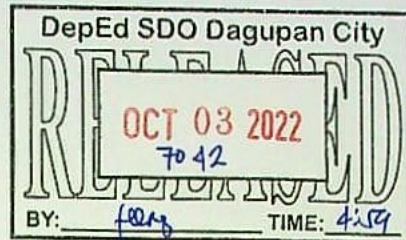




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division
Superintendent

Division Memorandum No. 380, 2022

MEMO 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 : *Aguedo C. Fernandez*
AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

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

DATE : October 03, 2022

Pursuant to the Republic Act 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 to which the Department of Education Order No. 21, series of 2015 on the "Disaster Risk Reduction and Management Coordination and Information Protocol," based its creation of the SDO Dagupan City DRRM Team/Committee.

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

In line with the 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



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)636-4101
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



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Republic of the Philippines
Region I
Schools Division Office
Dagupan City



DepEd Dagupan City Division Disaster Risk Reduction Management Team 2022-2023
COMMITTEES, TASKS and RESPONSIBILITIES

SDO DAGUPAN DIVISION DRRM COMMITTEES	OFFICERS & MEMBERS	TASKS and RESPONSIBILITIES
<p>SDO DAGUPAN DRRM EXECUTIVE COMMITTEE INCIDENT COMMAND TEAM (Core)</p>	<p>SDS – Aguedo C. Fernandez ASDS – Marciano U. Soriano CID Chief - Maria Linda R. Ventenilla SGOD Chief – Edilberto R. Abalos Div. Engr. Tatum Grace L. Manzano Attorney III - Jose O. Oviedo Accountant III – Harking C. Reyes Budget Off. III - Zenaída Q. Peralta Admin. Off. V - Myrel Angelica N. Lopez SEPS-HRTD - Mitchellene V. Rivo PDO II-DRRM -Elvira N. Villamor</p>	<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.
<p>EMERGENCY HEALTH AND MEDICAL SERVICE TEAM</p>	<p>Med. Off. III - Theresa P. Parayno Dentist II - Jeaneline R. Trigue Nurse I - Teodoro L. Manaois Nurse I - Noreen B. Vidal Nurse I - Jozzana P. Basto Nurse I -Marina Festejo Dental Aide - Gloria P. Flores</p>	<ul style="list-style-type: none"> • Set -up appropriate first aid and the designated evaluation 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. • Establishes policies and rules governing the emergency treatment of badly injured persons. • Maintains and 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.

<p>SEARCH AND RESCUE TEAM</p>	<p>PSDS - Jaime C. Siapno Nurse I - Glenn Erickson T. Basto EPS II – Edgar T. Timbol Admin. Asst. III - Allison B. Caguioa Admin. Off. II - Allan D. Manaois Admin. Aide IV - Edwin H. Rico Admin. Aide I - Diosdado F. Caguioa Admin. Aide II - Mesug L. Macalawan Casual - Edwin S. Juliano Casual - Robet Bruce B. Dela Cruz</p>	<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 Red Cross 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.
<p>SITE SECURITY TEAM</p>	<p>PSDS - Ronie G. Bona Dentist II - Giovanni Anthony A. Arafiles Dental Aide - Napoleon S. Rovillos Casual - Engr. Vanessa Gabriel L. Alberto Admin. Aide I – Ricky T. Soriano Admin. Aide I - Roel R. Ubando Admin. Aide I - Diosdado F. Caguioa Admin Aide I - Nathaniel L. Maron Casual – Henry L. Refuerzo</p>	<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 Incident Commander (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. • Provide adequate number of security to prevent possible looting. • Perform such other functions as may be directed by the SDO Dagupan DRRM Executive

<p>FIRE SAFETY TEAM</p>	<p>Nurse I - Christian Paul Q. Espiritu Teacher III - Rommel Anthony R. Embuido Teacher III - Freddie M. Soriano Teacher III- Eunicke L. Bautista Admin. Asst. II - Mark Lambert C. Bato Admin. Asst. I - Ephrain John T. Laynes Admin. Aide VI - Gim Bonnio V. Calulut</p>	<p>Committee.</p> <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. • Recommend appropriate measures to minimize possible fire occurrence within school premises. • Perform such other functions as may be directed by IC. • Sets the fire alarm in case 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 the SDO Dagupan DRRM Executive Committee.
<p>RESOURCE MOBILIZATION TEAM</p>	<p>EPS-SGOD - Marissa O. Perez PSDS - Jane Cajayon SEPS (Soc. Mob.) - Vladimir C. Parayno EPS II (Soc. Mob.) - Haydee C. Maiquez Records Officer - Pilita O. Bautista Cashier Off. - Magdalena V. Calulut Admin. Asst. II - Catherine Grace V. Sansano</p>	<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

