



Republic of the Philippines
Department of Education
Schools Division of Benguet

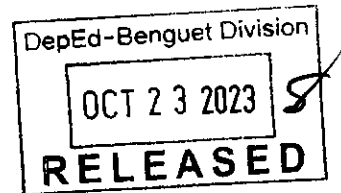
20 October 2023

DIVISION MEMORANDUM

No. 387, s. 2023

**REORGANIZATION OF THE SCHOOLS' DISASTER RISK REDUCTION
MANAGEMENT (SDRRM) TEAM, SY 2023-2024**

To: Public Schools District Supervisors/Coordinating Principals
District DRRM Coordinators
School Heads
Public Schools



1. Recognizing that collaborative efforts are critical in times of disasters and emergencies, all are reminded that DepEd Order No. 21, s. 2015 (supplemented by DepEd Order 31, s. 2021), directs the (re)organization of a School DRRM Team to lead the implementation of preparedness and response measures.
2. In cognizance of the differing contexts, needs and capacities, School Heads shall exercise prerogative and flexibility in constituting their respective Teams. However, schools are encouraged to engage learners, their families, and community stakeholders in their SDRRM Team to the extent deemed safe, feasible, and necessary. Attached is a SDRRM Team composition and Minimum Roles and Responsibilities for reference.
3. In view of emergency response services rendered by the School DRRM Team in times of calamities and emergencies, concerned personnel may be granted vacation service credits for teaching personnel or compensatory time off for non-teaching personnel, in lieu of overtime pay, subject to the provisions of DepEd Order No. 53, s. 2003 (*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. 3-, s. 2016 (*Guidelines on the Rendition and Payment of Overtimes Services for DepEd Non-Teaching Personnel*) which allows for the rendition of overtimes services for relief, rehabilitation, reconstruction, and other related work or services during calamities.
4. For information, guidance and compliance.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

References: As stated
DepEd Order 37, s. 2022 SDO Memo No. 324, s. 2023 DepEd Order 44, s. 2018



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COMPOSITION OF THE SCHOOL DRRM TEAM

The School DRRM Team shall be aligned with the four (4) Thematic Areas in the Philippine DRRM Act of 2010 and with the National Disaster Risk Reduction and Management Council (NDRRMC). These are; Disaster Prevention and Mitigation, Disaster Preparedness, Disaster Response, and Disaster Recovery & Rehabilitation. However, given the limited manpower and resources at the school level, these are merged following the more familiar BEFORE – DURING – AFTER phases of an emergency/disaster. Hence, the three committees that compose the School DRRM team are:

1. Prevention/Mitigation and Preparedness Committee
2. Response Committee
3. Recovery and Rehabilitation Committee

Further, to standardize the DepEd schools' efforts with the existing DRRM policies and standards, hereunder is the composition of the School DRRM Team for guidance and compliance of the School Managers.

Over-all Management			
Chairperson	School Head	<p>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.</p>	<p>Major Areas of Focus:</p> <ol style="list-style-type: none"> 1. Ensure inclusion of DRRM PPAs in the SIP and SAIP. 2. Allot budget from MOOE to priority DRRM-related PPAs. 3. Facilitate regular monitoring on the implementation of School DRRM PPAs during School MEA/PIR meetings. 4. Represent the education sector during Barangay DRRMC planning-meetings. 5. Release School Memo on Composition of School DRRM Team every start of the SY. 6. Prepare Designation of School DRRM Coordinator every start of the SY. 7. Ensure accuracy, completeness and timely submission of DRRM-related reports. 8. Decide on matters requiring immediate attention especially during critical and emergency situations, guided by existing policies, guidelines and standards.
Co-Chairperson	SDRRM Coordinator <i>(Admin Officer, Non-teaching personnel with potential leadership and management qualities)</i>	Supports and assists the School Head in planning, implementation and monitoring of school-based disaster preparedness and response measures. Oversees the implementation of the School DRRM Plan particularly on administration, management and governance operations.	<p>Major Areas of Focus:</p> <ol style="list-style-type: none"> 1. Prepare and submit School's DRRM Plan aligned with SIP/SAIP. 2. Prepare and submit DRRM-related reports. 3. Closely coordinate with concerned focal persons for the smooth and timely conduct of DRRM-CCAM activities. 4. Prepare School Memos/communications localizing DRRM-CCAM related policies.



