



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

07 DEC 2021

DIVISION MEMORANDUM

No. 638 s. 2021

**LOCALIZED POLICY ON THE OPERATIONAL STRUCTURE OF THE DISASTER
 RISK REDUCTION AND MANAGEMENT SECTION UNDER THE SCHOOL
 GOVERNANCE AND OPERATIONS DIVISION**

To: OIC - Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. Republic Act No. 10121 also known as the "Philippine Disaster Risk Reduction and Management Act of 2010", requires that all sectors of the government are synchronized to ensure that the safety of all Filipinos are being prioritized and that all considerations shall be in place in order to ensure such safety. In effect of the said law, the Department of Education issued DepEd Order No. 50 s. 2011 institutionalizing the creation of a Disaster Risk Reduction and Management (DRRM) Office at all levels.
2. This office hereby issue the localized policy on the operational structure of the Disaster Risk Reduction and Management Section (DRRMS) under the School Governance and Operations Division (SGOD) of the City Schools Division Office of the City of Tayabas in compliance to the mandates given through Republic Act No. 10121, DepEd Order No. 50. S. 2011 and DepEd Order No. 21 s. 2015.
3. All schools and offices are hereby directed to adhere to this operational structure for the implementation and operation of the DRRM program in the division.
4. Attached herewith is the complete guidelines.
5. Strict compliance of this memorandum is desired

GERLIE M. ILAGAN, CESO VI

Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent



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**LOCALIZED POLICY ON THE OPERATIONAL STRUCTURE OF THE DISASTER
RISK REDUCTION AND MANAGEMENT SECTION UNDER THE SCHOOL
GOVERNANCE AND OPERATIONS DIVISION**

(in compliance to R.A. No. 10121, DepEd Order No. 50 s. 2011 and DepEd Order No. 21 s. 2015)

I. Introduction

It is the mandate of the government to ensure that the constitutional rights of all Filipino children to education will carry-on regardless of any disaster or emergency that may arise. Thus, this mandate has been the guiding principle of the Department of Education in delivering its services to the general public and to all the communities where a school exist.

Through the passage of the Republic Act No. 10121 also known as the "Philippine Disaster Risk Reduction and Management Act of 2010", all sectors of the government are synchronized to ensure that the safety of all Filipinos are being prioritized and that all considerations shall be in place in order to ensure such safety. In effect of the said law, the Department of Education issued DepEd Order No. 50 s. 2011 institutionalizing the creation of a Disaster Risk Reduction and Management (DRRM) Office **at all levels**.

This localized policy on the structuring of the Disaster Risk Reduction and Management Section (DRRMS) under the School Governance and Operations Division (SGOD) of the City Schools Division Office of the City of Tayabas is a compliance to the mandates given through Republic Act No. 10121 and DepEd Order No. 50. S. 2011.

II. Definition of Terms

Disaster – Natural or man-made emergencies that could not be handled by affected communities who experience severe danger and incur loss of lives and properties causing disruption in its social structure and prevention of the fulfillment of all or some of the affected communities' essential function.

Hazard – Any phenomenon that has the potential to cause disruption or damage to humans and their environment, e.g. typhoon, flood, fire.

Risk – The expected number of lives lost, persons injured, damage to property and disruption of economic activity due to natural phenomenon, and consequently the product of specific risk and elements at risk. "Specific risk" means the expected degree of loss due to a particular phenomenon, e.g. the population, buildings and civil engineering works, economic activities, public services, utilities and infrastructure, etc., at risk in a given area.

