



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM-2023-02-050
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 FEB 15 2023 Time: 1:58
 [Signature]

Division MEMORANDUM

No. **OSO**, s. 2023

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD and CID
 School Heads of Public Elementary and Secondary Schools
 School DRRM Coordinators

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

DATE: February 15, 2023

SUBJECT: SUBMISSION OF NAMES OF RECOMMENDED NEW SCHOOL DRRM COORDINATORS

1. Per DepEd Order No. 33, s. 2021 entitled School-based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and other Weather-related Disturbances and Calamities, School Heads, who is the primary responsible person for the planning, implementation, and monitoring of school-based disaster preparedness measures, must designate School DRRM Coordinators and Asst. School DRRM Coordinators. The School DRRM (SDRRM) Coordinator shall be different from the School Head to allow for dedicated personnel to handle DRRM and that he or she is a permanent school teaching or non-teaching personnel. **Whenever possible, the SDRRM Coordinator should be a non-teaching personnel to ensure that teachers are spared from doing non-teaching related works** (par 13, DO No. 33, s. 2021).

2. Furthermore, the school personnel who satisfies the following minimum criteria shall be prioritized to become SDRRM Coordinator:

- a. Has completed trainings on DRRM, Climate Change Adaptation and Mitigation, Education-in-Emergencies, and/or 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



Address: Sayre HI-way, Purok 6, Casisang, Malaybalay City
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- 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.

3. The School DRRM Coordinators shall be designated by the Schools Division Superintendent based on the recommendations of the School Heads. Hence, only the Schools Division Superintendent has the authority to revoke their designation if they need to be replaced within the minimum of three school years of their designation date. On the other hand, Assistant School DRRM Coordinators, including other members of the School DRRM Teams, shall be designated by the School Head on no fix terms.

4. Effectivity of SDRRM Coordinator designations must not be earlier than April 1, 2023, but can be released any time. The months prior to April 2023 shall be used for coaching and mentoring by the current School DRRM Coordinators to the recommended new School DRRM Coordinators.

5. Relative to that, this Office enjoins all School Heads in this Division to submit names of their recommended new School DRRM Coordinators through the Division DRRM Coordinator on or before February 22, 2023 (Wednesday) through the Google Form found at <https://tinyurl.com/drrmportal>.

6. Should there be queries, contact the Division DRRM Coordinator at 09171156864.

Encl: Notice of Recommendation as School DRRM Coordinator

Copy Furnished: Records Section | DRRM



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(School Letterhead Here)

NOTICE OF RECOMMENDATION AS SCHOOL DRRM COORDINATOR

TO: (NAME OF PERMANENT SCHOOL PERSONNEL)
(Position)

FROM: (NAME OF SCHOOL HEAD/PRINCIPAL)
(Position/Designation)

DATE: (Date of Recommendation)

SUBJECT: RECOMMENDATION AS SCHOOL DISASTER RISK REDUCTION AND
MANAGEMENT COORDINATOR

1. After thorough deliberation, this office finds you fit to become the school's Disaster Risk Reduction and Management (DRRM) Coordinator. This hereby informs you of the intent to recommend you as the School Disaster Risk Reduction and Management (SDRRM) Coordinator to the Schools Division Office for the minimum period of three school years.

2. Per DepEd Order No. 21, s. 2015 entitled Disaster Risk Reduction and Management Coordination and Information Management Protocol, the duties and responsibilities of an SDRRM Coordinator are as follows:

- Acknowledge receipt of advisories and reminders from the Schools Division Superintendent and/or the Division DRRM Coordinator;
- Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
- Ensure the conduct of an annual student-led risk identification and mapping;
- Communicate notable results of risk assessment and other disaster preparedness activities to the Schools Division Office (SDO);
- Serve as the focal person for collaborations and coordination with local Disaster Risk Reduction and Management (DRRM) Council/Committee and other partner organizations;
- Ensure that emergency hotlines are maintained, updated and posted;
- Ensure the availability of baseline data of the school;
- Spearhead relevant and necessary capacity building activities for the school;
- Report to the SDO any hazard affecting the school operations such as flood, conflict, fire, among others;
- Submit situation reports and provide real-time updates to the SDO;
- Accomplish and submit Rapid Assessment of Damages Report (RADaR) within 72 hours after any hazard or emergency via SMS;
- Track and report the progress of recovery and rehabilitation initiatives to the SDO;
- Report and update the SDO on the demobilization of evacuation centers in schools; and
- Perform related works.

3. Should you accept this recommendation, you will be subject under the mentoring and coaching of **(Name of the Current SDRRM Coordinator)** while waiting for the release of your official designation order from the Division Office. In the absence of the Division Designation Order, the official School DRRM Coordinator is still the current SDRRM Coordinator.

4. To confirm your acceptance of this recommendation, **affix your signature** below and return this document to this Office by February 20, 2023 (Monday).

I understand the duties and responsibilities of a School DRRM Coordinator and the terms and conditions stated in this notice.

I hereby accept the recommendation of this office with an anticipation of the official designation from the Division Office.

Name Above Signature

Position

Date Signed