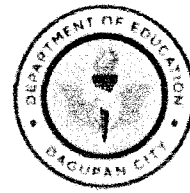


Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 Dagupan City



OMNIBUS DESIGNATION ORDER

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD & CID
 Education Program Supervisors
 Public Schools District Supervisors
 ALL Public and Private School Heads/Principals and Assistant Principals
 All Concerned

FROM : Office of the Schools Division Superintendent

SUBJECT : **OMNIBUS DESIGNATION ORDER FOR SDO DAGUPAN
 DISASTER RISK REDUCTION MANAGEMENT TEAM**

DATE : June 21, 2019

RELEASED
 DEFED
 DATE: 6-22-19
 BY: SM
 T4103

In the exigency of service, the following are hereby designated as the **Schools Division Office Dagupan Disaster Risk Reduction Management Team**.

In line with this designation, it is expected that the Division personnel mentioned are expected to discharge the duties and responsibilities inherent to the position in support to the **SDO Dagupan** in view of the intensification of the **preparedness, preventive, mitigation and response/recovery measures** of the Division. The said Designation however, shall not entitle them to additional compensation or any other forms of remuneration.

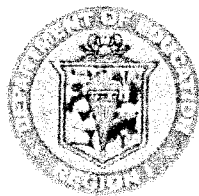
The SDO Dagupan DRRM Team shall be **automatically activated** in times of emergency (both natural and human-induced hazards).

Consequently, this Order shall be valid unless recalled by the undersigned and may be terminated if deemed necessary for the best interest of the service.

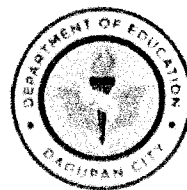
For your information, guidance and compliance.

The **SDO Dagupan DRRM Team** for as of June 25, 2019 are as follows:

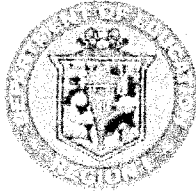
SDO DAGUPAN DIVISION DRRM COMMITTEES	Officer and Members	Task and Responsibilities
SDO Dagupan DRRM Executive Committee	SDS-Lorna G. Bugayong, CESO VI	<ul style="list-style-type: none"> Formulate and recommend comprehensive preventive measures and response plan of the division during and after the occurrence of any calamity; Mobilize school/division disaster action groups or teams in ensuring the safety of students and personnel during and after the damaging effects of the calamity; Initiate the conduct of capacity building/equipping/orientation seminars and workshops, trainings or drills to prepare personnel and learners of any disaster or calamity; Perform such other functions to ensure safety of students and personnel and to hasten the aftermath of disaster or calamity.
	ASDS – Dr. Lourdes D. Servito	
	Chief CID-Venus Ma. SM. Estonillo	
	Chief SGOD- Maria Linda R. Ventenilla	
	Div. Engr. – Tatum Grace L. Manzano	
	Attorney III- Jose Oviedo	
	Accountant-Harking C. Reyes	
	Budget Officer III- Zenaida Q. Peralta	
	Admin. Officer V-Myrel Angelica N. Lopez	
	SEPS-HRTD – Mitchelline V. Rivo	
PDO II-DRRM – Marjorie Sinay-Rodriguez		
Emergency Health and Medical Service Team	Medical Officer III-Theresa P. Parayno	<ul style="list-style-type: none"> Set up appropriate first aid at the designated evacuation areas; Supervise the selection of first aid or medical treatment areas in evacuation centers; Directs first aid or medical self-help operations and control the access to medical supplies;
	Dentist II- Jeaneline R. Trigue	
	Nurse II- Teodoro L. Manaois	
	Nurse II- Noreen B. Vidal	
	Nurse II- Jane Salayog	
	Nurse II- Jozzana Basto	
	Nurse II- Marina Festejo	
Dental Aide-Gloria P. Flores		



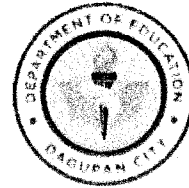
Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 Dagupan City