Risk Assessment/ Analysis – A methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that could pose a potential threat or harm to people, property, livelihood and the environment on which they depend

Capacity – quantitative assessment of human and material resources



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Emergency – any situation in which the life or well-being of a community will be threatened unless immediate and appropriate action is taken, and which demands an extraordinary response and exceptional measures

III. Legal Foundations

As a legal foundation of this localized policy, the Republic Act No. 10121 stipulated in Section 2 – Declaration of Policies the following national policies:

- (d) Adopt a disaster risk reduction and management approach that is holistic, comprehensive, integrated, and protective in lessening the socioeconomic and environmental impacts of disasters including climate change, and promote the involvement and participation of all sectors and all stakeholders concerned, **at all levels**, especially the local community.
- (g) Mainstream disaster risk reduction and climate change in development processes such as policy formulation, socioeconomic development planning, budgeting and governance, particularly in the areas of environment, agriculture, water, energy, health, **education**, poverty reduction, land-use and urban planning, and public infrastructure and housing, among others;
- (m) Engage the participation of civil society (CSOs), the private sector and volunteers in the government's disaster risk reduction programs towards complementation or resources and effective delivery of services to the Citizenry.

In compliance to the mentioned law, the Department of Education issued DepEd Order No. 50 s. 2011 titled "Creation of Disaster Risk Reduction and Management Office" as the central implementing office of all programs related to disaster risk reduction and management at all levels. To wit:

*To initiate and spearhead the establishment of mechanisms which prepare, guarantee protection and increase resiliency of the DepEd constituents in the face of disaster, this Department shall create the Disaster Risk Reduction and Management Office (DRRMO) to **institutionalize the culture of safety at all levels**, to systematize protection of education investments and to ensure continued delivery of quality education services. **It shall serve as the focal and coordinative unit for DRRM-related activities.***

The DRRMO shall perform the following specific functions:

- (a) act as the focal point for DepEd in planning, implementing, coordinating and monitoring of activities related to DRRM, Education in Emergencies (EiE) and Climate Change Adaptation (CCA);
- (b) develop and recommend policy standards and actions to DepEd management on DRRM, EiE and CCA matters;
- (c) initiate and coordinate cooperation and collaborative activities with the national government agencies (NGA), non-government organizations (NGOs) and civil society groups (CSGs), inter-agency



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and cluster groupings such as National Disaster Risk Reduction Management Council (NDRRMC) Technical Working Group (TWG), Education Cluster, Protection Group, among others concerned with DRRM, EiE, and CCA;

- (d) develop and recommend policy actions to enhance the DepEd's resilience to disasters;
- (e) create and operate an Emergency Operation Center (EOC) which will serve as the Department's operating and responding facility during disasters; and
- (f) serve as the clearinghouse for all DRRM-related transactions including production and issuance of EiE/ DRRM modules, distribution of school kits, and offering of emergency aid or assistance.

In support to the above mentioned legal foundations, the DepEd Order No. 21 s. 2015 provides for the Disaster Risk reduction and Management Coordination and Information Management Protocol. To wit:

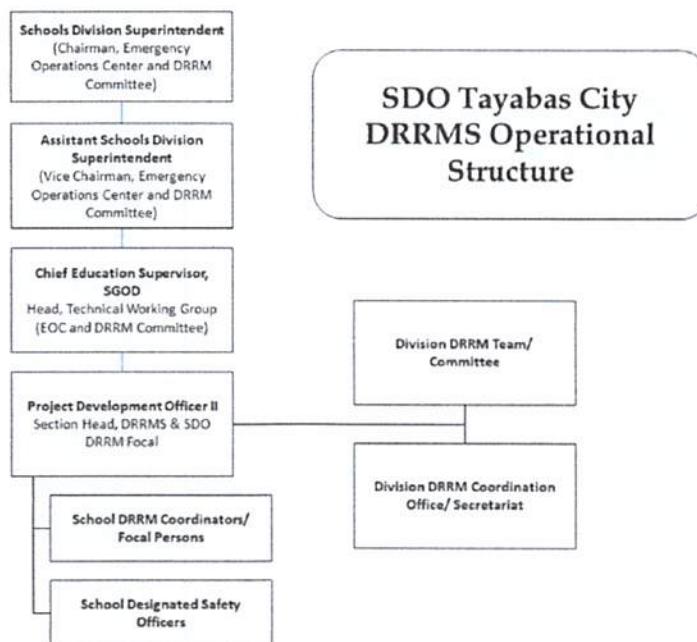
This protocol as well as the roles and responsibilities of the DepEd region, schools division and schools, including the DRRM Coordinators are being articulated here with the following objectives:

