2506 - 1045

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
No. 354 , s. 2025

SUBMISSION OF SCHOOL DRRM PLAN AND DESIGNATION OF DRRM COORDINATOR FOR SCHOOL YEAR 2025 - 2026

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

1. In reference to DepEd Order No. 21, s. 2025 titled Disaster Risk Reduction and Management (DRRM) Coordination and Information Management Protocols and to strengthen the DRRM Implementation in this Division, all public elementary and secondary schools are required to submit the School DRRM Plan and Designation Order of DRRM Coordinator for School Year 2025 – 2026.

2. The submission of plans and designation shall be on or before June 24, 2025. Schools with new coordinators must conduct a thorough orientation and proper turnover of documents and reports. Moreover, schools are also requested to update the DRRM Database by accomplishing this link: https://bit.ly/SDOVC_DRRMDatabase.

3. Attached is the sample form for the Designation Order as Annex A. Additionally, the list of mandatory DRRM activities for school implementation is provided as Annex B. These activities are to be carried out in addition to school-initiated programs based on hazard mapping results and other identified risks.

4. Immediate dissemination and compliance of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl.: As stated
References: DepEd Order No. 21, s. 2025 titled Disaster Risk Reduction and Management (DRRM) Coordination and Information Management Protocols

To be indicated in the Perpetual Index under the following subjects:

DRRM PLANS REPORTS

SGOD-DRRM/ahem/DM-SUBMISSION OF SCHOOL DRRM PLAN, DESIGNATION OF DRRM COORDINATOR AND MONTHLY ACCOMPLISHMENT REPORT FOR SCHOOL YEAR 2025 - 2026
2025-009/June 17, 2025

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
17 JUN 2025
RELEASED
BY:

Annex A

SCHOOL NAME

SCHOOL OFFICE ORDER
No. _____, s. 2025

_____
Name

_____
School Position
(Coordinator)

_____
Name

_____
School Position
(Alternate Coordinator)

DESIGNATION ORDER

In order to ensure continuous implementation of Disaster Risk Reduction and Management (DRRM) Programs, Plans and Activities, and to help establish safety of learners and personnel in the school, _____ (Name), you are hereby designated as the DRRM Coordinator for the S.Y. 2025-2026.

_____ (Name) is also hereby designated as the Alternate DRRM Coordinator for the S.Y. 2025-2026.

You shall perform the duties and responsibilities attached to your designation.

This designation shall not entitle you to additional renumeration and preferential attention to future promotion.

Please be guided accordingly.

_____
School Head

Annex B

List of Mandatory DRRM Activities
(To be reflected in the DRRM Plan)

No.	Activities
1	Establishment and Orientation of the School DRRM Team
2	Comprehensive School Safety Monitoring
3	Student-led School Watching and Hazard Mapping
4	Presentation of results of the Student-led School Watching and Hazard Mapping to the Planning Team
5	Progress Monitoring of the hazards mapped (quarterly or depending on urgency)
6	Orientation of the new school DRRM coordinators care of former coordinator and school head
7	National Simultaneous Earthquake Drill
8	Review, Updating and Simulation of Contingency Plans, Public Service Continuity Plans
9	DRRM integrated projects with the Learner Government Organizations (specific projects depending on the schools' needs)
10	Collaborative waste segregation and disposal project between the Learner Government and the School DRRM Team, PTA, barangay and other partners