



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

DIVISION MEMORANDUM  
No. **854**, s. 2025

**ACTIVATION OF THE DIVISION QUICK RESPONSE AND RECOVERY  
TEAM (QRRT) IN ANTICIPATION TO THE POTENTIAL IMPACTS OF SEVERE  
TROPICAL STORM FUNG-WONG (PRE-UWAN)**

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. 44, s. 2018 – Formation of the Department of Education Disaster Risk Reduction and Management Team in the Central Office and Division Order No. 009, s. 2024 titled “Division Disaster Preparedness, Prevention, Mitigation, Quick Response and Recovery Measures of SDO Vigan City”, the QRRT is hereby activated in anticipation to the impacts of Severe Tropical Storm Fung Wong (pre-Uwan).

2. The QRRT will automatically be activated when disasters are anticipated to impact the city. Members are required to report to the division office if necessary, during times of disaster even if work is suspended to provide essential services. These services include, but are not limited to, DRRM, general welfare services, health and wellness, child protection and partnerships. Personnel responsible for these programs are expected to report as necessary. Teaching and non-teaching personnel who will report during work suspension shall be entitled service credits and compensatory time-off respectively pursuant to CSC-DBM Joint Circular No. 02 s. 2015. The members who are affected by the hazard may render services remotely if the services needed are essential.

3. The composition of the QRRT is as follows:

- Disaster Risk Reduction and Management- Aphrodite Hope E. Martinez
- Education Facilities – Architect Ben John C. Lazo
- Socialization Mobilization and Networking – Cherry Joy D. Garma
  - Alternate- Alimar C. Ablog
- Administrative Services Section - Atty. Kim R. Tagorda
- Information and Communications Technology Unit – Eric L. Tapat
- Health and Nutrition Unit - Dr. Arlyn D. Batulan
  - Alternates- Laurie Angela M. Agati, Maria Korynne P. Taborda
- Learner Formation/Learner Rights and Protection Section – Sherwin D. Fabre
- Learning Resources Management Section - Dr. Rommel R. Rabo
- Office of the Chief Education Supervisor – Schools Governance &
- Operations Division – Rodrigo Q. Reyes, Jr.
- Finance Section – Christopher Michael T. Gazmen
- Budget Section – Mary Joy P. Suero

**Quick Response and Recovery Team Secretariat**

- Administrative Officer V - Atty. Kim R. Tagorda
- Disaster Risk Reduction and Management Coordinator - Aphrodite Hope E. Martinez
- Driver – Robert Pastor





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4. Attached is the Division Order for reference.
5. For information and compliance of all concerned.

*for: R. E. V.*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: DEPED ORDER NO. 44, S. 2018 – FORMATION OF THE  
DEPARTMENT OF EDUCATION DISASTER RISK REDUCTION AND  
MANAGEMENT TEAM IN THE CENTRAL OFFICE;  
DO 009, s. 2024 -DIVISION DISASTER PREPAREDNESS  
PREVENTION, MITIGATION, QUICK RESPONSE AND RECOVERY  
MEASURES OF SDO VIGAN CITY

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

DRRM POLICY PROCEDURE

SGOD-DRRM/ahem/DM- ACTIVATION OF THE DIVISION QUICK  
RESPONSE AND RECOVERY TEAM (QRRT)  
2025-036/November 7, 2025







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**DIVISION DISASTER PREPAREDNESS, PREVENTION, MITIGATION, QUICK  
RESPONSE AND RECOVERY MEASURES OF SDO VIGAN CITY**

**I. Rationale**

Republic Act 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010 mandates an all-of-government and inter-agency approach to DRRM in the country and the integration of climate change adaptation measures.

This led to the adaptation of DepEd Order No. 44, s. 2018 "Formation of the Department of Education Disaster Risk Reduction and Management Team in the Central Office".