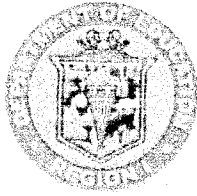
		<ul style="list-style-type: none"> Establishes policies and rules governing the emergency treatment of badly injured persons; Maintains an adequate sanitation and hygienic standards and deals with matters related to emergency services; Monitors the storage and handling of medicines, goods, food and drinking water in evacuation in coordination with concerned agencies; Attend to those who need first aid treatment; Assist those needing medical treatment for immediate transport to the nearest hospital; Perform such other functions as may be directed by the SDO Dagupan Executive Committee/Does related work as the need arises
Search and Rescue Team	PSDS –Jaime C. Siapno Nurse II- Glenn Erickson Basto EPS II- Edgar T. Timbol Accounting Clerk III-Allison Caguioa Accounting Clerk III-Allan Manaois Administrative Aide I- Diosdado F. Caguioa Administrative Aide II- Mesug L. Macalawan Driver - Alexander Tubigan JO- Edwin Juliano JO- Robert Bruce B. Dela Cruz	<ul style="list-style-type: none"> Locates/Removes injured or trapped persons in the area in coordination with SAR skilled agencies/groups; Obtains appropriate equipment for search and rescue operations; Coordinates with PNRD and other response agencies on matters relative to search and rescue operations; and Coordinates with agencies/organizations/with specialized skills on search and rescue for possible deployment to affected areas during emergency situation. Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
Site Security Team (SST)	PSDS-Ronnie D. Bonao Dentist II- Giovanni Anthony A. Arafles Dental Aide-Napoleon S. Rovillos Administrative Aide- Roel R. Ubando Administrative Aide IV- Edwin H. Rico Security Guard – Lito Bautista Security Guard –Melchor Maylon Security Guard-Julius Carl C. Ocuaman JO-Joseph Marion C. Montemayor	<ul style="list-style-type: none"> Calls the local police of any bomb threat received through telephone or any other means of communication and reports the matter to the IC; Assists the police in conducting bomb search operations; Secures the area and the entire DepED premises; Provides for personnel and vehicle movement control and open all exit routes; In case of fire, assigns a sub-group to the fire scene and coordinate with the fire suppression team to prevent looting and apprehend looters; Assigns a sub-group to the evacuation area to secure the properties and individuals evacuated. Systematically stores properties brought to the evacuation area and safeguard their release to their respective owners after the fire. Sees to it that all evacuated equipment and documents are returned to their respective sections/owners. Maintains a guarding system for personnel, materials and other installations; See to it that no authorized persons/personnel loiter within or outside the subject, building or structure during emergency/conflagration;



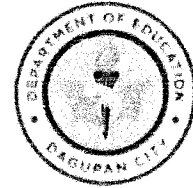
Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 Dagupan City



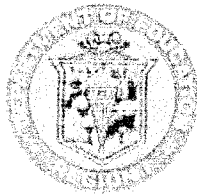
		<ul style="list-style-type: none"> • Provide adequate number of security to prevent possible looting; Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
Fire Safety Team (FST)	Nurse II-Christian Espiritu Administrative Aide II-Edgar S. De Guzman Administrative Aide I- Ricky T.Soriano Administrative Aide II- Nathaniel L. Maron Teacher I-Rommel Anthony R. Embuido Teacher II- Freddie M. Soriano Teacher I-Eunicke I. Bautista Administrative Assistant I- Rafael Bacal	<ul style="list-style-type: none"> • Provide necessary action in preventing injury to fire victims/personnel and take proper steps in minimizing damage; • Rush to the fire scene and initiate fire control measure using all available firefighting equipment and tools, whenever there is fire occurrence within school premises; • Recommend appropriate measures to minimize possible fire occurrence within school premises; • Perform such other functions as may be directed by IC. • Sets on the fire alarm in case of fire or emergency; • Alerts all office personnel in case evacuation is necessary; • Maintains order and take control of FIRE EXITS to avoid crowding and confusion of occupants. Fast and orderly movement towards the fire exit must be achieved; • Assists firemen in clearing safe routes/roads for fire trucks and fire hoses; • After the fire, perform the following work: • Repair/replace all damaged fire-fighting equipment; • Return and make an inventory of all fire-fighting equipment; • Refill all fire exhausted fire extinguishers; • Assess the extent of damage, and • Prepare a report of fire damages • Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
Resource Mobilization Team	EPS-SGOD Marissa Oviedo Perez PSDS-Jane Cajayon SEPS-Soc Mob -Vladimir C. Parayno EPS II (Soc Mob)- Haydee C. Maiquez Administrative Officer IV-Jesusa De Guzman Administrative Officer IV- Benigno B. Salazar Administrative Assistant III-Magdalena V. Calulut Administrative Assistant III-Cristina F. Solano Administrative Aide III- Mary Ann Dizon	<ul style="list-style-type: none"> • The team shall take charge of fund sourcing activities both from internal and external stakeholders of education; • Coordinates and maintains an effective networking system with donor communities to complement, harmonize and synchronize humanitarian assistance and support during emergency situation; • Determines the extent and kind of assistance to be provided to displaced families and individuals in the evacuation centers and source funding assistance; • Facilitate release of financial humanitarian assistance during emergency situation and ensures its transparency, accountability and timeliness; • Provides accounting and auditing rules and regulations relative to fund utilization in coordination with concerned agencies; and • Does related work/ Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.