- 1. provide guidance to regions and schools divisions, including DRRM Coordinators on how to act before, during and after disasters;*
- 2. capacitate the DRRMO coordinators and other DepEd constituents to disasters and emergencies; and*
- 3. facilitate immediate and efficient information flow during disasters and emergencies.*

Consolidating all the foundation legal bases mentioned, this localized policy is hereby adopted.

IV. Operational Structure of the SDO Tayabas – Disaster Risk Reduction and Management Section

This operational structure was made in compliance to various DepEd Orders issued for the implementation of the Disaster Risk Reduction and Management Program of the Department.



A. Schools Division Office Top Management

For the implementation of the DRRM Programs in the Schools Division Level, the top management refers to the following:

Schools Division Superintendent

- Chairman of the Emergency Operations Center
- Chairman of the DRRM Committee

Assistant Schools Division Superintendent

- Vice Chairman of the Emergency Operations Center
- Vice Chairman of the DRRM Committee

Chief Education Supervisor of the School Governance and Operations Division

- Head of the Technical Working Group of the EOC and DRRM

The SDO shall primarily provide support to and lead the schools in the implementation of DRRM initiatives such as ensuring that alert and warning messages as well as the request for reports and submissions of such are timely communicated.

With the leadership of the Schools Division Superintendent (SDS), herewith is the minimum list of roles and responsibilities of the SDO in providing support to schools and ensuring the safety of its personnel:

- a. Ensure that all schools and the SDO have established an Early Warning System (i.e. bulletin board for weatcher advisories, bell/ siren emergency signal, among others);
- b. Spearhead the conduct of an annual student-led risk identification and mapping in all schools;
- c. Maintain close coordination and collaborate with local DRRM Council on the conduct of preparedness activities and on response needs, among others;
- d. Close monitoring of safe site selection and construction of new schools buildings;
- e. Provide capacity building for division personnel, school heads, and teachers on DRRM;
- f. Pre-identify possible TLS and alternative delivery modes of education;
- g. Ensure the availability of learning materials that can be used during prolonged class disruptions due to disasters and/ or emergencies;
- h. Maintain and disseminate relevant and updated emergency hotlines to schools and SDO personnel;
- i. Disseminate and implement disaster preparedness measures to schools and SDO, including but not limited to multi-hazard drills;
- j. Organize the SDO DRRM team to support the implementation of DRRM;
- k. Activate the Emergency Operations Center (EOC) depending on the scale of disaster and/or emergency;
- l. Ensure the availability of updated baseline data of all schools;



- m. Maintain the safekeeping of SDO Personnel records;
- n. Monitor and prepare report on the effects of hazards;
- o. Ensure implementation of DepEd Order No. 43 s. 2012 entitled "Guidelines on the Implementation of Executive Order no. 66 s. 2012 (Prescribing Rules on the Cancellation of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances and Calamities)";
- p. Recommend possible class suspension to the local DRRM Council or the local chief executive, if necessary;
- q. Monitor the effects of hazard to schools, including those used as evacuation centers;
- r. Ensure tracking of all school heads in the AOR and SDO personnel during disasters and/or emergencies;
- s. Support schools in establishing and managing TLS;
- t. Verify school reports in the online consolidation of RADaRs submitted by schools to DepEd Central Office DRRMO;
- u. Spearhead the conduct of detailed assessment of damages;
- v. Prepare for and facilitate possible deployment and provision of resources to affected SDO personnel and schools;
- w. Prepare, implement, and monitor recovery and rehabilitation interventions;
- x. Integrate DRRM in the Division Education Development Plan (DEDP)

B. Division DRRM Coordinator and the DRRM Section

The Disaster Risk Reduction and Management Section shall be led by the Project Development Officer II which will directly report to the top management of the Schools Division Office through the Chief of the School Governance and Operations Division. He shall serve as the Division DRRM Coordinator with the following functions:



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- a. Acknowledge the receipt of advisories and reminders from the DepEd Region and Central Offices;
- b. Forward advisories to school heads when applicable;
- c. Monitor the conduct of multi-hazard drills, student-led risk identification and mapping, and other disaster prevention, mitigation and preparedness activities in schools;
- d. Serve as the point person for collaborations and coordination with local DRRM Council and other partner organizations;
- e. Initiate education cluster coordination under the supervision of SDS;
- f. Ensure the availability of baseline data of all schools;
- g. Spearhead capacity building activities for SDO personnel, school heads and teachers;
- h. Monitor class suspension and resumption and report such to the RO;
- i. Coordinate the EOC activation under the supervision of the SDS;
- j. Validate school-level situation reports and provide real-time updates to SDS for submission to RO, and DepEd CO DRRMO when necessary;
- k. Verify RADaRs of schools in online consolidation submitted to DepEd CO DRRMO;
- l. Participate in the recovery and rehabilitation planning initiatives;
- m. Track and report the progress of recovery and rehabilitation initiatives to RO, and DepEd CO DRRMO when necessary;
- n. Report TLS needs and other assistance needed during and after disasters/emergencies to RO, and CO DRRMO when necessary;
- o. Report and update RO on the demobilization of schools used as evacuation centers;



In addition to the above-mentioned tasks as DRRM Coordinator of the Division, the Project Development Officer are hereby mandated to function according to the duties and responsibilities stipulated below:

Key Result Area I – Risk Informed Plans, Policies and Standards

1. Review existing plans, policies, and standards
2. Develop/ enhance and disseminate risk-informed plans, policies, and standards for implementation

Key Result Area II – Partnerships for Strengthening Resilience

1. Identify areas for partnerships with external partners on DRRM, CCA and EiE programs
2. Establish a regular coordination mechanism, database, and protocol for organizing, sharing, and tracking information, resources, expertise, and best practices among external and internal partners
3. Participate in international events/ conferences
4. Undertake coordination on prepositioning of materials and interventions for preparedness, response, and rehabilitation and recovery
5. Identify areas for partnerships with relevant DepEd offices in connection with DRRM, CCA and EiE

Key Result Area III – Information System (DRRMIS) and Research

1. Create uniform templates to accommodate required data and provide feedback to the different DepEd Offices and partners
2. Enhance data handlers on knowledge on existing protocols, capacity in data collection, management, and analysis; and capacity in using data applications and software
3. Archive and store consolidated data in different formats to give easy access to different offices for administering interventions and future references
4. Analyze historical hazards data and official hazard maps to identify possible policies and programs in vulnerable areas
5. Conduct evidence-based research relative to DRRM, CCA, and EiE as basis for risk-informed policy and standard formulation and program implementation

Key Result Area IV – Resilience Education

1. Facilitate DRRM, CCA, and EiE integration in the K-12 curriculum
2. Establish memorial days to ingrain deep consciousness of disasters among personnel and learners at all levels

Key Result Area V – Information, Education and Communication (IEC) and Advocacy for Resilience

1. Review existing IEC and advocacy resource materials on DRRM, CCA and EiE
2. Develop/ enhance and disseminate IEC and advocacy resource materials on DRRM, CCA, and EiE (needs-based consideration)
3. Create a communication campaign on safety and resilience
4. Establish a library on IECs for DRRM, CCA, and EiE (hard and digital)



5. Provide regions, divisions, and schools support and assistance, enabling early returns to normal operations and recovery towards resilient development

Key Result Area VI – Learning Continuity and Resilience Interventions

1. Provide interventions for the well-being of affected personnel and learners
2. Facilitate the support and assistance to divisions and schools, enabling early return to normal operations and recovery towards resilient development
3. Establish enabling mechanisms for regions, divisions, and schools to locally manage their response, and rehabilitation and recovery needs and interventions

Key Result Area VII – Monitoring and Evaluation on DRRMS Comprehensive School Safety Initiatives

1. Monitor progress of DRRMS comprehensive school safety initiatives
2. Evaluate the outcomes and impact of DRRMS Comprehensive School Safety Initiatives

C. DepEd Schools and School Heads

Schools shall be the primary source of data as DepEd's frontline service provider to the learners being the primary stakeholders.

With the leadership of the school heads, herewith is the minimum list of roles and responsibilities that schools should endeavor in order to establish a culture of safety:

- a. Ensure the establishment of an Early Warning System (i.e. bulletin board for weather advisories, bell/ siren emergency signal among others);
- b. Conduct an annual student-led risk identification and mapping within and around the school premises to ensure a safe environment that is conducive to teaching and learning;
- c. Maintain close coordination with local DRRM Council on the conduct of preparedness activities and on response needs, among others;
- d. Provide capacity building for teachers, non-teaching staff and learners on DRRM;
- e. Maintain, disseminate, and post relevant and updated emergency hotlines in strategic locations throughout the school;
- f. Posting of safety and preparedness measures and evacuation plans;
- g. Conduct disaster preparedness measures, including but not limited to quarterly multi-hazard drills applicable to the school's identified hazard such as earthquake, fire and flood;
- h. Maintain the safekeeping of vital school records and learning materials;
- i. Organize school DRRM team to support the implementation of preparedness and response measures;
- j. Ensure the availability of updated baseline education data of the school;
- k. Integrate DRRM in regular school programs and activities and school improvement plan (SIP);
- l. Pre-identify possible Temporary Learning Spaces (TLS) and alternative delivery modes of education;



- m. Monitor the effects of hazards, including the use of the school as evacuation center;
- n. Track all school personnel during disasters and/or emergencies;
- o. Prepare and submit reports on the effects of any hazards;
- p. Ensure implementation of DepEd Order No. 43, s. 2012 or the "Guidelines on the implementation of Executive Order No. 66 s. 2012 (Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities)";
- q. Conduct rapid assessment of damages after every hazard and submit RADaR within 72 hours via SMS;
- r. Facilitate immediate resumption of classes to track learners;
- s. Monitor recovery and rehabilitation interventions being implemented in the school.

D. School DRRM Coordinator

The school DRRM Coordinator shall assist the school head in the implementation of the DRRM Programs. The following are the functions of a School DRRM Coordinator:

- a. Acknowledge receipt of advisories and reminders from SDS and SDO DRRM Coordinator/ Project Development Officer II;
- b. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
- c. Ensure the conduct of an annual student-led risk identification and mapping;
- d. Communicate notable results of risk assessment and other disaster preparedness activities to the SDO;
- e. Serve as the point person for collaborations and coordination with local DRRM Council and other partner organizations;
- f. Ensure that emergency hotlines are maintained, updated and posted;
- g. Ensure the availability of baseline data of the school;
- h. Spearhead relevant and necessary capacity building activities for the school;
- i. Report to the SDO any hazard affecting the school operations such as flood, conflict, fire among others;
- j. Submit situation reports and provide real-time updates to the SDO;
- k. Accomplish and submit Rapid Assessment of Damages Report (RADaR) within 72 hours after any hazard or emergency via SMS;
- l. Track and report the progress of recovery and rehabilitation initiatives to the SDO;
- m. Report and update the SDO on the demobilization of evacuation centers in schools.

V. EFFECTIVITY CLAUSE

This localized policy shall take effect immediately upon issuance of the Division Memorandum by the Schools Division Superintendent.

Reference:

Republic Act No. 10121
DepEd Order No. 50 s. 2011
DepEd Order No. 21 s. 2015

To be indicated in the Perpetual Index under the following subjects:
Disaster Risk Reduction and Management



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