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Vice Chairperson	Co - SDRRM Coordinator	<p>In-charge of the curriculum-related PPAs of DRRM.</p> <p>In the absence of the SDRRM Coordinator, he/she oversees the implementation of disaster preparedness and response measures of the school.</p>	<p>Major Area/s of Focus:</p> <ol style="list-style-type: none"> 1. Submit to the SDRRM Coordinator quarterly report on integration of DRRM-CCAM concepts by grade level, learning area, and quarter tackled. 2. Closely coordinate with concerned focal persons for the smooth and timely conduct of DRRM-CCAM activities. 3. Spearhead conduct of SLAC in preparation of appropriate learning activity materials for use when F2F is not feasible due to inclement weather conditions, special events, among others.
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Prevention, Mitigation and Preparedness Committee	<p>Prevention Mitigation and Preparedness measures shall be done during non-emergency periods.</p> <p>The Prevention and Mitigation, and Preparedness Team is responsible for ensuring the integration of risk understanding and corresponding measures in the operations in order to protect the education investments (human and non-human), and strengthen operational and structural capacities to resume and continue services amidst disasters and emergencies.</p>	
Chairperson	Co-SDRRM Coordinator <i>(preferably Department Head Teacher, Master Teacher)</i>	<ul style="list-style-type: none"> Ensures that teachers in all Grade levels have an integration of DRRM and CCAM concepts in their lesson plans Leads in ensuring that appropriate learning activity modules/sheets are prepared in advance for blended learning modality in cases of class suspensions <i>(especially during typhoon-season, July – Oct)</i>
Members	Teacher-advisers and subject teachers	<ul style="list-style-type: none"> Ensure integration of DRRM-CCAM concepts in the lesson plans, aligned with learning competencies Submit to Co-chairperson copy/ies of their DLL/DLP with DRRM-CCAM integration
	SELG/SSLG Adviser and Officers	<ul style="list-style-type: none"> Over-all in-charge of ensuring resilience-building among the learners by spearheading the following activities: <ol style="list-style-type: none"> Conduct of Drills Conduct of student-led School watching and Hazard Mapping Submit to SDRRM coordinator accomplishment/status report of implemented activities for inclusion in the monthly SDRRM accomplishment report.
	YES-O Adviser and Officers	<ul style="list-style-type: none"> In-charge in ensuring that learners are pro-active in ensuring a healthy, green, and clean learning environment by leading the following activities: <ol style="list-style-type: none"> Clean Up Drive Proper solid waste management (e.g. MRF, composting) Climate Change Awareness Week (3rd week of November) Earth Hour, etc



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		<ul style="list-style-type: none"> Submit to SDRRM coordinator accomplishment/status report of implemented activities for inclusion in the monthly SDRRM accomplishment report.
	GSP/BSP Coordinator, Red Cross Youth Organization	<ul style="list-style-type: none"> Lead in capacitating learners with basic life skills through partnering with relevant agencies/organizations to conduct trainings and orientations on, but not limited to Basic Life Support and First Aid. Submit to SDRRM coordinator accomplishment/status report of implemented activities for inclusion in the monthly SDRRM accomplishment report.
	Guidance Counselor/ Guidance Designates/ Guidance Associate Teachers (PSB-Paid)	<ul style="list-style-type: none"> Leads in conduct of MHPSS-related activities for school personnel and learners Coordinate conduct of capacity-building training for learners and school personnel on mental health and well-being. Submit to SDRRM coordinator accomplishment/status report of DRRM-related implemented activities for inclusion in the monthly SDRRM accomplishment report.
	Nurse (district/school)	<ul style="list-style-type: none"> Organize and ensure functionality of school health emergency team, in coordination with the SDRRM Coordinator Conduct training and/or provide technical assistance during capacity building for first aid and basic life support for school-community personnel.
	Physical Facilities Coordinator	<ul style="list-style-type: none"> Leads in planning and conducting preventive maintenance and minor repairs in the school facilities. Ensures that results of the students' hazard mapping are included in the annual brigada eskwela plan for repair or appropriate action.
	Supply Officer/Property Custodian	<ul style="list-style-type: none"> Ensures annual updated inventory of educational resources Includes staggered procurement of response equipment based on the school's contingency plan
	Finance Personnel	<ul style="list-style-type: none"> Ensures efficient and effective utilization and disbursement of downloaded funds (DRRM)
	LIS/EBEIS Coordinator	<ul style="list-style-type: none"> Ensures availability of updated and correct data for planning and decision-making purposes
	Security Guard/ Watchman	<ul style="list-style-type: none"> Ensures safety of learners, personnel, and educational investments in the school premise
	General Services (utility, AA1, drivers)	<ul style="list-style-type: none"> Ensures that school is free from hazards and public rooms are clean and disinfected
	PTA Officers	<ul style="list-style-type: none"> Assist in conduct of school improvement projects/activities through financial and labor. Assist in implementing school policies to ensure safety and wellbeing of learners