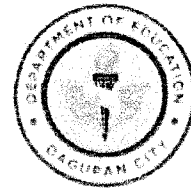
Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 Dagupan City



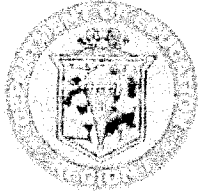
Relief and Evacuation Team	Supply Officer IV-Clarita Tamayo SEPS II -M&E Isagani Rosario Store Keeper II-John Lester P. Cruz Administrative Assistant III Andie Poe Ico Administrative Assistant III Anna Jane Cervas Administrative Assistant III Marlotte Paras Administrative Assistant III Michael Urbano Administrative Assistant III Jellie Solis Administrative Assistant III Valen Joy Decano	<ul style="list-style-type: none"> • To evacuate the populace and properties systematically in case an emergency or calamity arises. • Quickly alert building occupants and direct them in getting out of the vicinity to the designated evacuation area; the conduct of a timely evacuation will minimize loss of life, confusion during movement, and neglect of vital needs. • Conduct final and quick check of the rooms and offices to ensure that all the occupants have vacated the place/buildings; • Ensure the proper handling and assessment of all damaged properties and equipment; • Coordination with the SDRRMG when the selection of evacuation sites is desirable. • Lateral coordination with other Disaster Action Team for needed support. • Coordinates with concerned agencies on the provision of supplies and relief goods to displaced families and individuals; • Supervises relief operation, establishes relief and supply areas in the affected areas and consolidates list of recipients and supplies/relief goods still needed by evacuees; • Maintains an inventory of non-perishable goods and makes these available during emergency situation; and Does related work/ Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
Information, Coordination and Management Team	PDOII-LR-Lemuel V. Visperas IT-Reynan B. Infante PDOI- Gillian Jessa Sable PDOI- Bethany Venice Bautista Administrative Assistant III-Angelita C. Liwag Administrative Assistant IV-Lilia R. De Guzman Administrative Assistant III-Kristel Gay C. Raymundo Administrative Assistant III-Rosette A. Ramos	<ul style="list-style-type: none"> - To provide, operate and maintain continuous and reliable communications and adequate warning system throughout the period and impending and/or existing disasters and calamities. <p>Specifics:</p> <ul style="list-style-type: none"> - Notify key officials of the school, the personnel and the students on the status of the situation using available means of communication. - Inform and coordinate with concerned officers in cases of fire, earthquake, floods, etc.; - Relay important information to different teams as directed by the IC; - Perform such other functions related to information dissemination. - Assists in the preparation of office orders, memoranda, communications and powerpoint presentations; - Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.



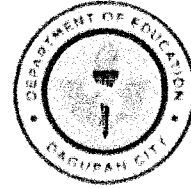
Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 Dagupan City