The impacts of disasters, natural and human-induced, concern various offices in the Department. As such, DRRM teams are necessary to carry out coordinated measures and interventions across the four key thematic areas in RA 10121 and DepEd's Comprehensive DRRM in education Framework (DO 37, s. 2015), namely (1) Prevention and Mitigation, (2) Preparedness, (3) response, and (4) Rehabilitation and Recovery.

**II. Scope of the Policy**

The Division shall form a DRRM team parallel to the memberships and functions of the Quick Response and Recovery Team (QRRT) and Prevention and Mitigation, and Preparedness Team (PMPT) of the DepEd Central Office to maintain efficient and effective coordination.

Prevention and Mitigation, and Preparedness measures shall be done during non-emergency periods.

Response and recovery interventions shall be undertaken for disasters and emergencies from natural and human-induced hazards, especially where as State of Calamity is declared, or where significant impacts are determined.

**III. Definition of Terms**

**Adaptation** - adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.

**Alternative Delivery Modes** - are tried and tested alternative modalities of education delivery within the confines of the formal system that allow schools to deliver quality education to marginalized students and those at risk of dropping out in order to help them overcome personal, social, and economic constraints in their schooling.

**Contingency Planning** - a process that analyzes specific potential hazardous events or situations and preemptively establishes timely, effective and appropriate responses to such.

**Disaster** - a serious disruption of a community or society's functioning due to widespread human, material, economic, or environmental losses, damages,



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and impacts, which exceeds the ability of the affected community or society to cope using its own resources.

**Disaster Mitigation** – lessening the adverse impacts of hazardous events through hazard-resistant construction and engineering, as well as improved environmental policies and public awareness.

**Disaster Preparedness** – capacities developed by institutions and individuals to effectively anticipate, respond to, and recover from the impacts of likely, imminent, or current hazard events or conditions. This includes setting-up early warning systems, contingency planning, stockpiling of equipment and supplies, creating coordination and communication mechanisms, evacuation protocols, other training and field exercises.

**Disaster Prevention** – activities and measures that are taken to avoid existing and new disaster risks and their adverse impacts.

**Disaster Response** – services and assistance during or immediately after a disaster to save lives, reduce health impacts, ensure public safety, and meet the basic subsistence needs of the people affected. This includes disaster relief activities.

**Disaster Risk Reduction and Management** – the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities to lessen the adverse impacts of hazards and the possibility of disaster.

**Education in Emergencies** – a set of linked project activities that enable structured learning to continue in times of crisis or long-term instability, especially in the context of armed conflict.

**Emergency** – unforeseen or sudden occurrence, especially danger, demanding immediate action.

**Hazard** – a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood and services, social and economic disruption, or environmental damage.

**Peacebuilding** – refers to the process of creating a peaceful environment by addressing the root causes of conflict and preventing the occurrence and recurrence of violence.

**Recovery** – the restoration and improvement of facilities, livelihood and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors, in accordance with the principles of "build back better."

**Rehabilitation** – measures that ensure the ability of affected communities/areas to restore their normal level of functioning by rebuilding livelihood and damaged infrastructures and increasing the communities' organizational capacity.

**State of Calamity** – a condition involving mass casualty and/or major damages to property, disruption of livelihoods, roads, and normal way of life



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of people in the affected areas as a result of natural or human-induced hazards.

**Temporary Learning Spaces** –a designated space or structure that is established in transitional sites, permanent relocation sites, or in schools with damaged infrastructure due to disaster or emergencies, which are intended for the immediate resumption of formal and non-formal education to ensure education continuity of children while awaiting the construction or repair of permanent classrooms.

#### IV. Policy Statement

This policy provides guidance to the offices, sections and units concerned for coordinated, efficient, and effective delivery of Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation (CCA), and Education in Emergencies (EiE) measures and interventions in the Division.

The SDO Vigan City hereby establishes the DepEd DRRM Teams, made up of two sub-teams: (1) Quick Response and Recovery Team (QRRT), and (2) Prevention and Mitigation, and Preparedness Team (PMPT).