		<p>emergency situation and ensures its transparency.</p> <ul style="list-style-type: none"> • 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.
RELIEF AND EVACUATION TEAM	<p>Admin. Off. IV - Clarita F. Tamayo SEPS II (M&E) - Isagani D. Rosario Admin. Asst. III - Valen Joy B. Decano Admin. Asst. III - Jellie A. Solis Admin. Asst. III - Leroy V. Nabor JO - Melinda C. Dela Cruz JO - Myla Vergonia JO - Jocelyn T. Llobera</p>	<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 & MANAGEMENT TEAM	<p>PDO II-LR - Lemuel V. Visperas ITO I - Reynante B. Infante PDO I - Gilliane Jessa S. Casclang Admin. Asst. VI - Lilia R. De Guzman Admin. Asst. III - Kristel Gay C. Raymundo Admin. Asst. III - Rosette A. Ramos</p>	<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 at the school, the personnel and the students on the status of the situation using available means of

		<p>communication.</p> <ul style="list-style-type: none"> • 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. • Assist in the preparation of office orders, memoranda, communications and power point presentations. • Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
DOCUMENTATION TEAM	<p>EPS II-HRD - Diana Irish J. Solis Librarian II - Jan Vincent D. Galvez Admin. Asst. III - Sarah Joy M. Sabada Admin. Asst. III - Chelsea M. Paras Admin. Asst. III - Janelle S. De Guzman Admin. Aide VI - Marife M. Mercado Admin. Aide VI - Mariane Mae S. Ollado</p>	<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. • 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.
DATABASE MANAGEMENT TEAM	<p>SEPS (Planning) -Maria Victoria S. Antonio PO III - Joann L. Jimenez Admin. Off. IV - Jennette A. Sison Admin. Aide VI - Gardenia B. Ferrer Admin. Aide VI - Aprille Eve D. Diaz Admin. Aide VI - Jan Francis B. Del Rosario</p>	<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 disaster. • 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 related

		<p>to data, and</p> <ul style="list-style-type: none"> • Reviews/Evaluates submitted data/ reports from the field. • Perform such other functions as may be directed by the SDO Dagupan DRRM Executive Committee.
ALTERNATIVE LEARNING TEAM	<p>EPS II - Maribel S. Conde EPS II - Perpetua B. Flores Teacher III - Manolita V. Ordoño Teacher III - Gerlie T. Galupar Teacher III - Catherine P. Guieb Teacher III - Zenaida C. Bandong Teacher III - Mary Ann E. Quinto Teacher III - Ma. Kristina L. Cayabyab Teacher III - Princess H. Esguerra Teacher I - Bonniebel D. Bataoil Teacher I - May Florence R. De Ocampo Teacher I - Armilean A. Vileran Teacher I - Jecel S. Fabia Teacher I - Jeolyca M. Pasoquen Teacher I - Jonavelle P. Poquiz Teacher -1 - Rowena G. Arzadon</p>	<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 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 support materials to teaching-learning activities. • Provides alternative learning materials and keeps an inventory of available resource materials on DRR. • 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	<p>EPS - Liezl S. Cancino EPS - Maria Socorro G. Dimalanta EPS - Rosalind R. Lomibao EPS - Cherry A, Cayabyab EPS - Renata G. Rovillos EPS - Agnes B. Royulada EPS - Gemma M. Erfelo EPS - Liberty D. Roxas EPS - Sheryl S. Villacorta EPS - Alfred B. Gonzales DS - Isabelita N. Daroya PSDS - Perprtua V. Barongan PSDS - Debbie C. Gan PSDS - Alicia B. Quimboy PSDS - Leonarda J. Manansala PSDS - Rowena Lapaan PSDS - Edwin R. Ferrer</p>	<ul style="list-style-type: none"> • Supervision and Monitoring of schools, ensuring schools are compliant with comprehensive school safety initiatives. • Ensure 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	<p>ALL Public School Heads District and School DRRM Coordinators/Alternates</p>	<p>Shall be DepEd's frontline service provider and shall ensure safety of schools for the best interest of learners and teaching personnel, anchoring in the 3 Pillars of DepEd DRRM guided by DRRM (Safe Learning Facilities, School DRRM and Emergency in Education) guided by the School DRRM Manual</p>

		(Booklet 1 & 2) as minimum standard.
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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 Disaster Risk Reduction Management Law (2010)
- DepEd Order No. 37, s. 2015, The Comprehensive Disaster Risk Reduction Management in Education Framework
- DepEd Order No. 21, s. 2015, Disaster Risk Reduction Management Information Management and Protocol
- DepEd DRRM Charter 2017
- DepEd School DRRM Manual 1 & 2
- DepEd DRRM Manual 2008
- Children's Emergency Relief and Protection Act (RA 10821)

Approved:


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent 