and learning continuity.

Regular response interventions include provision of funds for clean-up and installation of temporary learning spaces (TLS), replacement of damaged computer packages and learning resources, conduct of psychological first aid (PFA), generation and distribution of learners' kits, teachers' kits, and school supplies; and hygiene kits, dignity kits, and other forms of relief items from partners. School feeding may also be employed upon resumption of classes to support affected families in sending back their children to schools.

IV. **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.

III. Emergency Operations Center

Position	Names (Primary and Alternate)
EOC Manager	Asst. Schools Division Superintendent
	(Alternate) CID Chief
Operations Coordinator	SGOD Chief
	(Alternate)
Planning Coordinator	Planning Officer
	(Alternate)
Logistics Coordinator	Administrative Officer
	(Alternate) Supply Officer
Finance/ Admin Coordinator	Budget Officer
	(Alternate) Accounting Officer
Public Information Officer	Public Affairs Unit
	(Alternate) TBD



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The Emergency Operations Center (EOC) is a designated facility that is staffed and equipped with resources to undertake multi-stakeholder coordination, manage information, and facilitate resource mobilization.

EOC exists to support incident operations by performing various coordination functions. From the name itself, an EOC operates during an emergency situation; its main role is to support incident operations. During normal situation, it can be called as Operations Center (OpCen).

Common Functions of the EOC/OpCen:

- i. Conducts normal monitoring
- ii. Produces routine reports and office works
- iii. Issues day-to-day advisories
- iv. Produces situation reports
- v. Disseminate Public Warnings
- vi. Collect, analyze, manage, and disseminate information
- vii. Develop common operating picture
- viii. Set response and early recovery priorities
- ix. Support resource management
- x. Coordinates requirements, information and resources for a particular response operation
- xi. Assist in issue-resolution
- xii. Conduct press briefings

IV. Incident Management Team

Position	Names (Primary and Alternate)
Incident Commander	Ronillo S. Yarag
	(Alternate) Neil Nonato F. Sebastian
Public Information Officer	TBD
	(Alternate) TBD
Liaison Officer	TBD
	(Alternate) TBD
Safety Officer	Rambelle C. Flores
	(Alternate) Alan D. Chiu
Operations Section Chief	Neil Nonato F. Sebastian
	(Alternate) Alan D. Chiu
Planning Section Chief	Alan D. Chiu
	(Alternate) Neil Nonato F. Sebastian
Logistics Section Chief	Luisiano S. Murro Jr.
	(Alternate) Engr. Christopher Ace B. Bael
Finance/Admin Section Chief	TBD
	(Alternate) TBD

Note: IMT can only be occupied by trained personnel on Basic Incident Command System (ICS) Course

ICS is a standard, on-scene, all-hazard incident management concept that can be used by DRRMCs at all levels, particularly response groups.

It is a universally accepted concept, a response mechanism attuned to international guidelines. ICS is used on the spot or at the actual scene of the



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incident. It can be applied for all types of disasters, whether caused by natural or human-induced hazards.

ICS is made practically for all stakeholders, whether government or non-government disaster managers and responders.

Roles and Functions of the IMT:

- i. Incident Commander (IC)
 - Receives authority from the RO
 - Sets incident objectives
 - Leads the tactical incident response
 - Note: First responder is automatically the IC.
- ii. Public Information Officer (PIO)
 - Focal person for information dissemination
 - Works closely with other PIOs and the media
- iii. Liaison Officer (LOFR) - Contact point for representatives of assisting and cooperating agencies
- iv. Safety Officer (SOFR)
 - Anticipates, detects, and corrects unsafe situations
 - Has emergency authority to stop unsafe operations
- v. Operations Section
 - Directs execution of all tactical operations
 - Usually the first organization assigned to the incident
 - Headed by Operations Section Chief (OSC)
- vi. Planning Section
 - Collects, evaluates and processes information
 - Develops Incident Action Plan
 - Maintains situation and resource status
 - Headed by Planning Section Chief (PSC)
- vii. Logistics Section
 - Provides resources and all other services to support the responders
 - Headed by Logistics Section Chief (LSC)
- viii. Finance/ Administration Section
 - Monitors incident costs
 - Maintains financial records
 - Administers procurement contracts
 - Performs time recording
 - Headed by Finance/Admin Section Chief (FSC)

In applying the ICS structure: (a) ICS positions are different from office titles; (b) Activate the other positions only when needed; and (c) Rank does not apply in ICS.