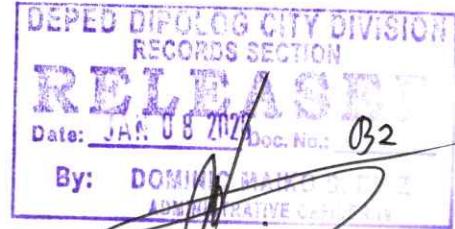




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



January 7, 2026

DIVISION MEMORANDUM

No. 02 s. 2026

**UPDATED PROFILING OF SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (SDRRM)
COORDINATORS AND ALTERNATE SDRRM COORDINATORS PURSUANT TO DO. 33 S, 2021**

To: Assistant Schools Division Superintendent
Chief, SGOD
Chief, CID
Education Program Supervisors
Public Schools District Supervisors
All Elementary and Secondary School Heads
All School DRRM Coordinators and Alternates
All School DRRM Teams
All Others Concerned

1. In line with the continuous strengthening of disaster risk reduction and management capacities in schools and in compliance 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 schools are directed to submit their updated School DRRM Coordinator (SDRRMC) and Alternate School DRRM Coordinator (ASDRRMC) profiles with corresponding designation orders.
2. This profiling activity aims to maintain an accurate database of SDRRM Coordinators and their Alternates across the division to ensure effective coordination, communication, and implementation of disaster preparedness and response measures.
3. All School Heads are hereby directed to review and update their SDRRM Coordinator designation in accordance with the guidelines set forth in DO 33, s. 2021. In designating or confirming SDRRM Coordinators, School Heads shall designate from the pool of permanent school personnel, one (1) non-teaching staff to serve as the SDRRM Coordinator in compliance with DepEd Order No. 002, s. 2024.
4. School personnel who satisfy the given minimum criteria shall be prioritized:
 - 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 trainings provided.
5. 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 Coordinator should be a non-teaching personnel.
6. In case of schools without existing non-teaching personnel, the School Head is by default, the School DRRM Coordinator, in adherence to DepEd Order No. 33, s. 2021 Part V Section 12 which states that the "School Head shall be primarily responsible for the planning, implementation, and monitoring of school-based disaster preparedness measures. As such, accountability for impacts and damages to school facilities and resources due to negligence and/or non-compliance to disaster preparedness measures shall rest upon the

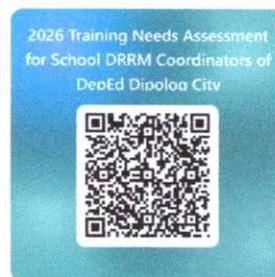
School Head. Performance reports on Disaster Risk Reduction and Management (DRRM) shall be included in the School Head's permanent records." The same issuance substantiates and updates DepEd Order No. 21, s. 2015 titled Disaster Risk Reduction and Management Coordination and Information Protocol.

7. Enclosed in this Memorandum is the prescribed template for the Designation Order of School DRRM Coordinator/Alternate School DRRM Coordinator.
8. Recognizing that collaborative efforts are critical in times of disasters and emergencies, this Division directs all schools to reconstitute or update their **School DRRM (SDRRM) Team** to lead in the implementation of preparedness and response measures.
9. Attached is the prescribed SDRRM Team Composition, however, in cognizance of the differing contexts, needs, and capacities, School Heads shall exercise prerogative and flexibility in constituting their respective SDRRM Teams. Furthermore, schools are encouraged to engage learners, their families, and community stakeholders in their SDRRM Team to the extent deemed safe, feasible, and necessary.
10. In view of emergency response services rendered by SDRRM Teams in times of calamities and emergencies, concerned personnel may be granted vacation service credits (VSC) for teaching personnel or compensatory time off (CTO) for non-teaching personnel, in lieu of overtime pay, subject to provisions of DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, which grants teaching personnel credits for services rendered during periods of calamity and rehabilitation when schools are used as evacuation centers; DepEd Order No. 30, s. 2016 titled Guidelines on the Rendition and Payment of Overtime Services for DepEd Non-Teaching Personnel which allows for the rendition of overtime services for relief, rehabilitation, reconstruction, and other related work or services during calamities and disasters by non-teaching personnel; and other relevant policies, in accordance to the guidelines set by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), and DBM Budget Circular No. 2, s. 2015.
11. Integration of DRRM in subject areas are teaching-related tasks and shall continue to be a part of the Comprehensive School Safety Monitoring and Evaluation guided by DepEd Order No. 37, s. 2015 or The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework.
12. The updated **SDRRM Coordinator/Alternate SDRRMC profile** with signed and approved **Designation Order** and **School DRRM Team Composition** shall be uploaded through the MS Form link provided below or by scanning the QR code: <https://tinyurl.com/SDRRMC2026Directory>



13. Consequently, designated SDRRM Coordinators and Alternate SDRRM Coordinators are directed to fill out the **2026 Training Needs Assessment** form via the link provided below. Input all trainings attended within the past 3 yearsData gathered from this Training Needs Assessment will be used to identify the most urgent training needs of the identified SDRRM Coordinators and Alternate SDRRM Coordinators:

<https://tinyurl.com/2026TrainingNeedsAssessment>



14. The deadline for submission is **January 30, 2026**. For questions and/or clarifications, you may contact the **DIVISION DRRM COORDINATOR**, Mr. Christian James S. Paco at **[09614615305]** or email drrm.dipolog@deped.gov.ph
15. Immediate and widest dissemination of this Memorandum is desired.



