



Republic of the Philippines
Department of Education
Schools Division of Benguet

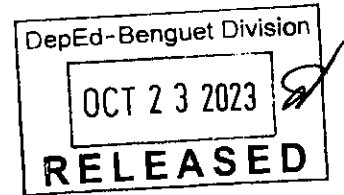
23 October 2023

DIVISION MEMORANDUM

No. 389, s. 2023

**GUIDELINES IN THE SUBMISSION OF SCHOOL DISASTER RISK REDUCTION AND
MANAGEMENT (SDRRM) PLAN AND MONTHLY SDRRM PROGRESS REPORT,
SY 2023-2024**

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



1. To ensure efficient delivery of DRRM programs, contributing in achieving DepEd's Pillar IV Intermediate Outcome and Goals 1 and 3 of the Child-Friendly School Survey (CFSS), all schools are hereby instructed to submit their School Disaster Risk Reduction Management Plan (SDRRMP) for SY 2023-2024, aligned with the SDO's Division Basic Education Development Plan (BEDP) and with the school's Improvement Plan (SIP) every first quarter of every school year.
2. Further, a monthly progress report must be submitted to the SDO, through the Division DRRM Coordinator, to monitor implementation of expected activities, and an Annual/year-end Accomplishment Report one (1) month after the end of the current school year. Schools that already submitted their SDRRM Plan prior to the release of this Memo may review their plans and do the necessary adjustment, if needed.
3. Attached is a sample template of the said Plan and Reports, together with the suggested school-level activities, for ready reference and guidance. All documents must be originally signed (not electronically signed) before scanning and sending it via email at DRRM.depedbenguet@gmail.com.
4. For information, guidance and compliance.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

References: BEDP 2030
CFSS
DepEd Order 37, s. 2015
DepEd SGOD OPCRF

SGOD/LBA/nib-drrm



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet



“ANNEX A”

SUGGESTED SCHOOL-LEVEL ACTIVITIES BASED ON THE COMPREHENSIVE SCHOOL SAFETY (CSS) TOOL

Pillar 4 Intermediate Outcomes		
<i>Learners are resilient and know their rights and responsibilities, have the life skills to claim their rights and respect for others' rights in a learning environment where duty-bearers perform their obligations.</i>		
Strategy 3	Expected School-Level Activities led or co-led by Learners (student leaders)	TARGET DATE / TIMELINE
<i>Protect learners and personnel from death, injury and harm brought by natural and human-induced hazards</i>	<ul style="list-style-type: none"> ▪ Student-led Hazard Watching and Mapping (DO 23, s. 2015) 	First quarter of every SY (within Aug-Oct , for SY 2023-2024)
	<ul style="list-style-type: none"> ▪ IEC on Disaster Preparedness <i>(e.g. What to do BEFORE-DURING-AFTER an earthquake, fire, and other specific hazards)</i> 	At least once with at least 80% of learners are oriented/capacitated Preferably one week before the conduct of scheduled NSED/Fire Drill
	<ul style="list-style-type: none"> ▪ Conduct of environment-related advocacy activities such as: <ul style="list-style-type: none"> ➢ Clean Up Drive ➢ Tree Planting ➢ Observance or implementation of proper waste management school policies (e.g. MRF, composting, no plastic policy, etc) ➢ Observance and monitoring on energy conservation (turn off furniture or lights when not needed) ➢ Observance of Earth Hour 	<ul style="list-style-type: none"> ➢ Clean up drive – once a month ➢ Tree Planting – once a SY (preferably July – Sept or during rainy season) ➢ Proper Waste Management – daily or once a week ➢ Energy conservation – daily ➢ Earth Hour - April
	Expected school-level activities	
	<ul style="list-style-type: none"> ▪ Conduct of monthly unannounced Drills 	<ul style="list-style-type: none"> ▪ EQ Drill – 1st week of the month ▪ Fire Drill – 3rd week of the month <i>Note: schedule may be interchanged</i>
	<ul style="list-style-type: none"> ▪ Observance of Climate Change Consciousness Week 	<ul style="list-style-type: none"> ▪ Every 3rd week of November
	<ul style="list-style-type: none"> ▪ Observance of National Disaster Resilience Month 	<ul style="list-style-type: none"> ▪ Every month of July <i>(can be a joint activity with Nutrition Month Celebration)</i>