#### V. Membership of the DRRM Team

The SDO Vigan City DRRM Team shall be led by the DRRM. The composition of the two sub-teams shall be as follows:

For the Quick Response and Recovery Team, the following sections and units shall designate a focal person and an alternate.

##### Quick Response and Recovery Team:

- a) Disaster Risk Reduction and Management
- b) Socialization Mobilization and Networking
- c) Administrative Services Section
- d) Education Facilities Section
- e) Information and Communications Technology Unit
- f) Health and Nutrition Unit
- g) Learner Formation/Learner Rights and Protection Section
- h) Learning Resources Management Section
- i) Office of the Chief Education Supervisor – Schools Governance & Operations Division
- j) Budget and Finance

##### Quick Response and Recovery Team Secretariat

- a) Administrative Officer V
- b) Disaster Risk Reduction and Management Coordinator
- c) General Services Officer

For the Prevention and Mitigation, and Preparedness Team, the following sections and units shall designate a focal person and an alternate:



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**Prevention and Mitigation, and Preparedness Team**

- a) Disaster Risk Reduction and Management
- b) Socialization Mobilization and Networking
- c) Administrative Services Section
- d) Education Facilities Section
- e) Information and Communications Technology Unit
- f) Health and Nutrition Unit
- g) Learner Formation/Learner Rights and Protection Section
- h) Office of the Chief Education Supervisor – Curriculum Implementation Division
- i) Office of the Chief Education Supervisor – Schools Governance & Operations Division
- j) Budget and Finance

**VI. Roles and Functions**

The roles and functions of the teams are the following:

1) QRRT

- a) The QRRT shall ensure timely, adequate and effective response and recovery interventions in the aftermath of a disaster. **Response** interventions is through provision of technical assistance in the accomplishment of the Rapid Assessment of Damages Report (RADaR) (online via mobile and web applications) or Offline RADaR, generation and distribution of learners' kits, teachers' kits, hygiene kits, dignity kits and other forms of relief items from partners. School feeding may also be employed upon resumption of classes. **Rehabilitation and Recovery** include continuing psychosocial interventions for learners, teachers and staff.
- b) The QRRT Secretariat will support the administrative and logistical concerns of the QRRT which include drafting and dissemination of relevant documents, facilitate logistics involving meetings such as food, venue and supplies, and coordinate with other personnel to facilitate board and lodging or transportation needs.

The mobilization funds for Response and Recovery of the QRRT shall be temporarily charged against DRRMS funds. Other fund sources shall be explored for future budgeting of the QRRT's mobilization, for the purpose of sustainability.

2) PMPT

- a) The PMPT shall ensure integration of risk understanding and corresponding appropriate measures in the operations of the various offices, in order to protect the investments of DepEd and strengthen operation and structural capacities to resume and continue services amidst disasters and emergencies. **Prevention and Mitigation** include ensuring resilient school building design and standards, tree planting, waste management and capacity building. **Preparedness** include conduct of hazard-specific drills, standard operating procedures for evacuation, availability of communication equipment and system, capacity building, contingency planning, service continuity planning. Preparedness is based on sound analysis of disaster risks and good linkages



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with early warning systems, and close coordination with the City Disaster Risk Reduction and Management Council, Provincial Disaster Risk Reduction and Management Council and other agencies.

All PMPT members shall:

- a. Meet regularly on the last month of every quarter;
- b. Coordinate with the DRRM regarding the integration of Prevention and Mitigation, and Preparedness measures pertaining to CCA, DRR, EiE, and peacebuilding into Projects, Programs, and Activities (PPAs), and core processes;
- c. Ensure the interoperability of information systems of member offices for efficient data sharing, information processing, and report generation;
- d. Tag climate change related PPAs in the Work and Financial Plan (WFP) for submission to DRRMS;
- e. Coordinate with DRRMS in the implementation of activities stated in the subsequent matrix; and,
- f. Develop an office Service Continuity Plan, for implementation in case of a disaster.

