



2020 - 9445

Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF MALAYBALAY CITY

DM - 2020 - 02 - 73  
DEPED MALAYBALAY CITY DIVISION  
DATE: FEB 11 2020  
TIME: 11:45  
BY: [Signature]

**Division MEMORANDUM**

No. 73, s. 2020

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
All Others Concerned

**FROM:**  **VICTORIA V. GAZO**  
Schools Division Superintendent

**DATE:** February 10, 2020

**SUBJECT: FORMATION AND ACTIVATION OF THE DIVISION DISASTER RISK REDUCTION AND MANAGEMENT COMMITTEE**

1. Pursuant to DepEd Memorandum No. 15, s. 2020 re: First Set of Policy Directives of the DepEd Task Force nCoV, the field is hereby informed of the attached composition of the Division DRRM Committee to manage the division response to nCoV. Being a public health concern, the lead shall be the School Health Section supported by Division DRRM Coordinator.
2. Roles and functions in the committee are adapted from DepEd Order No. 44, s. 2018 re: Formation of the Department of Education Disaster Risk Reduction and Management Team in the Central Office.
3. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through **09171156864**.

Encls: As stated

Copy Furnished: Records Unit | DRRM | School Health Section



**Address:** Sayre Highway, Purok 6, Casisang, Malaybalay City  
**Telefax:** (088) 314 - 0094  
**Email Address:** malaybalay.city@deped.gov.ph

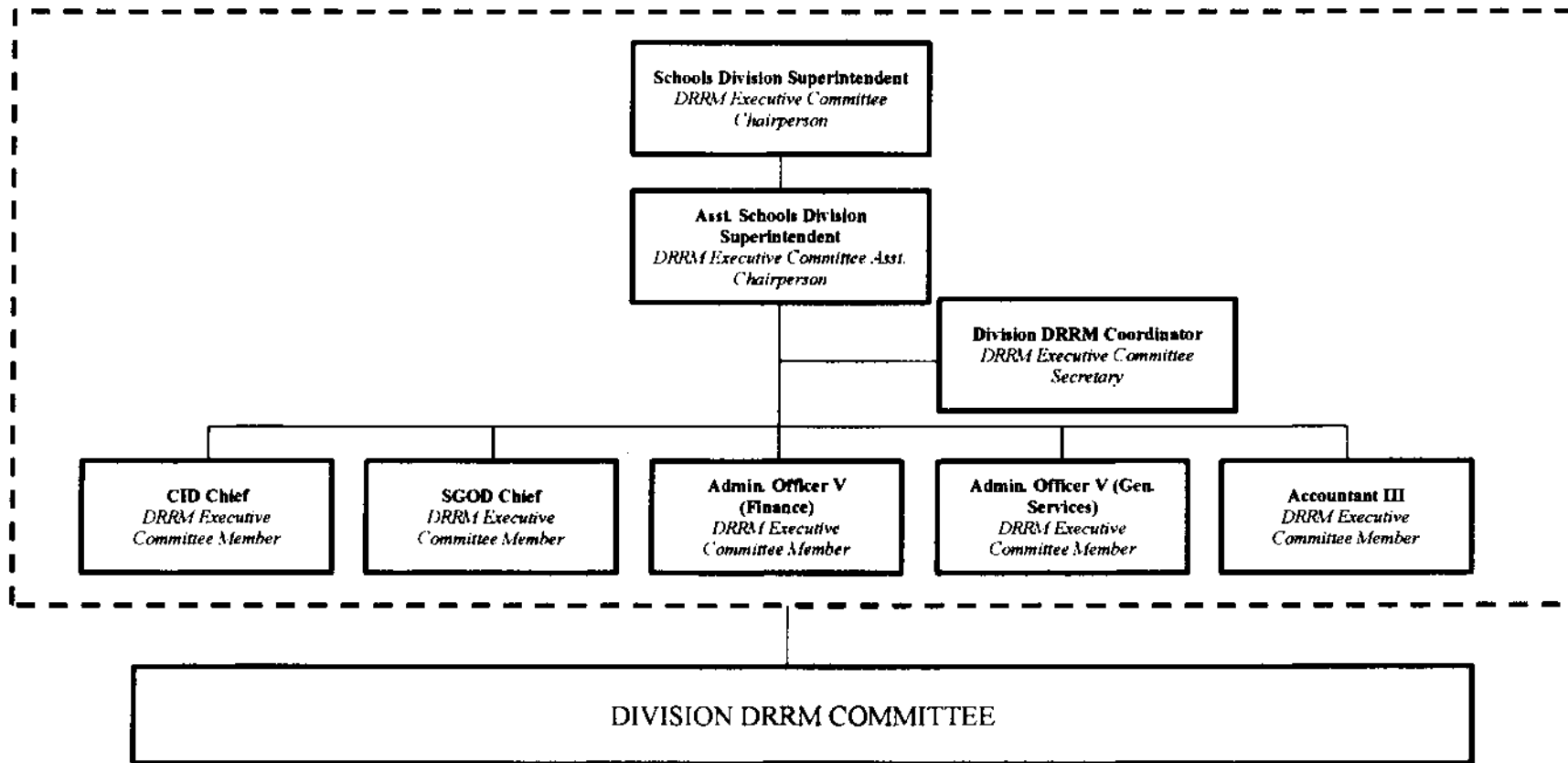
### **Division DRRM Executive Committee**

