



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



DIVISION MEMORANDUM

No. **11-353**s, 2025

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

**ACTIVATION OF THE SCHOOLS DIVISION DRRM TEAM AND SCHOOL DRRM TEAMS  
DUE TO TROPICAL CYCLONE "TINO"**

1. In view of the issuance of Tropical Cyclone Weather Bulletins by PAGASA placing Siargao under Tropical Cyclone Wind Signal No. 1 as of November 2, 2025 due to **Tropical Cyclone "TINO"**, and to ensure the safety and preparedness of learners, personnel, and school properties, the **Schools Division Disaster Risk Reduction and Management (DRRM) Team** and all **School DRRM Teams** are hereby **activated** effective immediately.
2. The activation aims to:
  - a. Ensure timely coordination and implementation of DRRM measures in schools;
  - b. Monitor school conditions and the safety of learners and personnel;
  - c. Provide situational reports and updates to the Division DRRM Coordinator; and
  - d. Coordinate with the Local DRRM Offices and concerned agencies for emergency response and recovery actions.
3. Duties and Responsibilities
  - a. Division DRRM Team shall:
    - Operate on a 24-hour monitoring and coordination mode during the effectivity of the weather disturbance;
    - Consolidate situation reports (SitReps) from districts and schools;
    - Coordinate with the Regional DRRM Team and Local DRRM Councils; and
    - Ensure dissemination of official advisories and announcements.
  - b. School DRRM Teams shall:
    - Ensure the safety of all learners and personnel;
    - Monitor school facilities for possible damage or hazards;
    - Implement pre-emptive measures such as evacuation (if necessary) in coordination with barangay and LGU DRRM Councils; and
    - Submit school SitReps to the Division DRRM Coordinator through established communication channels.
4. Reporting and Monitoring  
All School Heads shall submit initial reports within 24 hours of activation and updates every 6 or 12 hours as needed. Reports must be transmitted via the



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Division's DRRM communication group/email or thru reporting templates as required.

5. For wide dissemination and immediate 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                      PREPAREDNESS                      SAFETY EDUCATION**

SGOD/CLandao  
11/2/2025