Documentation Team	EPS II-HRD-Diana Irish J. Solis	<ul style="list-style-type: none"> • Prepares documentation reports of disaster related activities/events/incident • Assists in the preparation of reports, checks, classifies official communications and maintains files of disaster related data; • Assists the programmer and officers of the DRRMO in processing disaster related data; • Performs liaison work with other offices, follow-up on disposition of important documents; • Coordinates with line government agencies on matters pertaining to data gathering, analysis, and presentation; Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
	Librarian II- Jan Vincent D. Galvez	
	Administrative Aide VI- Marife M. Mercado	
	Administrative Assistant III- Marilyn M. Caballero	
	Administrative Assistant III- Diana Sison	
	Administrative Assistant III- Rosario B. Cason	
	JO-Rejoice Anne Dalope	
	JO-Marla Grace M. Ober	
	Accounting Clerk-Sarah Joy M. Sadaba	
Database Management Team	Planning & Research – Victoria Antonio	<ul style="list-style-type: none"> • The main function of the database management team is to gather, consolidate, validate and analyze data caused by emergencies/calamities, and present its qualitative and quantitative impact on the education sector. • Establish/Maintain a website for repository and retrieval of data on disasters/calamities which can be used for information dissemination, policy formulation, resource allocation and decision-making. • Designs worksheet/formats to be used in processing data caused by disasters; • Monitors the utilization of disaster databases installed in the websites of the Regional/Division and updates the same whenever necessary; • Provides technical assistance to the Officers of the DRRMO relative to the computerization of disaster related data; and • Reviews/Evaluates submitted data/reports from the field. • Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
	Planning Officer III-Joann L. Jimenez	
	Administrative Officer IV-Pilita T. Ong	
	Administrative Aide VI-Gardenia B. Ferrer	
	Administrative Aide VI- April Eve D. Diaz	
	Administrative Aide VI- Arabella R. Sabado	
	Administrative Aide VI- Kimberly N. Mamaril	
	JO-Carol Joy Manantan	
	JO-Mark Jhon Pimentel	
Alternative Learning Team	EPS II- Maribel Conde	<ul style="list-style-type: none"> • Coordinates with the Bureau of Alternative Learning System, Bureau of Secondary and Elementary Education, Commission on Higher Education (CHED and State Universities and Colleges on matters relative to the integration/mainstreaming of Disaster Risk Reduction (DRR) concepts in the courses offered; • Provides alternative learning activities to schoolchildren in the evacuation centers and ensure continuity of academic instruction; • Prepares modules and disaster preparedness materials as reference and
	EPS II-Perpetua Flores	
	Teacher III- Catherine P. Guieb	
	Teacher III-Segundina Z. Gabat	
	Teacher I-Zenaida C. Bandong	
	Teacher III-Manolita V. Ordono	
	Teacher I- Gerlie T. Galupar	
	Teacher I- Mary Ann E. Quinto	
	Teacher I- Ma. Kristina M. Lopez	
	Teacher III- Princess H. Esguerra	
	Teacher I-Bonnibel D. Bataoil	
	Teacher I-May Florence R. De Ocampo	
	Teacher I-Armilean A. Vileran	
	Teacher I-Jecel S. Fabia	
Teacher I-Joelyca M. Pasoquen		



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 Dagupan City




	Teacher I-Jonavelle P. Poquiz Teacher I-Rowena G. Arzadon Teacher I-Segundina Z. Gabat Teacher I-Ponnibel D. Bataoil Teacher I-May Florence R. De Ocampo Teacher I-Armilean A. Vileran	support materials to teaching-learning activities; <ul style="list-style-type: none"> • Provides alternative learning materials and keeps an inventory of available resource materials on DRR; and Does related work • Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
SDO Dagupan DRRM Curriculum Integration Supervision and Monitoring Team	EPS- Liezl S. Cancino EPS- Maria Socorro G. Dimalanta EPS- Rosalind R. Lomibao EPS- Cherry A. Cayabyab EPS- Renata G. Rovillos EPS-Marissa O. Perez EPS-Agnes B. Royulada EPS-Gemma Mamorno EPS- Liberty D. Roxas EPS- Sheryl Villacorta EPS- Alfred Gonzales PSDS-Isabelita N. Daroya PSDS-Debbie C. Gan PSDS-Marilou C. Llamas PSDS-Ophelia Q. Vergonia PSDS-Alicia B. Quimboy PSDS-Leonarda J. Manansala PSDS- Rowena O. Lapaan	<ul style="list-style-type: none"> • Supervision and Monitoring of schools, ensuring schools are compliant with comprehensive school safety initiatives; • Ensures school integration of DRRM-CCA in curriculum/class lessons; • Ensures preposition of learning materials in times of emergency; • Ensures learning continuity is observed even in times of emergencies; • Supervises Alternative Delivery Mode of learning in times of emergencies in Schools; • Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
School DRRM Coordinators	All Public School Heads District and School DRRM Coordinators/Alternates	Shall be DepEd's frontline service provider & shall ensure safety of schools for the best interest of learners and teaching personnel, anchoring in the 3 Pillars of DepEd DRRM (Safe Learning Facilities, School DRRM and Emergency in Education) guided by the School DRRM Manual (Booklet 1 & 2) as minimum standard.

References:

- United Nation Convention on the Rights of the Child (UN CRC)
- Core Humanitarian Standards on Quality and Accountability
- INEE Minimum Standards in Education: Preparedness, Response and Recovery
- Sendai Framework for Disaster Risk Reduction Climate Change Act of 2009 (RA 9729)
- Comprehensive School Safety Framework
- RA 10121, The Philippine DRRM Law (2010)
- DepEd Order No. 37, s. 2015. the Comprehensive Disaster Risk Reduction Management in Education Framework
- DepEd Order No 21, s. 2015. the Disaster Risk Reduction Management Information Management and Protocol
- DepEd DRRMS Charter 2017
- DepEd School DRRM Manual 1 & 2
- DepEd DRRM Manual 2008
- Children's Emergency Relief and Protection Act (RA 10821)

Approved:


LORNA C. BUGAYONG, CESO VI
 Schools Division Superintendent