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Response Committee	Response is undertaken immediately after the onslaught of a disaster to save lives, minimize the impacts of secondary hazards, and ensure safety and learning continuity.	
	MAIN OBJECTIVE: The Response and early recovery committee shall ensure timely, adequate, and effective response and early recovery interventions during and in the aftermath of a disaster.	
<i>Aligning with the Incident Command System (ICS) as an on-scene response mechanism that is being implemented for tactical response, an Incident Management Team (IMT) is hereby organized to ensure achievement of specific objectives to address the emergency situation.</i>		
IMT Positions	Suggested Responsible Person	ROLES and RESPONSIBILITIES
Incident Commander	SDRRM Coord or the School Head	Overall manages the incident
Command Staff:		
<i>Communications</i>	School Information Coordinator (SIC)	<ul style="list-style-type: none"> Establish connections with education administration, public safety, and emergency management authorities, and with parents and the public, as directed. <ul style="list-style-type: none"> ➤ Disseminate suspension of classes ➤ Provide update on road conditions
<i>Liaison Officer</i>	Partnership Coordinator or PTA/SGC Officer	Point of contact for other agencies
<i>Safety Officer</i>	Personnel with training on Safety (BOSH), or Nurse (for health-related incidents)	Assess all operational safety concerns
General Staff:		
<i>Planning</i>		Collects information and prepare reports. (documenters and analyzers) This team is typically mobilized in advance of a disaster/emergency, identifying and researching resources, executing memoranda of understanding in advance. During an incident, it documents the situation, activities, and assures accurate record keeping. <ul style="list-style-type: none"> ➤ Provide needed data when school is used as evacuation center. ➤ Provide report on class suspensions ➤ Provide update on damages of school facilities caused by the hazard. ➤ Submit report to SDRRM Coordinator/School Head for indorsement to Division DRRM Coordinator.
<i>Logistics</i>		Provides facilities and services support (the getters/supporters) Requires a Logistics Chief who knows the site and its resources best. This team will find and distribute supplies and provisions, shelter and sanitation, water and nutrition, and organize volunteer recruitment and assignment. <ul style="list-style-type: none"> Equipment and supplies Volunteering and staffing Transportation and traffic Shelter and sanitation Water and food ➤ Release/provide emergency equipment/tools/supplies needed by concerned response teams ➤ Properly document the release and return of response equipment/tools/personnel

<p><i>Finance and Administration</i></p>	<p>These are the payers (pay and negotiate). This functions typically keeps records of resources and staff time expended during any emergency, arranging compensation where permitted, and negotiating as needed for access to needed resources.</p> <p>Monitors and processes expenditures such as:</p> <ul style="list-style-type: none"> ➤ <i>Obligation and disbursement of response intervention funds downloaded such as Clean Up and Minor Repair Funds (CUMR)</i> ➤ <i>Monitor and report TLS implementation</i> ➤ <i>Prepare and submit request for COC/SC of SDRRM Team members who rendered overtime during an emergency.</i>
<p><i>Operations</i></p>	<p>Implements tactical activities. The doers (carry out the mission). Requires a highly organized and well-respected Operations Chief who manages teams to fulfill the mission:</p> <ul style="list-style-type: none"> ➤ <i>Mobilize needed response team/s termed as Emergency or Disaster Response Group such as:</i> <ol style="list-style-type: none"> 1. Warning Team 2. Evacuation team 3. First Aid Team 4. (light) Search and Rescue Team 5. Fire Suppression and hazardous materials control team 6. Student Reunification Team 7. RADAR/Damage Assessment Team 8. PSS/PFA Team 9. Learning Continuity Team 10. Others (<i>depending on the incident. Ex: Disinfection Team-COVID Response</i>)

<p>Recovery and Rehabilitation Committee</p>	<p>Rehabilitation and recovery (R&R) play a very important role in building resiliency and transform school from the consequences of current and foreseen hazards and events.</p> <p>MAIN OBJECTIVE: Guided by the “Build Forward Better” principle, Rehabilitation and Recovery seeks to address the long-term needs and challenges that threatens the school’s mandate in ensuring a safe and conducive learning environment following an emergency/disaster greatly affecting the schools.</p>	
<p>Chairperson</p>	<p>School Head</p>	<ul style="list-style-type: none"> ▪ Leads in the conduct of the school’s Post-Disaster Needs Assessment (PDNA) and submit report to the over-all chairperson (school head) ▪ Prepare recovery and rehabilitation plan ▪
<p>Co-Chairperson</p>	<p>PTA President</p>	<ul style="list-style-type: none"> ▪ Seek for external funding for the repair and rehabilitation of disaster-damaged facilities. ▪ Submit and follow up financial requests to local government units.



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SCHOOL DRRM TEAM STRUCTURE

(Proposed)