The QRRT will be automatically be activated when disasters are anticipated to impact the city. Members are required to report to the division office during times of disaster even if work is suspended to provide essential services. These services include, but are not limited to, DRRM, general welfare services, health and wellness, child protection and partnerships. Personnel responsible for these programs are expected to report as necessary. Teaching and non-teaching personnel who will report during work suspension shall be entitled service credits and compensatory time-off respectively pursuant to CSC-DBM Joint Circular No. 02 s. 2015.

## **VII. Composition of Teams**

### **Quick Response and Recovery Team:**

Disaster Risk Reduction and Management- Aphrodite Hope E. Martinez  
Socialization Mobilization and Networking – Cherry Joy D. Garma  
Administrative Services Section - Atty. Kim R. Tagorda  
Education Facilities Section - Engr. Kristyl Claire B. Obaldo  
Information and Communications Technology Unit – Eric L. Tapat  
Health and Nutrition Unit - Dr. Arlyn D. Batulan  
Learner Formation/Learner Rights and Protection Section – Sherwin D. Fabre  
Learning Resources Management Section - Dr. Rommel R. Rabo  
Office of the Chief Education Supervisor – Schools Governance &  
Operations Division – Rodrigo Q. Reyes, Jr.  
Finance Section – Christopher Michael T. Gazmen  
Budget Section – Mary Joy P. Suero

### **Quick Response and Recovery Team Secretariat**

Administrative Officer V - Atty. Kim R. Tagorda  
Disaster Risk Reduction and Management Coordinator - Aphrodite Hope E. Martinez  
General Services Officer – Jonas A. Cu



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For the Prevention and Mitigation, and Preparedness Team, the following sections and units shall designate a focal person and an alternate:

**Prevention and Mitigation, and Preparedness Team**

Disaster Risk Reduction and Management  
Socialization Mobilization and Networking, Legal and Division Information  
Administrative Services Section  
Education Facilities Section  
Information and Communications Technology Unit  
Health and Nutrition Unit  
Learner Formation/Learner Rights and Protection Section  
Office of the Chief Education Supervisor – Curriculum Implementation  
Division  
Office of the Chief Education Supervisor – Schools Governance & Operations  
Division  
Budget and Finance Sections

**VIII. Learning Continuity**

To minimize the disruption to education, school officials are directed to:

1. Facilitate the provision of response interventions such as clean-up or clearing operations, minor repairs to temporary learning spaces, emergency school feeding, and temporary water, sanitation, and hygiene (WASH) facilities, to enable a safe learning environment and facilitate immediate access to education;
2. Immediately replace damaged learning resources, school furniture, and computer packages for affected schools;
3. Implement Alternative Delivery Modes using the most appropriate learning delivery modalities, such as but not limited to modular distance learning, online distance learning including other distance learning delivery modalities;  
Implement the Dynamic Learning Program (DLP) for learners who are unable to return to school due to damaged infrastructure or ongoing safety concerns, taking into account available learning resources and the readiness of learners and teachers;
4. Provide learning resources to displaced or affected learners through coordination with DepEd RO I and Central Office, as well as the Local Government Unit.
5. Encourage the use of community learning spaces, where feasible, to facilitate small-group learning in safe locations.

These guidelines are based on DepEd Memorandum No. 64, s. 2024 – Ensuring Safety, Protection, and Learning Continuity of School Affected by Typhoon Pepito.

**IX. Monitoring and Evaluation**

The DRRM and School Monitoring and Management Evaluation shall continually gather feedback on the implementation of the formation of the Division DRRM Teams. The mechanisms for the monitoring and evaluation (M&E) include evaluation sessions.



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The DRRM shall lead the development of an M&E tool with the concerned offices to monitor progress that shall be subject to annual review, and revision if necessary.

**X. References**

The following are referenced from DepEd Order No. 44, s. 2018 and DepEd Memorandum No. 64, s. 2024.

**XI. Effectivity/Transitory Provision**

Provisions stipulated in previous issuances which are inconsistent with this Order are hereby repealed.

This Order shall take effect immediately upon its issuance.



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