



Republic of the Philippines
Department of Education

DIVISION OF MALAYBALAY CITY

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DIVISION MEMORANDUM

No. 311, s. 2019

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Elementary and Secondary School Heads
All Others Concerned

FROM: REBONFAMIL R. BAGUIO
Schools Division Superintendent
11 Sept '19

DATE: September 9, 2019

SUBJECT: GUIDELINES AND CRITERIA FOR 2019 DRRM ICON

1. Relative to Division Memorandum No. 291, s. 2019 re: 2019 Institutional CONferment (ICON), attached is the guidelines and criteria for 2019 DRRM ICON category.
2. Each district is encouraged to conduct District Search for DRRM ICON and endorse to this Office their nominees as District level representatives on or before September 20, 2019 (Friday) Attention: **JIMDANDY S. LUCINE**, Project Development Officer II (DRRM).
3. Validation of nominees shall start on September 23, 2019 and the results shall be submitted to the Division Awards Committee on or before September 27, 2019.
4. Should there be queries, contact **Jimdandy S. Lucine** through 0917 115 6864.

Encls: As stated

Copy Furnished: Records Unit | DRRM
TO BE POSTED IN THE WEBSITE

GUIDELINES ON THE 2019 Institutional Conferment
DRRM ICON Category

I. PURPOSE

This award shall be given to school teachers or personnel who are designated as **School DRRM Coordinators** in recognition of their extra-ordinary effort and love to implement one of the mandates of the Department which is to ensure safe and motivating learning environment.

The DRRM ICON shall be the Outstanding School DRRM Coordinator in Secondary School and Outstanding School DRRM Coordinator in Elementary School.

II. SELECTION CRITERIA

Outstanding School DRRM Coordinators shall be selected following the criteria and must be endorsed by their districts:

1. Length of service as School DRRM Coordinator
2. Submission of Quarterly NSED Reports
3. Trainings, Seminars, or Conferences on DRRM/CCA/EiE attended
4. DRRM/CCA/EiE – related Awards or Recognitions received
5. DRRM/CCA/EiE Innovation
6. Localization/Adaption/Adoption of DRRM/CCA/EiE Policies in schools
7. DRRM/CCA/EiE – related capacity building activities conducted in schools
8. Speakership in a DRRM/CCA/EiE trainings or symposia
9. Basic Research or Action Research on DRRM/CCA/EiE
10. Partnerships to support the school in times of emergencies

III. ELIGIBILITY

School DRRM Coordinator who aspire for the award must be:

1. Regular employee of this Division
2. Designated as School DRRM Coordinator
3. Winner of the District-level search for DRRM ICON (Outstanding School DRRM Coordinator in Elementary and Secondary levels)

IV. AWARD

The winner in Outstanding School DRRM Coordinator – Secondary Level and Outstanding School DRRM Coordinator – Elementary Level shall receive **Certificate of Recognition and a Plaque**. They will also be entitled for a **One Day Service Credit**.

V. SELECTION PROCESS

1. School DRRM Coordinators must be nominated or recommended by their districts. The process of nomination shall be set by each district.
2. Submission of District Nominees for this award shall be on **September 20, 2019 (Friday)** together with the supporting documents for each criterion.
3. Division validation of documents and rating shall be done on **September 23 – 27, 2019**. The nominees will be evaluated using the rubrics found in VI.
4. **There can only be one Outstanding School DRRM Coordinator in Elementary and Secondary Levels**. In case of tie, the Division Selection Committee for DRRM ICON may conduct interview to the concerned nominees. The points received in the interview shall then be added to the total school earned using the rubrics found in VI.

VI. RUBRICS

The rubrics to be used by the Division Selection Committee for DRRM ICON is found below.

