



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

August 11, 2023

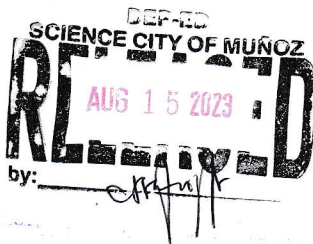
SCHOOLS DIVISION MEMORANDUM

No. 316, s. 2023

SY 2023-2024 DESIGNATION ORDER OF SCHOOL DRRM COORDINATORS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Pursuant to DepEd Order No. 33, s. 2021 entitled *School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbance and Calamities*, all schools should designate a School DRRM Coordinator to support the schoolheads in preparing and responding to the impacts of different hazards.
2. In this regard, all schools are instructed to submit copies of designation orders issued to School DRRM Coordinators on or before August 18, 2023, through this link <https://tinyurl.com/SY23SDRRMC>.
3. Enclosed are the following:
 - a. Enclosure No. 1 – Designation Order Template
 - b. Enclosure No. 2 – Duties and Responsibilities of School DRRM Coordinators
4. Immediate and wide dissemination of this Memorandum is desired.



Johanna N. Gervacio
JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

// REA SRRMC Designation Order
017/August 11, 2023

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Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.06 (03.03.23)



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 316, s. 2023

MEMORANDUM

TO : _____
School DRRM Coordinator

FROM : _____
School Head

DATE : _____

SUBJECT : **DESIGNATION ORDER**

In the exigency of the service, you are hereby designated as School DRRM Coordinator of _____ (Name of School), without additional compensation, effective August 29, 2023, to August 28, 2024.

You shall sign official communication as follows:

Name and Position of the coordinator



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Enclosure No. 2 to Schools Division Memorandum No. 316, s. 2023

Duties and Responsibilities of School DRRM Coordinators:

1. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator;
2. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation, and preparedness activities in school;
3. Ensure the conduct of annual student-led risk identification and mapping;
4. Communicate notable results of risk assessment and other disaster preparedness activities to the SDO;
5. Serve as the point person for collaborations and coordination with the local DRRM Council and other partner organizations;
6. Ensure that emergency hotlines are maintained, updated, and posted;
7. Ensure the availability of baseline data of the school;
8. Spearhead relevant and necessary capacity-building activities for the school;
9. Report to the SDO any hazard affecting the school operations such as flood, conflict, and fire among others;
10. Submit situation reports and provide real-time updates to the SDO;
11. Accomplish and submit Rapid Assessment of Damages report (RADaR) within 72 hours after any hazard or emergency;
12. Track and report the progress of recovery and rehabilitation initiatives to the SDO; and
13. Report and update the SDO on the demobilization of evacuation centers in schools.

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