

**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona St., City of Malaybalay  
 Contact Numbers: 813-2894, 221-4597

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



November 7, 2013

061  
 DepEd MALAYBALAY CITY DIVISION  
**RELEASED**

**DIVISION MEMORANDUM**  
 No. 314 s. 2013

Date: 11/7/13 Time: 5:00pm  
 By: [Signature]

**ACTIVATION OF DIVISION EMERGENCY OPERATION CENTER**  
**(PER COMMUNICATION DATED NOVEMBER 6, 2013**  
**RE: PREPARATIONS FOR TYPHOON YOLANDA)**

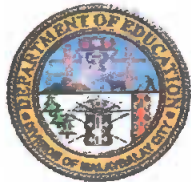
**TO :** Promotional Staff  
 Public Schools District Supervisors  
 School Heads (Elementary and Secondary)  
 Section Heads  
 All Others Concerned

*[Signature]*  
**FROM : EDILBERTO L. OPLENARIA**  
 Schools Division Superintendent

1. In consonance to the herein communication dated November 6, 2013 from the Honorable Undersecretary Rizalino D. Rivera of the Department of Education re: Preparations for Typhoon YOLANDA, this Office hereby activates its Division Emergency Operation Center.

2. The **Division Emergency Operation Center** is hereby created with the following compositions, to wit:

- Chairperson : **Edilberto L. Oplenaria**  
Schools Division Superintendent
- Co-Chairperson : **Analy L. Ocier**  
EPS/Division Coordinator of CDRRMC
- Members : **Luis S. Alajar, Jr.**  
EPS/Division Physical Facilities Coordinator
- Ralph T. Quirog**  
Education Program Supervisor
- Noel Tan Nery**  
PSDS, Malaybalay City West District
- Lorenzo O. Capacio, Ed.D.**  
PSDS, Malaybalay City South District



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**Teofilo Ontoy, Jr.**

Principal I, Kalasungay ES/District Caretaker,  
Malaybalay City North District

**Jutchel L. Nayra, DPA**

Administrative Officer V

**Nancy L. Dequito**

Nurse II/Division Nurse-In-Charge

3. The **Division Emergency Operation Center** shall perform the following duties and responsibilities:
  - a) Monitor weather news through television, radio or social media;
  - b) Keep constant communication;
  - c) *Coordinate with LGUs for suspension/resumption of classes;*
  - d) Remind school heads to coordinate with barangay leaders for possible evacuation areas. If schools will be used for evacuation, open them for evacuees. Inform DRRMO which schools are used as evacuation center and the number of families occupying the center;
  - e) Remind DRR focal person to gather data for RADAR reports and to keep in touch with the DRRMO;
  - f) Remind Division Engineer and the Physical Facilities Coordinator to gather data on physical facilities damages and to constantly keep in touch with the Physical Facilities and Schools Engineering Division (PFSED) and DRRMO;
  - g) Coordinate with all school heads and collect reports regarding the status of all schools and submit them immediately to the Regional Office for consolidation.
  - h) Receive and consolidate report from the schools;
  - i) Monitor schools used as evacuation centers; and,
  - j) Monitor affected DepEd employees, students, and pupils.
  
4. For widest dissemination.

Encl.:

As stated

Copy furnished:

Records Section

TO BE POSTED IN THE WEBSITE