



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **11-352**s, 2025

To: Asst. Schools Division Superintendent
CID and SGOD Chiefs
All PSDS
All School Heads
All Others Concerned

COMPOSITION OF THE SDO DISASTER RISK REDUCTION MANAGEMENT TEAM

1. The SDO DRRM Team is hereby re-organized which shall be composed of the following personnel:

Chairman	:	Manuel O. Caberte Schools Division Superintendent
Vice-Chairman	:	Roel T. Diamante Asst. Schools Division Superintendent
Division DRRM Coordinator	:	Catherine B. Landao EPSp II
Alternate DRRM Coordinators	:	Joselito T. Tokong EPS- SGOD
Planning Team	:	Harem L. Taruc SGOD Chief- Lead Isagani Calidguid Planning Officer III- Co Lead
Learning Continuity Team	:	Gemna G. Pobe- Lead CID Chief Randy A. Rudel- Co-Lead All Education Program Supervisors
Monitoring Team Lead	:	Engr. Neil T. Espinido Engr III ALL SEPS in SGOD ALL EFD Personnel
Health Team	:	Pilarita S. Pomoy Nurse II Joe Pete G. Tiu Nurse II All SHNU Personnel



Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Finance Team/ Administrative Team:	Malou S. Omosay
:	Administrative Officer V
:	Maricris O. Sulapas
:	Accountant III
:	Genesis Arcular
:	AO IV- Cashier
:	Louela Villegas
:	AO IV- Budget
:	Reycelle E. Agatep
:	AO IV- Records Officer
:	Rochelle M. Boncaros
:	AO IV- HRMO
Information Team	:
:	Reggy C. Asupre
:	SEPS- SocMob/Division DIO
:	John Eric Jabines
:	ITO III

- Attached is the Roles and Function of the Team as well as the individual tasks of each member. Attached as well are reference guides in the crafting of this memo.
- For wide dissemination and compliance.

MANUEL O. CABERTE
 Schools Division Superintendent

Encl/s: None Reference/s:
 As Stated

To be indicated in Perpetual Index under the following subjects

CALAMITY

COMMITTEES

OFFICIALS

SAFETY EDUCATION

SGOD/CLandao
 11/2/2025



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

ROLES AND RESPONSIBILITIES OF SDRRM TEAM

The following are the functions of SDO DRRM Team based from the Disaster Risk Reduction Manual of 2008 issued by the Department:

A. SDO DRRM Team

- a. The team shall ensure to build a culture of safety through reducing risks and ensure learning continuity at all times.
- b. As member of the response cluster of the Provincial DRRM Council, the team shall serve as central command and control of response coordination, resource mobilization, information management.
- c. Shall institutionalize the use of Incident Command System in all operations.

B. Main Functions

- **Chairman**
 1. The Chairman shall advise the Regional Director, Heads of DepED Regional Offices and other institutions on the current status of disaster/crisis as well as on the programs and operations being undertaken by the Department to reduce the impact of the emergency situation;
 2. Establishes policy guidelines and sets priorities in the allocation of resources and services;
 3. Advises the leaders of the different action teams in accordance with the information/advisory given by warning agencies like PAGASA and PHIVOLCS of an impending occurrence of hazards and activates the operationalization of the contingency plans;
 4. Announces the suspension of offices/and or classes on the basis of advisories given by the warning agencies;
 5. Ensures the provision of safe learning environment, child friendly spaces, alternative learning activities to displaces families/individuals/schoolchildren housed in schools as temporary holding centers;
 6. Activates the Disaster Operations Center and authorizes the 24/7 services of predesignated officers and members of the concerned team;
 7. Convene and presides over meetings and conferences.
- **Vice-Chairman**
 1. Assists the Chairman in all his/her functions;
 2. Performs the functions of the Chairman in case of absence/leave or incapacity of the latter;
 3. Develops a disaster preparedness plan for the Department;
 4. Ensures that appropriate trainings and capability building be set up for teachers, school administrators, non-teaching personnel, and school children;
 5. Serves as overseer and evaluator during emergency/evacuation drills and exercises;
 6. Does related work as may be assigned by the Chairman
- **Division DRRM Coordinator**
 1. Serve as Safety Officer of the SDO as peacetime as well as during emergencies and or disaster situations;
 2. Ensure that all DRRM tasks stipulated in DO 21, 2015 | Disaster Risk Reduction Management Coordination and Information Management Protocol accomplished.
- **Alternate DRRM Coordinators**
 1. Assists the Division DRRM Coordinator in all his/her functions;
 2. Performs the functions of the Division DRRM Coordinator in case of absence/leave or incapacity of the latter;



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

3. Does related work as may be assigned by the Division DRRM Coordinator
- Planning Team
 1. Determines courses of action to be taken based on the recommendations provided by the Division DRRM Coordinator and other member of the team.
 2. Determines the type of action units to be utilized whenever there is a crisis;
 3. Maintains and/or supervises programs of operations and determines the necessity of utilizing additional action units;
 - Learning Continuity Team
 1. Provides alternative learning activities to school children in the evacuation centers and ensure continuity of academic instruction;
 2. Prepares modules and disaster preparedness materials as reference and support materials to teaching-learning activities;
 3. Provides alternative learning materials and keeps an inventory of available resource materials on DRR;
 4. Does related work
 - Monitoring Team
 1. Ensure that all programs related to Disaster Risk Reduction is monitored which includes but is not limited to monitoring of Site Constructions (repairs and new buildings), inclusion of DRRM Projects in SIPs and AIPs.
 - Health Team
 1. Arrange with government health agencies like Department of Health, PNRC or other sources for first aid and medical self-help training;
 2. Supervise the selection of first aid or medical treatment areas when need arises;
 3. Directs first aid or medical self-help operations and control the access to medical supplies;
 4. Establishes policies and rules governing the emergency treatment of injured persons as well as policies covering the pandemic;
 5. Maintains an adequate sanitation and hygienic standards and deals with matters related to emergency services;
 6. Does related work as the need arises.
 - Finance/ Administrative Team
 1. Facilitate release of financial humanitarian assistance during emergency situation and ensures its transparency, accountability and timeliness;
 2. Provides accounting and auditing rules and regulations relative to fund utilization in coordination with concerned agencies;
 3. Does related work.
 - Information Team
 1. Maintain an updated database of relevant baseline information;
 2. Collate, validate and analyze information and undertake the appropriate steps to be taken based on pre-delegated tasks and responsibilities
 3. Issues official statement of the SDO with regards to information on DRRM
 4. Conducts information dissemination campaign on DRR concepts