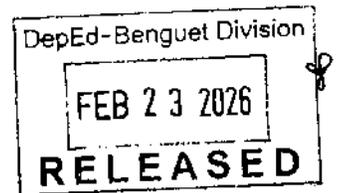




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



18 February 2026

**DIVISION MEMORANDUM**

No. 83, s. 2026

**ACCOMPLISHMENT OF THE DIRECTORY OF SCHOOL DISASTER RISK REDUCTION  
MANAGEMENT (DRRM) COORDINATORS**

To: **Public Schools District Supervisors/Districts-in-charge**  
**All School Heads**  
**All School DRRM Coordinators**

1. Guided by the provisions of the Memorandum DRRMS-02-0902026-0004 and in line with the continuous strengthening of disaster preparedness, response, and coordination mechanisms in schools, all School Heads are hereby directed to facilitate the updating of the Directory of the School Disaster Risk Reduction and Management (DRRM) Coordinators.
2. The updated database of School DRRM Coordinators shall serve as an essential reference for the timely dissemination of advisories, coordination during emergencies, hazard monitoring, reporting, and implementation of DRRM-related programs and activities at the school, district, and division levels. **Deadline of submission is on March 20, 2026.**
3. To facilitate the submission process, all concerned are requested to accomplish the required information by scanning the QR code provided or by accessing the online form through the link: <https://bit.ly/schooldrrmdirectory>. Kindly ensure that all entries are complete and accurate upon submission.



The following details shall include:

- Region
- Division
- District
- School Name and School ID
- Complete name of School DRRM Coordinator
  - Official Designation/ Position
  - Contact Number (active and reachable)
  - Official DepEd Email Address
- Alternate Contact Person (if applicable)
  - Official Designation/ Position
  - Contact Number (active and reachable)
  - Official DepEd Email Address
- School coordinates/ Geolocation



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



4. **Instruction in filling up the SDRRM Directory:**
  - a. Open the form link when you are in an area with a stable internet connection. Once the form has loaded, you can complete it even in locations without internet access, as all entered information will be saved on your device.
  - b. At the end of the form, you will be asked to record the school's geographic location. Please ensure that your mobile device's GPS is enabled before proceeding. To ensure accuracy, record the location while you are on the school premises, preferably in an open area without roof cover, shade, or canopy.
  - c. After completing the form, you may close it. Your entered data will be saved automatically. When you are back in an area with a reliable internet connection, reopen the same form link. A prompt will appear and select "Load Record" to retrieve your saved entry.
  - d. Once the completed form appears, click "Go to End" at the bottom-right corner of the screen, then select "Submit" to successfully send your response.
5. For clarification or concerns, please contact the SDO-Benguet through Division DRRM Coordinator at [drmm.depedbenguet@gmail.com](mailto:drmm.depedbenguet@gmail.com) or via Viber at 0920-344-6730.
6. For guidance and strict compliance.



Digitally signed by  
ESTELA P. LEON-CARINO  
EdD, CESO III  
Date: 2026.02.20  
14:41:27 +08'00'

**ESTELA P. LEON - CARINO, EdD, CESO III**  
Regional Director and concurrent   
Officer - in - Charge  
Office of the Schools Division Superintendent

Reference: as stated

/SGOD/LBA/DRRM.nib



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