



February 15, 2024

DIVISION MEMORANDUM

No. 62, s. 2024

**RECONSTITUTION OF TANGUB CITY DIVISION DISASTER RISK REDUCTION
AND MANAGEMENT QUICK RESPONSE TEAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District In-Charge
Elementary and Secondary School Heads
School DRRM Coordinators
All Others Concerned
This Division

1. In consonance with DepEd Order No. 33, s. 2021 entitled "*School-Based Disaster Preparedness and Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities*" and DepEd Order No. 21, s. 2015 entitled "*Disaster Risk Reduction and Management Coordination and Information Management Protocol*," the Division Disaster Risk Reduction and Management Quick Response Team is hereby reconstituted as follows:

Chairperson: Shambaeh A. Abantas-USman - Schools Division Superintendent

Co- Chairperson/s: Erlinda G. Dael - Assistant Schools Division Superintendent
Lorna C. Penonal - Chief EPS, SGOD
Angelina B. Buaron - Chief EPS, CID

Members: Mohamad T. Batingolo - Project Development Officer II
Anna Daphne C. Mugar - Accountant III
Marites C. Suminguit - Budget Officer III
Ronie E. Senarillos - Supply Officer II
Alden M. Antonio - ITO
Delma R. Denapo - Administrative Officer V
Carelyn L. Villegas - Administrative Officer IV
Eleanor A. Bellingan - Administrative Officer IV
Engr. Wilson M. Ozaraga - Senior Technical Assistant II

2. Below is the minimum list of roles and responsibilities of the Division Quick Response Team in providing support to schools and ensuring the safety of its personnel:



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF TANGUB CITY

- a. Maintain close coordination and collaboration with the local DRRM Council on the conduct of preparedness activities and response needs, among others;
 - b. Ensure the availability of learning materials that can be used during prolonged class disruptions due to disasters and/or emergencies;
 - c. Maintain and disseminate relevant and updated emergency hotlines to school and SDO personnel;
 - d. Activate the Emergency Operations Center (EOC) depending on the scale of the disaster and/or emergency;
 - e. Recommend possible class suspension to the local DRRM Council or the local chief executive, if necessary;
 - f. Monitor the effects of hazards on schools. Including those used as evacuation centers;
 - g. Ensure tracking of all school heads in the AOR and SDO personnel during disasters and/or emergencies;
 - h. Support schools in establishing and managing Temporary Learning Spaces;
 - i. Prepare for and facilitate possible deployment and provisions of resources to affected SDO personnel and schools;
 - j. Prepare, implement, and monitor recovery and rehabilitation interventions;
 - k. Integrate DRRM in the Division Education Development Plan (DEDP).
3. Immediate and wide dissemination of this Memorandum is desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESQ VI
Schools Division Superintendent