NO	CRITERIA	EVIDENCES	RATING				
			1	2	3	4	5
1	Length of service as School DRRM Coordinator (from 2015 to third quarter of 2019)	Duly signed Office Order by School Heads (from 2015 to 2019). Office Orders with no indicated tenureship such as those with "until revoked" statement and the like shall be accepted with additional certification from School Heads certifying that currently there are no other teacher assigned as School DRRM Coordinator.	One to six months	Six to Twelve months	Thirteen to Twenty four months	Twenty five to Thirty six months	More than Thirty six months

NO	CRITERIA	EVIDENCES	RATING				
			1	2	3	4	5
2	Submissions of Quarterly Nationwide Simultaneous Earthquake Drill Reports (from first quarter to third quarter of 2019 only)	Hard copy NSED reports from deped.in/drrmportal	Most reports were submitted beyond the scheduled dates of submission	Most reports were submitted on the scheduled dates of submission	All reports were submitted on the scheduled dates of submission	Most quarterly reports were submitted ahead of the scheduled dates of submission	All quarterly reports were submitted at least one day before the scheduled dates of submission
3	Trainings, seminars, or Conferences on DRRM, CCA, or EiE hosted by the Division or DRRM-related agencies that were attended in 2015-2019.	Certificate of Participation (or Recognition)	Attended school or barangay level training, seminar, or conferences on DRRM/CCA/EiE	Attended district level training, seminar, or conferences on DRRM/CCA/EiE	Attended Division or City level training, seminar, or conferences on DRRM/CCA/EiE	Attended Region level training, seminar, or conferences on DRRM/CCA/EiE	Attended National level training, seminar, or conferences on DRRM/CCA/EiE
4	Awards or Recognitions received for meritorious performance in DRRM/CCA/EiE in 2015-2019.	Certificate of Recognition, Trophies, Medals, or Plaques. Titles such as Outstanding, Most, Best and the like must be stated in the evidences to be presented.	School or Barangay level recognition or award	District level recognition or award	Division or City level recognition or award	Regional level recognition or award	National level recognition or award
5	DRRM/CCA/EiE Innovation	Documents that shows recognition of innovation and its implementation	Innovation was recognized in school	Innovation was recognized in district level	Innovation was recognized in division level	Innovation was recognized in regional level	Innovation was recognized in national level

NO	CRITERIA	EVIDENCES	RATING				
			1	2	3	4	5
6	Localize/Adapt/Adopt policies for DRRM/CCA/EiE in schools (from 2015-2019)	<p>Compilation of localized/adapted/adopted policies for DRRM/CCA/EiE in schools</p> <p>Documents that will prove implementation of policies (e.g. accomplishment reports, IEC campaign on the implementation of the policies, photos of tangible evidences on the implementation of policies, etc.)</p>	<p>At least one policy on DRRM/CCA/EiE were localized/adapted/adopted.</p> <p>Documents presented satisfactorily prove that policy was implemented.</p>	<p>Two to four policies on DRRM/CCA/EiE were localized/adapted/adopted.</p> <p>Not all documents presented satisfactorily prove that policies were implemented.</p>	<p>Two to four policies on DRRM/CCA/EiE were localized/adapted/adopted.</p> <p>All documents presented satisfactorily prove that policies were implemented.</p>	<p>At least five policies on DRRM/CCA/EiE were localized/adapted/adopted.</p> <p>Not all documents presented satisfactorily prove that policies were well implemented.</p>	<p>At least five policies on DRRM/CCA/EiE were localized/adapted/adopted.</p> <p>All documents presented satisfactorily prove that policies were well implemented.</p>
7	DRRM/CCA/EiE related capacity building activities conducted in schools in 2018-2019	Accomplishment reports of activities conducted.	Only one activity was conducted	Two to three activities were conducted	Four to five activities were conducted	Six to eight activities were conducted	More than eight activities were conducted.

NO	CRITERIA	EVIDENCES	RATING				
			1	2	3	4	5
8	Speakership during capacity building activities on DRRM/CCA/EiE in 2015-2019	Certificate of recognitions	Speakership in school level	Speakership in district level	Speakership in division level	Speakership in regional level	Speakership in national level
9	Basic Research or Action Research relating to DRRM/CCA/EiE in 2015 - 2019	Duly bound Basic Research or Action Research	Recognized in school level	Recognized in district level	Recognized in division level	Recognized in regional level	Recognized in national level
10	Partnerships to support the school in times of emergency	Memorandum of Agreement or Memorandum of Understanding List of partners for DRRM/CCA/EiE	Has partners but does not have MOA/MOU	Has one partner with MOA/MOU	Has two partners with MOA/MOU	Has three partners with MOA/MOU	Has more than three partners with MOA/MOU