The Division DRRM Executive Committee is composed of the unit heads in the Division Office. Their functions are to create policy based on the data or information received from the operations in the ground. They shall also provide managerial support to the field to ensure accomplishments of DRRM goals and objectives.

- A. DRRM Executive Committee Chairperson
  - a. The DRRM Executive Committee Chairperson shall be the head of the agency.
  - b. He/She shall represent the Division Office in any interagency coordination meeting in response to an emergency. However, he/she may designate other members in the DRRM Executive Committee or DRRM Team to represent him/her.
  - c. He/She approves and takes charge that all policies, plans and programs on DRRM are properly implemented.
- B. DRRM Executive Committee Asst. Chairperson
  - a. Takes over the role of the DRRM Executive Committee Chairperson in case of unavailability.
- C. DRRM Executive Committee Secretariat
  - a. Acts as note taker during meetings of the DRRM Executive Committee.
  - b. Prepares the needed data from the field for decision support.
  - c. Coordinates the implementation of all DRRM policies, plans, and programs of the DRRM Team to DRRM Executive Committee.
- D. DRRM Executive Committee Members
  - a. Ensures the provision of needed support (e.g. manpower, materials, money, and machines) as deemed necessary by the Executive Committee Chairperson for the accomplishment of DRRM goals in preparedness, prevention and mitigation, response, and recovery.



## DIVISION DRRM EXECUTIVE COMMITTEE STRUCTURE



**Address:** Sayre Highway, Purok 6, Casisang, Malaybalay City  
**Telefax:** (088) 314 - 0094  
**Email Address:** malaybalay.city@deped.gov.ph

## **Division DRRM Committee**

Division DRRM Committee is composed of various offices in the Division. They shall ensure mainstreaming of DRRM in different policies, plans, and programs of the Division. It is composed of two sub-teams lead by a **DRRM Committee Chairperson**. The assignment of chairperson depends on the type of emergency being managed. For health-related emergencies (such as epidemic/mass prevalence of dengue cases, nCoV, and polio), the lead shall be the School Health Section in-charge. For earthquake and fire, the lead shall be the Education Facilities. For typhoon and other hazard (including human-induced), the lead shall be the Division DRRM Coordinator. However, it shall be a common understanding that the Division DRRM Coordinator shall take that role on normal situations.

