




Republic of the Philippines  
**Department of Education**

REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

July 11, 2023

DIVISION MEMORANDUM  
OSDS-SGOD-DM-266s. 2023

To : Office of the ASDS  
Chiefs, SGOD and CID  
Education Program Supervisors  
All Others Concerned

FROM :   
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

SUBJECT : **Re-composition of Division DRRM Team**

DATE : July 11, 2023

1. The SDO DRRM Team is hereby re-organized which shall be composed of the following personnel:

Chairman	:	<b>Socorro V. Dela Rosa, CESO V</b> Schools Division Superintendent
Vice-Chairman	:	<b>Ma. Luisa T. Dela Rosa</b> Assistant Schools Division Superintendent
Division DRRM Focal Person/ Safety Officer	:	<b>Maria Audrea L. Vivo, RN-EMT</b> Project Development Officer II – DRRM
Alternate DRRM Focal Person	:	<b>Imaculate T. Latorre</b> EPS II - SOCMOB
Planning Committee	:	<b>Mary Jean S. Romero</b> Chief Education Supervisor, SGOD <i>Planning Committee Lead</i>
Learning Continuity Committee	:	<b>Romel G. Petajen</b> Chief Education Supervisor, CID <i>Learning Continuity Committee Lead</i>



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Rehabilitation and Recovery Committee	:	<b>Rodger A. Matienzo</b> Engineer III <i>Monitoring Committee Lead</i>
Health and Nutrition Committee	:	<b>Kristine G. Santelices</b> Medical Officer III, SHN <i>Health Committee Lead</i>
Administrative Committee	:	<b>Eva Tolentino</b> Administrative Officer IV <i>Finance/ Admin Committee Lead</i>
Finance Committee	:	<b>Ma. Cielo C. Tubale</b> Budget Officer <i>Finance/ Admin Committee Co-Lead</i>
Information Committee	:	<b>Anjo G. Tugay</b> SEPS, Planning and Research Unit <i>Information Committee Lead</i>

- Attached are the Roles and Function of the Team as well as the individual tasks of each member. Attached as well are reference guides in the crafting of this memo.
- For wide dissemination and compliance.





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**ROLES AND RESPONSILITIES OF SDO DRRM TEAM**

The following are the functions of SDO DRRM Team based on the Disaster Risk Reduction Manual of 2008 issued by the Department:

A. SDO DRRM Team

- a. The team shall ensure to build a culture of safety through reducing risks and ensure learning continuity at all times.
- b. As member of the response cluster of the Provincial DRRM Council, the team shall serve as central command and control of response coordination, resource mobilization, information management.
- c. Shall institutionalize the use of Incident Command System in all operations.

B. Main Functions

a. Chairman

1. The Chairman shall advise the Regional Director, Heads of DepED Regional Offices and other institutions on the current status of disaster/crisis as well as on the programs and operations being undertaken by the Department to reduce the impact of the emergency situation;
2. Establishes policy guidelines and sets priorities in the allocation of resources and services;
3. Announces the suspension of offices/and or classes based on advisories given by the warning agencies.
4. Ensures the provision of safe learning environment, child friendly spaces, alternative learning activities to displaces families/individuals/schoolchildren housed in schools as temporary holding centers;
5. Activates the Emergency Operations Center and authorizes the 24/7 services of pre-designated officers and members of the concerned team;
6. Convene and presides over meetings and conferences.

b. Vice-Chairman

1. Assists the Chairman in all his/her functions;
2. Performs the functions of the Chairman in case of absence/leave or incapacity of the latter;
3. Develops a disaster preparedness plan for the Department;
4. Ensures that appropriate trainings and capability building be set up for teachers, school administrators, non-teaching personnel, and school children;





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5. Serves as overseer and evaluator during emergency/evacuation drills and exercises;
  6. Does related work as may be assigned by the Chairman
- c. Division DRRM Focal Person
1. Serve as Safety Officer of the SDO as peacetime as well as during emergencies and or disaster situations.
  2. Monitor DRRM related incidences/emergencies at all times.
  3. Ensure proper DRRM coordination mechanism at all times.
  4. Ensure that field offices are equipped with knowledge and skills on DRRM.
  5. Advises the team leads of the different action teams in accordance with the information/advisory given by warning agencies like PAGASA and PHIVOLCS of an impending occurrence of hazards and activates the operationalization of the contingency plans.
- d. Alternate DRRM Focal Person
1. Assists the Division DRRM Coordinator in all his/her functions;
  2. Performs the functions of the Division DRRM Coordinator in case of absence/leave or incapacity of the latter;
  3. Does related work as may be assigned by the Division DRRM Coordinator
- e. Planning Committee
1. Determines courses of action to be taken based on the recommendations provided by the Division DRRM Coordinator and other members of the team.
  2. Determines the type of action units to be utilized whenever there is a crisis;
  3. Maintains and/or supervises programs of operations and determines the necessity of utilizing additional action units in times of crisis or emergencies.
- f. Learning Continuity Committee
1. Provides alternative learning activities to schoolchildren in the evacuation centers and ensures continuity of academic instruction.
  2. Prepares modules and disaster preparedness materials as reference and support materials to teaching-learning activities;
  3. Provides alternative learning materials and keeps an inventory of available resource materials on DRR; and
  4. Does related work





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- g. Rehabilitation and Recovery Committee
1. Ensure that all rehabilitation and recovery programs related to Disaster Risk Reduction is monitored which includes but is not limited to monitoring of Site Constructions, repairs, and construction of new buildings.
- h. Health and Nutrition Committee
1. Arrange with government health agencies like Department of Health, PNRG or other sources for first aid and medical self-help training.
  2. Supervise and direct the selection of first aid or medical treatment areas when need arises.
  3. Establish policies and rules governing the emergency treatment of injured people as well as policies covering the pandemic.
  4. Maintains an adequate sanitation and hygienic standards and deals with matters related to emergency services;
  5. Does related work as the need arises.
- i. Administrative Committee
1. Facilitate release of financial humanitarian assistance during emergencies and ensures its transparency, accountability, and timeliness.
  2. Provides accounting and auditing rules and regulations relative to fund utilization in coordination with concerned agencies; and
  3. Does related work.
- j. Finance Committee
1. Facilitate the release of financial humanitarian assistance during emergencies and ensure its transparency, accountability, and timeliness.
  2. Provides accounting and auditing rules and regulations related to fund utilization in coordination with concerned agencies, and other related work.
- k. Information Committee
1. Maintain an updated database of relevant baseline information.
  2. Collate, validate and analyze information and undertake the appropriate steps to be taken based on pre-delegated tasks and responsibilities,
  3. Issues official statement of the SDO with regards to information on DRRM
  4. Conducts information dissemination campaign on DRR concepts

