



Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

Records Section
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DIVISION MEMORANDUM
OSDS-SGOD-DM-285 s. 2024

**SCHOOL-BASED DISASTER RISK REDUCTION AND MANAGEMENT
PROTOCOLS**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, (CID and SGOD)
All Public Schools District Supervisors
All Elementary and Secondary Schools
All Others Concerned

1. Pursuant to Republic Act (RA) No. 10121 which mandates all national government agencies to institutionalize policies, structures, and coordination mechanisms in times of emergency and disaster as well as DepEd Order NO. 21 s. 2015 entitled Disaster Risk Reduction and Management Coordination and Information Management Protocol, this office issues the enclosed **School-based Disaster Risk Reduction and Management Protocols**.

2. The enclosed protocols as well as the roles and responsibilities schools are intended to achieve the following objectives:

- Provide guidance on how to act before, during and after disasters.
- Capacitate the DRRM coordinators and other DepEd constituents to disasters and emergencies; and
- Facilitate immediate and efficient information flow during disasters and emergencies.

3. The Coordination Protocol presents the basis for and directs which office should respond depending on the extent of a disaster/emergency while the Information Management Protocol covers the proper flow of data from schools to central office and vice-versa.

4. Immediate dissemination of and strict compliance with this Order is directed.


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Schools Division Superintendent

SGOD/malv
5/24/2024



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Enclosure to Division Memorandum No. 28 s. 2024

DRRM Roles and Responsibility of Schools

School heads shall act as School DRRM Coordinator/Focal Person in compliance with DepEd Order No. 002 s. 2024. To establish a culture of safety in schools, below are the minimum roles and responsibilities that schools should follow:

1. Ensure the establishment of an Early Warning System (i.e. bulletin boards for weather advisories, and bell/siren emergency signals).
2. Conduct an annual Student-Led School Watching and Hazard Mapping as per DepEd Order No. 23 s. 2015.
3. Maintain close coordination with local DRRM Council on the conduct of preparedness activities and on response needs, among others.
4. Provide capacity building on DRRM for teachers, non-teaching staff and learners.
5. Post updated Emergency Hotlines, safety and preparedness measures and evacuation plans.
6. Conduct of preparedness measures such as but not limited to multi-hazard drills applicable to the school's identified hazards.
7. Maintain the safekeeping of vital records and educational resource materials.
8. Organize School DRRM Team that will support the implementation of DRRM preparedness and response measures.
9. Ensure the availability of updated baseline education data of the school such as but not limited to EBEIS, LIS, NSBI, DPDS, WINS and CSS Framework.
10. Integrate DRRM to regular school programs and activities and School Improvement Plan (SIP).
11. Pre-identify possible Temporary Learning Space (TLS) and alternative delivery modes of education.
12. Monitor effects of hazards, including the use of schools as evacuation centers.
13. Track all school personnel during and after emergencies and/or disasters.
14. Prepare and submit reports on the effects of any hazards.
15. Ensure implementation of DepEd order No. 37 s. 2022 or the *Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Natural Disasters, Power Outages/Power Interruptions, and Other Calamities*.
16. Conduct rapid assessment of damages after every hazard and submit RADaR Report within 72 hours after (1) lifting of Signal for storms/typhoons or (2) other incident/hazard other than storms/typhoons.
17. Facilitate immediate resumption of classes to track learners.
18. Monitor recovery and rehabilitation interventions being implemented in the schools.





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Enclosure to Division Memorandum No. 265 s. 2024

School Preparatory Measures in Relation to Weather-related Disturbances

- a. Activate warning systems to disseminate advisories to learners and personnel.
- b. Coordinate with LGU on the cancellation or suspension of classes and work.
- c. Take necessary steps to secure school buildings against heavy rains, flooding, and strong winds.
- d. Prune/trim trees that may cause harm to people or damage school properties in the event of any weather disturbance.
- e. Ensure that all drainage systems are clean and free from blockage.
- f. Ensure that electrical main lines are switched off.
- g. Secure all educational resources and vital records (waterproofing) and transfer them to a pre-identified storage area.
- h. Only in cases where there is no other available place or structure which can be used as a general evacuation center may a school or child development center be used as an evacuation center. If schools will be utilized as Evacuation Centers, this shall be guided by **RA 10821** entitled "**Children's Emergency Relief and Protection Act**". The following processes must be followed:
 1. LGUs shall coordinate with the Schools Heads and respective Schools Division Superintendents before schools may be used as evacuation centers. A Memorandum of Agreement shall be executed between the LGU and the School to be used as evacuation centers.
 2. Non-instructional rooms shall be utilized first such as gymnasiums, learning and activity centers, auditorium, and other open spaces.
 3. The use of the school premises shall be as brief as possible. It shall only be up to three (3) days for short-term displacement, fifteen day for medium and long-term displacement, or until such time that the LGU are able to establish alternative transition sites.
 4. If the use is predicted to exceed fifteen (15) days, the affected LGU shall provide written documentation to the DepED and the DILG on the following:
 - a) The name and location of the school;
 - b) All alternative sites and proposal for final site selection;
 - c) Measures being implemented to prevent interference or disruption to the school and educational activities of children; and;
 - d) Timeline for the relocation of and plan for action for internally displaced persons to sites outside schools.





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Enclosure to Division Memorandum No. 165 s. 2024

DRRM Coordination and Information Management Protocols

A. Coordination Protocols

The corresponding DepEd offices based on the following conditions shall activate and lead the Emergency Operation Center in preparing for, responding to, and recovering from the effects of any hazard, disasters and/or emergencies:

- i. Two (2) or more schools are affected – Schools Division Office
- ii. Two (2) or more Divisions are affected – Regional Office
- iii. Two (2) or more Regions are affected – Central Office

All reports must still be submitted and coordinated with DepEd CO DRRMS regardless of the scope of the situation.

1. Early Warning Protocol

Activity		Person-In-Charge
1.	Issuance of weather-related advisories and other environmental conditions.	NDRRMC and other Warning Agencies
2.	Issuance to field office (schools via School Heads) of weather-related advisories, and other environmental conditions.	SDO DRRM Coordinator
3.	Issuance to school personnel of weather-related advisories, and other environmental conditions.	School Head as School DRRM Coordinator

2. Tracking of Local DepEd Key Officials

During any hazard, emergencies and or disasters, all local DepEd head officials are required to report their status to ensure that their safety and local leadership are maintained.

3. Reporting Protocol

Type of Hazard	Reporting Process	Reporting Time	In-Charge of Reporting
Storm/Typhoon	RADaR	72 hours after lifting of signal	School Head





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Flooding	Incident Report	72 hours after the hazard/incident	
Earthquake	RADaR	After the hazard, once trigger message has been received	
Fire and other hazards/incidents	Incident Report	Within 24 hours after the hazard/incident	

B. Information Management Protocols

In the event of any hazards, the DepEd CO DRRMS through the SDO DRRM shall collect from and disseminate consolidated reports to all affected regions, divisions, and schools the following information:

Before	After
<ul style="list-style-type: none"> • Hazard Advisories and occurrences • Baseline data • Prevention and mitigation measures undertaken • Preparedness measures undertaken 	<ul style="list-style-type: none"> • Personnel affected • Personnel Tracking • Learners affected • Schools used as evacuation centers • Class suspensions and resumptions • Classroom damages • Needed Temporary Learning Spaces • Provision of PFAs • Other interventions