### **A. Membership of the Division DRRM COMMITTEE (adapted from D.O. 44, s. 2018)**

There are two sub-committees in the Division DRRM Committee, they are as follows:

For the **Prevention and Mitigation, and Preparedness Committee (PMPC)**, the following offices shall designate a chairperson and an alternate:

- a. Division DRRM Coordinator
- b. Budget/Finance Office
- c. Accounting Office
- d. Legal Office
- e. Social Mobilization and Networking
- f. Human Resource Office
- g. Education Physical Facilities
- h. Learning Resource Management and Development
- i. Human Resource Training and Development
- j. Information Technology Office
- k. Youth Formation and Development
- l. Division Sports Coordinator
- m. School Health Section
- n. Division Information Officer
- o. Planning and Research Section
- p. Supply Office
- q. Teachers' Association President
- r. General Services
- s. Education Program Supervisors (CID)

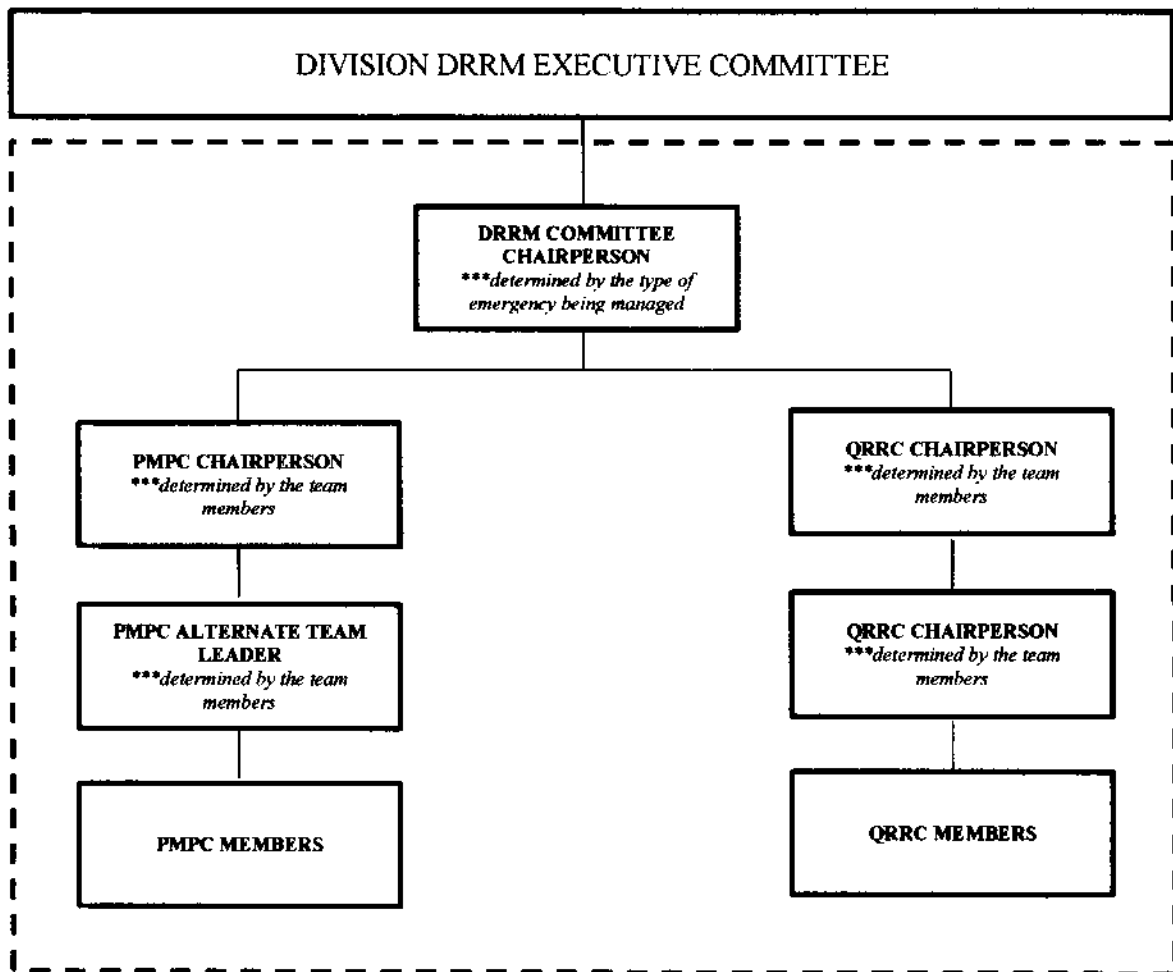
For the **Quick Response and Recovery Committee (QRRC)**, the following offices shall designate a chairperson and an alternate:

- a. Division DRRM Coordinator
- b. General Services
- c. Leal Office
- d. Education Physical Facilities
- e. Information Technology Office
- f. School Health Section
- g. Youth Formation and Development
- h. Education Program Supervisors (CID)
- i. Learning Resource Management and Development
- j. Monitoring and Evaluation



- k. Social Mobilization and Networking
- l. Division Information Officer
- m. Budget/Finance Office
- n. Supply Office
- o. Records Section

**DIVISION DRRM COMMITTEE ORGANIZATIONAL CHART**



**B. Roles and Functions of the QRRC (adapted from D.O. 44, s. 2018)**

QRRC shall ensure timely, adequate, and effective response and recovery interventions in the aftermath of a disaster. They shall be activated when there are two or more schools affected by the onslaught of a hazard, the City has been placed under a State of Calamity, ten or more personnel and/or learners are confirmed to be deceased, the impact of a hazard is beyond the capacity of the affected school, or as the DRRM Executive Committee sees it fit to activate them (e.g. direct threat to life and property).



Specific functions of QRRC shall be guided by the following:

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

Regular response interventions include installation of temporary learning spaces, conduct of mini-Brigada Eskwela, tracking of displaced learners and teachers, and conduct of psychological first aid.

- **Rehabilitation and Recovery** is undertaken after the onslaught of a hazard. 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.

#### **Formation of QRRC Secretariat**

QRRC Secretariat shall be formed to support the administrative and logistical concerns of the QRRC. Its specific tasks include the following:

- Draft and disseminate Notice of Meetings, Minutes of the Meetings, Memorandum for deployment, and other relevant documents.
- Facilitate logistics involving meetings and other related activities such as food, venue, and supplies.
- Coordinate with the schools to facilitate board and lodging and transportation needs of the QRRC.

Composition of QRRC Secretariat shall be the following:

- a. General Services
- b. Supply Office
- c. Budget/Finance Office

Mobilization funds for Response and Recovery of the QRRC shall be charged against DRRM Support Fund. Other fund sources shall be explored for future budgeting of the QRRC's mobilization, for the purpose of sustainability.

#### C. Roles and Functions of PMPC (adapted from D.O. 44, s. 2018)

PMPC 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.



**Address:** Sayre Highway, Purok 6, Casisang, Malaybalay City  
**Telefax:** (088) 314 - 0094  
**Email Address:** malaybalay.city@deped.gov.ph

Specific functions of PMPC shall be guided by the following:

- **Prevention and Mitigation** measures are long-term and undertaken during the 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, Climate Change Adaptation, and peace education in the curriculum, and into the training of Division personnel, school heads, and teachers.

For the purpose of preventing and mitigating the occurrence and impacts of armed conflict, the Division shall make sure that educational services are conflict sensitive, inclusive, and peace-promoting. Schools and learners are to be treated as Zones of Peace, which requires ensuring the protection, safety, and security of all learners, personnel, and educational investments in times of armed conflict; and actively promoting and helping build a culture of peace in its community.

- **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.

All PMPC members shall:

- a. Meet regularly every year;
- b. Coordinate with the Division DRRM Coordinator regarding the integration of Prevention and Mitigation, and Preparedness measures pertaining to CCA, DRR, EiE, and peacebuilding into Projects, Programs, and Activities (PPAs), and core processes;
- c. Ensure the interoperability of information systems of member offices for efficient data sharing, information processing, and report generation;
- d. Develop an office Service Continuity Plan, for implementation in case of a disaster.



**Address:** Sayre Highway, Purok 6, Casisang, Malaybalay City

**Telefax:** (088) 314 - 0094

**Email Address:** malaybalay.city@deped.gov.ph