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet



	<ul style="list-style-type: none"> Adoption/localization of existing policies relating to DRRM, CCAM and peacebuilding <p><i>Example of Policies that can be adopted/localized:</i></p> <ul style="list-style-type: none"> DO 82, s. 2010, DO 83, s. 2011 DO 21, s. 2015, DO 23, s. 2015 DO 27, s. 2015, DO 28, s. 2016 DO 37, s. 2022 	<p>At least one School Memo released within the SY</p> <p><i>(take note: consultation or initial presentation with student representative should be done before finalizing and releasing the localized policy. Document properly)</i></p>
<p>Strategy 4</p> <p><i>Provide learners with access to learning continuity interventions in the aftermath of a disaster or emergency</i></p>	<ul style="list-style-type: none"> Submission of monitoring reports during onslaught of hazards Class suspensions Use of school as evacuation center Initial school damages incurred 	<p>As needed (within 24 hours)</p> <p>RADAR report (within 72 hours)</p>
	<ul style="list-style-type: none"> Undertake minor repair of facilities damaged by typhoon or any-hazard related damages 	<p>As needed.</p> <p>Within a week/month after the damage is done</p>
	<ul style="list-style-type: none"> Conduct alternative learning delivery mode to ensure learning continuity during expected and class suspensions (more than 2 days class interruption) 	<p>As needed.</p>
<p>Strategy 5</p> <p><i>Ensure that education facilities are safe and protected from the impacts of natural and human-induced hazards</i></p>	<ul style="list-style-type: none"> Assessment of school facilities prior to Brigada Eskwela 	<p>Before the start of Brigada Eskwela Week</p>
	<ul style="list-style-type: none"> Undertake regular maintenance of school facilities 	<p>Every month or as needed</p>
	<ul style="list-style-type: none"> Regular updating of correct data and information in the National School Building Inventory (NSBI) System 	<p>Once a year</p>
	<p><i>(for schools with ongoing building construction/repair, please include this activity, regardless of fund source)</i></p> <ul style="list-style-type: none"> Monitor compliance of contractor to safety and health standard Monitor status of completion of the construction and report or update the Division Engineer for any delays or possible violations 	<p>Monthly or as needed</p>
<p>Governance and Enabling Mechanisms</p>		
<p>EM # 1: Education leaders and managers practice participative, ethical and inclusive management process</p>		
<p><i>Disaster Risk - Governance</i></p>	<ul style="list-style-type: none"> Designation of SDRRM Coordinator and Updating of School DRRM Team 	<p>1 month before the start of classes of current school year</p>
<p><i>Strategic Operational Planning</i></p>	<ul style="list-style-type: none"> School DRRM Plan approved and submitted 	
	<ul style="list-style-type: none"> Contingency Plan for _____ Hazard crafted and submitted Contingency Plan for _____ Hazard enhanced and submitted 	<p>Jan – Mar 2024</p>
<p><i>Monitoring and Evaluation</i></p>	<ul style="list-style-type: none"> Compliance with the indicators in the Comprehensive School Safety (CSS) Tool Compliance with the indicators in the Goal 3 of the Child-Friendly School Survey (CFSS) 	<p>To be conducted 2x in every SY:</p> <p>Assessment – before start of SY</p>



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet



		Evaluation – 1 month before the end of the SY
	<ul style="list-style-type: none"> Submission of monthly SDRRM Progress Report viz-a-viz SDRRM Plan 	Every end of the month
EM # 2: All personnel are resilient, competent, and continuously improving		
<i>Skills Development</i>	<ul style="list-style-type: none"> Training on BLS and FA conducted to personnel Orientation/Training on DRRM Concepts Workshop on Contingency Planning 	At least 1 training conducted within the SY initiated by the school
	<ul style="list-style-type: none"> Provided opportunities for school personnel to attend DRRM/CCAM-related trainings initiated by external partners 	At least 3 personnel trained within the SY
EM # 4: Internal systems and processes are efficient, responsive, modern and continuously improving		
<i>DRRM Information System</i>	<ul style="list-style-type: none"> Registration and updating of data in the DRRMIS 	Start of SY 2023-2024 or upon receipt of SDRRM Coordinator designation
	<ul style="list-style-type: none"> Digitization of school profile, data and hazards using the GIS software <p><i>(note: to be included by schools with personnel trained on Basic GIS by SDO Benguet)</i></p>	Before end of SY 2023-2024 (JUNE 2024) digitized school map with complete data (attribution table)
	<ul style="list-style-type: none"> 100% completion of DRR-related questions in the EMIS/EBEIS 	As scheduled by SDO Planning Office
	<ul style="list-style-type: none"> 100% utilization of the RADAR App in submitting damages or non-damages report of schools 	within the day upon receipt of the RADAR trigger
EM # 5: Strengthen active collaboration with key stakeholders		
<i>Partnership</i>	<ul style="list-style-type: none"> Participation of external stakeholders during conduct of school drills 	Monthly (unannounced drills) Quarterly (NSED)
	<ul style="list-style-type: none"> Provision of DRRM-related technical expertise by partners through IEC, trainings 	At least two activities either organized by partner/s or by the school and the technical experts are invited as speakers/facilitators
	<ul style="list-style-type: none"> Participation of relevant stakeholders in the planning and finalization of School Contingency Plan 	March – April, CY 2024



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet



"ANNEX B"

SCHOOL DISASTER RISK REDUCTION MANAGEMENT PLAN (SDRRMP), SY 2023-2024

SCHOOL NAME		SCHOOL ID		DISTRICT	
NAME OF SCHOOL HEAD		NAME OF SDRRM COORDINATOR			

Program Component	Expected Output	Activities	Person/Team Responsible	Target Date of Implementation	Materials/resources needed	Amount Needed	Source of Fund
PILLAR IV.							
<i>Strategy 3: Protecting learners and personnel from</i>							
<i>Strategy 4: Providing learners with access to learning continuity interventions in the aftermath of a disaster or emergency</i>							
<i>Strategy 5: Ensuring education investments are safe and protected from the impacts of natural and human-induced hazards</i>							
ENABLING MECHANISMS: GOVERNANCE							
<i>EM # 1: Education leaders and managers practice participative, ethical and inclusive management processes</i>							
<i>EM # 2: All personnel are resilient, competent, and continuously improving</i>							
<i>EM # 4: Internal systems and processes are efficient, responsive, modern and continuously improving</i>							
<i>EM # 5: Strengthen active collaboration with key stakeholders</i>							



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benquet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet