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

Encl.: Annex A SDRRMC Designation Order Template
Reference: as stated

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

DRRM SCHOOL DRRM COORDINATOR
CISP/ 20260107-DM-SDRRM-PROFILING

ALTERNATE SDRRMC

SCHOOL DRRM TEAM



Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd – Schools Division of Dipolog City

Annex A. Designation
Order Template for School
DRRM Coordinators and
Alternate SDRRMC



Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY

DESIGNATION ORDER
No. ____ s. 2026

January 7, 2026

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

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

1. In the exigency of service, you are hereby designated as the School Disaster Risk Reduction and Management Coordinator (SDRRMC) of St Peter 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 Division DRRM Coordinator;
 - b. Initiate 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 Barangay 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 via the Incident Management Reporting System (IMRS) within 72 hours after hazard;
 - k. 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.

Note: For Schools
where the school head
is the SDRRMC, the
District PSDS shall
sign the order.

(Signed)
PEDRO D. MAGUIBA
Principal II

Conformed:

FATIMA D. MATUMPAG
Date

SDRRMC Details

Contact Number:
Email Address:

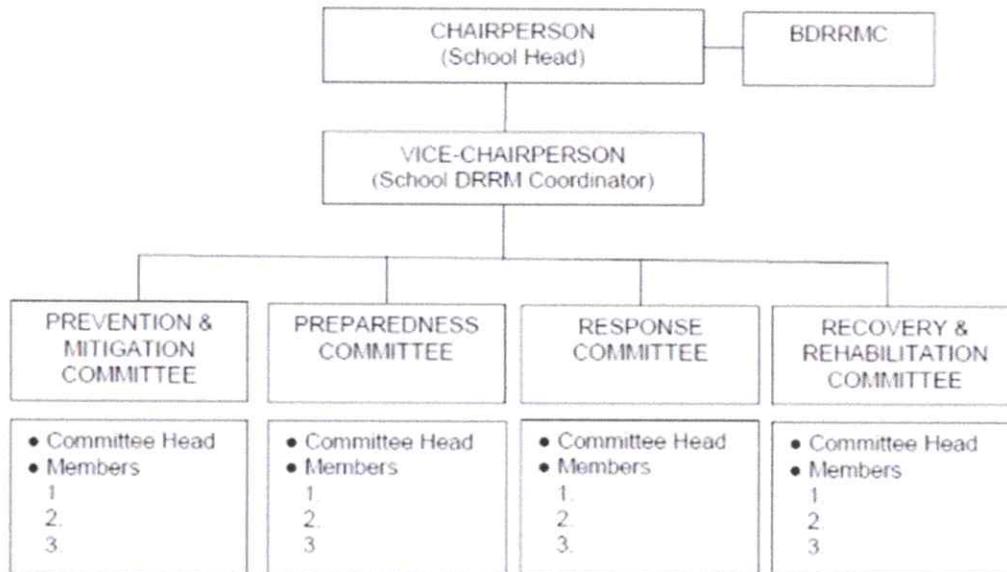
Reference: DO 21 s. 2015 Disaster Risk Reduction and Management Coordination and Information Protocol



Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd – Schools Division of Dipolog City

Annex B. Suggested School DRRM Team Structure. Structure may be changed depending on school personnel availability.

SCHOOL DRRM TEAM



Note: The number of committee members may depend on the number of school personnel, teaching and non-teaching

Chairperson

- Over-all lead
- Makes key strategic directions
- Official representative of DepEd to the Local Disaster Risk Reduction Council (BDRRMC)
- Official lead of the Local Education Cluster

Vice-Chairperson

Alternate to the Chairperson
DRRM Coordinator

- Support coordination to the chairperson
- Acts as focal person for the Local Education Cluster
- Coordinates with the District and Division DRRM

Prevention and Mitigation Committee

- Take lead in the prevention and mitigation activities. These are actions or activities schools take to prevent threat from occurring and actions schools and districts take to eliminate or reduce the loss of life, injuries, and property damage from an emergency event.

Preparedness Committee

- Take lead in preparedness activities like capacity building for learners, teachers and non-teaching personnel, ex. First Aid trainings, Psychological First Aid trainings, Earthquake Drills, Information and Education campaigns on Emergencies, etc.

Response Committee

- Take lead during response phase. The committee ensures the effective response initiatives shall be provided during an emergency event, and educational programming; the physical provide for the immediate needs of environment; business operations; and students and staff.

Recovery and Rehabilitation Committee

- Take lead in recovery initiatives such as teaming with community partners to restore during an emergency event, and educational programming; the physical social, emotional, and behavioral health.