



Republic of the Philippines

## Department of Education

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

September 24, 2024

### SCHOOLS DIVISION MEMORANDUM

No. 318, s. 2024

#### CRAFTING OF SCHOOL DRRM PLAN

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Unit Heads  
All Others Concerned

1. Pursuant to Section 22(c) of RA 10121 otherwise known as *Philippine Disaster Risk Reduction Act of 2010*, which states that all departments, bureaus, offices, and agencies of the government are hereby authorized to use a portion of their appropriations to implement projects designed to address DRRM activities in accordance with the guidelines to be issued by the NDRRMC in coordination with the DBM. Likewise, the General Appropriations Act has consistently provided in previous years that a portion of the funds must be expended for disaster risk reduction and management activities.

2. To sustain and support the implementation of DRRM in the education sector as cascaded to the field from DepEd Central Office through the DRRMS, this Office hereby mandates the schools to allot 5% of its Maintenance and Other Operating Expenses (MOOE) for DRRM-related activities such as:

- annual DRRM Plan with corresponding budgetary requirement covering the four thematic areas (Prevention and Mitigation, Preparedness, Response and Recovery, and Rehabilitation);
- the DRRM plan must be incorporated in School Improvement Plan (SIP), School Operating Budget (SOB), and Annual Implementation Plan (AIP);
- attendance and participation to Division DRRM activities;
- prepositioning, procurement, operation and maintenance of disaster and emergency-related equipment that may not fall into Capital Outlay and supplies as reflected in the DRRM Plan and/or Contingency Plan;
- DRRM capacity-building for school personnel and learners;
- conduct of multi-hazard drill; and
- all other expenses that are deemed necessary for the implementation of the DRRM program.



Address: Brgy. Rizal, Science City of Muñoz, 3119

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3. Anent to this, all schools are required to develop a DRRM Plan aligned with their Annual Improvement Plan (AIP) and School Improvement Plan (SIP), ensuring that DRRM programs, projects, and activities (PPAs) are clearly outlined.
4. The plan should also incorporate the findings from the student-led school watching and hazard mapping activities. Additionally, all activities to be implemented must be supported by a corresponding project proposal.
5. Attached are the templates of the DRRM Plan and Project Proposal.
6. For more information, all concerned may contact the Disaster Risk Reduction Management (DRRM) Division Coordinator through cellphone no. 0916-4950-559 or email address: [rosan.ariston@deped.gov.ph](mailto:rosan.ariston@deped.gov.ph)
7. Immediate and wide dissemination of the Memorandum is desired.



For:  
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

**RONILO E. HILARIO**  
Assistant Schools Division Superintendent

Encl: As stated  
Reference: RA 10121  
To be indicated in the Perpetual Index  
Under the following subjects:

DRRM PLAN

REA Submission of DRRM Plan  
022/ September 17, 2024



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REGION III- CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 318, s. 2024

## DRRM PLAN

Name of School: \_\_\_\_\_

No.	Thematic Areas	Programs, Projects, and Activities (PPAs)	Objectives	Responsible Person	Timeline	Resources Needed	Source of Fund	Target Outputs
	Prevention and Mitigation							
	Preparedness							
	Response							
	Rehabilitation and Recovery							

*(Please insert additional rows if necessary. You may change the paper layout to landscape. You may also refer to your AIP/SOB)*

Prepared by:

\_\_\_\_\_  
School Head

Reviewed by:

**ROSAN E. ARISTON**  
PDO-II

Approved:

**BERNARDO A. GARGABITE EdD**  
Chief ES - SGOD



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to Schools Division Memorandum No. 38, s. 2024

--SCHOOL LOGO--

### PROJECT PROPOSAL

- I. PROJECT TITLE :
- II. PROGRAM AREA :
- III. PROPONENT/S :
- IV. PROJECT SCHEDULE :
- V. PROJECT VENUE :
- VI. TARGET CLIENTELE :
- VII. RATIONALE :
- VIII. OBJECTIVES :
- IX. STRATEGIES :
- X. SOURCE OF FUND :
- XI. BUDGETARY REQUIREMENTS:

Prepared by:

Approved:

Proponent

School Head