



2608-495

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

11 AUG 2026

DIVISION MEMORANDUMNo. 630, s. 2026**RECONSTITUTION OF THE DIVISION QUICK RESPONSE
AND RECOVERY TEAM (QRRT)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
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 009, s. 2024 titled “Division Disaster Preparedness, Prevention, Mitigation, Quick Response and Recovery Measures of SDO Vigan City”, this Office announces the reconstitution of the Division Quick Response and Recovery Team (QRRT).

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.

3. The composition of the QRRT is as follows:

Disaster Risk Reduction and Management	Raymart Q. Quedado
Socialization Mobilization and Networking	Cherry Joy D. Garma Alimar C. Ablog
Administrative Services Section	Daisy A. Ancheta
Education Facilities Section	Ben John C. Lazo
Information and Communications Technology Unit	Eric L. Tapat
Health and Nutrition	Dr. Arlyn D. Batulan Dr. Zyra Mae Sol Laurie Angela M. Agati Maria Korynne P. Taborda
Learner Formation/ Learner Rights and Protection Section	Atty. Kim R. Tagorda Sherwin D. Fabre
Learning Resources Management Section	Dr. Rommel R. Rabo
Alternative Learning System	Elsie C. Amorin Michael Gelacio
Finance Section	Christopher Michael T. Gazmen



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Budget Section	Mary Joy P. Suero
General Services Officer	Jonas A. Cu
Driver	Robert Pastor
Office of the Chief Education Supervisor School Governance and Operations Division	Rodrigo Q. Reyes Jr.
QRRT Secretariat	Daisy A. Ancheta Raymart Q. Quedado

4. Attached are the DepEd Order No. 44, s. 2018 and Division Order 009, s. 2024 for reference.

5. Immediate dissemination and strict compliance of all concerned.


VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/DRRM/rqq
August 5, 2026





2411-1379

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

Office of the Schools Division Superintendent

DIVISION ORDER

No. 009, s. 2024

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

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Section and Unit Heads
All Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 44, s. 2018 – Formation of the Department of Education Disaster Risk Reduction and Management Team in the Central Office, the Schools Division Office of Vigan City issues the enclosed Division Disaster Preparedness, Prevention, Mitigation, Quick Response and Recovery Measures of SDO Vigan City in order to establish learning continuity and other services in the midst of disasters and emergencies.
2. The policy aims to mainstream DRRM in the systems, processes and policies of the division to reinforce the achievement of DepEd education outcomes, particularly to ensure learning continuity and other services in the midst and after disaster and emergencies. Specifically, this aims to set the roles and functions of the SDO in the preparedness, prevention, mitigation, response and recovery, ensure coordinated and timely response interventions, and establish systems and mechanisms for data and information management.
3. All Orders, Memoranda, and other related issuances inconsistent with these policy and guidelines are deemed amended accordingly upon its effectivity.
4. Immediate and widest dissemination of this order is desired.

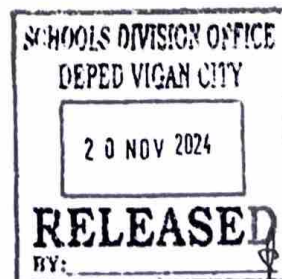
VILMA D. EDA, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Memorandum No. 044, s. 2018
Formation of the Department of Education
DRRM Team in the Central Office

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

DRRM
POLICY
PROCEDURE
PROGRAMS
SERVICES



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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 a 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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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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Republic of the Philippines
Department of Education

27 SEP 2018

DepEd ORDER
No. **044** s. 2018

**FORMATION OF THE DEPARTMENT OF EDUCATION DISASTER RISK
REDUCTION AND MANAGEMENT TEAM IN THE CENTRAL OFFICE**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Formation of the Department of Education Disaster Risk Reduction and Management (DepEd DRRM) Team in the Central Office (CO)** that provides the roles and functions of DepEd CO before, during, and after the onslaught of hazards for the purpose of ensuring learning continuity.
2. The policy aims to mainstream DRRM in the systems, processes, and policies of the Department to reinforce the achievement of DepEd education outcomes, particularly to ensure learning continuity and other services even in the midst of disasters and emergencies. Specifically, it intends to: (a) set the roles and functions of DepEd CO in the prevention and mitigation, preparedness, response, and recovery; (b) ensure coordinated and timely response and recover interventions, and (c) establish systems and mechanisms for data and information management and sharing among DepEd offices concerned.
3. All DepEd Orders and other related issuances, rules and regulations, and provisions, which are inconsistent with these guidelines, are repealed, rescinded, or modified accordingly.
4. This Order shall take effect immediately upon its issuance.
5. For more information, contact the **Disaster Risk Reduction and Management Service (DRRMS)**, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through telephone nos. (02) 637-4933 and (02) 637-4606 or email at drmo@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.

As stated

References:

DepEd Order: Nos. 50 s. 2011; 37, s. 2015; and 21, s. 2015

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

BUREAUS AND OFFICES
CALAMITY
PROCEDURE
PROGRAMS
SCHOOLS
SERVICES

**FORMATION OF THE DEPARTMENT OF EDUCATION DISASTER RISK
REDUCTION AND MANAGEMENT (DEPED DRRM) TEAM
IN THE CENTRAL OFFICE**

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 as prescribed below:

G. Mainstream disaster risk reduction and climate change in development processes such as policy formulation, socioeconomic development planning, budgeting, and governance, particularly in the areas of environment, agriculture, water, energy, health, education, poverty reduction, land-use and urban planning, and public infrastructure and housing, among others; and

H. Institutionalize the policies, structures, coordination mechanisms, and programs with continuing budget appropriation on disaster risk reduction from national down to local levels towards building a disaster-resilient nation and Communities.” (Section 2, RA 10121)

This led to the creation of the Disaster Risk Reduction and Management Office (DRRMO) through DepEd Order No. 50, s. 2011. The office was later elevated to a Service (DRRMS) through DepEd Memorandum No. 112, s. 2015.

As mandated by DO No. 50, s. 2011, the role of DRRMS is primarily coordinative. The impacts of disasters, natural and human-induced, concern various offices in the Department. As such, a **DepEd DRRM Team** is 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 No. 37 s, 2015), namely (1) Prevention and Mitigation, (2) Preparedness, (3) Response, and (4) Rehabilitation and Recovery.

II. Scope of the Policy

This policy covers the DepEd Central Office, as shown in the attached annexes. It shall apply across the four thematic areas stated above.

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 a State of Calamity is declared, or where significant impacts are determined by the affected Regions and Divisions.

Regional and Division levels 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. Specific

roles and functions of the Region and Division DRRM Teams shall be defined in a separate policy.

III. Definition of Terms¹

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.²*

Armed Conflict – *armed confrontations between and among conflicting parties such as state and non-state forces, ethnolinguistic groups, and clans.*

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, 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.*

¹ Taken mostly from the Definition of Terms from RA 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010

² From DepEd Order No. 54, s. 2012

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.³

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 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.⁴

IV. Policy Statement

This policy provides guidance to offices 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.

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

³ From Susan Nicolai, *Education in Emergencies – A Toolkit for Starting and Managing Education in Emergencies*, Save the Children, London, 2003.

⁴ Taken from the Definition of Terms from the Implementing Rules and Regulations (IRR) of Children's Emergency Relief and Protection Act or RA 10821

V. Membership of the DepEd Central Office DRRM Team

The DepEd Central Office DRRM Team shall be led by the DRRMS. The composition of the two sub-teams shall be as follows:

For the **Quick Response and Recovery Team**, the following DepEd offices shall designate a focal person and an alternate.

- a. Disaster Risk Reduction and Management Service (DRRMS)
- b. Office of the Undersecretary for Administration (OUA)
- c. Office of the Undersecretary for Planning and Field Operations (OUPFO)
- d. Office of the Undersecretary for Curriculum Instruction (OUCI)
- e. Office of the Undersecretary for Legal Affairs (OULA)
- f. Education Facilities Division (EFD)
- g. Information and Communication Technology Service (ICTS)
- h. School Health Division (SHD)
- i. Youth Formation Division (YFD)
- j. Bureau of Learning Resources (BLR)
- k. Bureau of Learning Delivery (BLD)
- l. Bureau of Educational Assessment (BEA)
- m. External Partnerships Service (EPS)
- n. Public Affairs Service (PAS)
- o. Finance Service (FS)
- p. Central Safety and Security Office (CSSO)
- q. Assets Management Division (AMD)
- r. General Services Division (GSD)
- s. Records Division (RD)

For the **Prevention and Mitigation, and Preparedness Team**, the following DepEd offices shall designate a focal person and an alternate:

- a. Disaster Risk Reduction and Management Service (DRRMS)
- b. Office of the Undersecretary for Finance – Budget and Performance Monitoring (OUF-BPM)
- c. Office of the Undersecretary for Finance – Accounting Division and Employee Account Management Division (OUF-AD & EAMD)
- d. Office of the Undersecretary for Legal Affairs (OULA)
- e. Office of the Undersecretary for Legislative Liaison and External Partnerships (OULLEP)
- f. External Partnerships Service (EPS)
- g. Bureau of Human Resource and Organizational Development (BHROD)
- h. School Effectiveness Division (SED)
- i. Bureau of Curriculum Development (BCD)
- j. Bureau of Learning Resources (BLR)
- k. Bureau of Learning Delivery (BLD)
- l. National Educators Academy of the Philippines (NEAP)
- m. Education Facilities Division (EFD)
- n. Information and Communication Technology Service (ICTS)
- o. Youth Formation Division (YFD)
- p. School Sports Division (SSD)
- q. School Health Division (SHD)
- r. Communications Division (CD)
- s. Budget Division (BD)
- t. Planning Service (PS)

- u. Project Management Service (PMS)
- v. Assets Management Division (AMD)
- w. Teacher Education Council Secretariat (TEC)

A separate order will be issued for the roles, functions, and composition of the DRRM Team at the Regional and Division levels that are parallel to the roles of the QRRT and PMPT.

VI. Roles and Functions, Criteria for Ground Visit, and the Secretariat of the Quick Response and Recovery Team (QRRT)

a. Roles and Functions of the QRRT

The Quick Response and Recovery Team (QRRT) shall **ensure timely, adequate, and effective response and recovery interventions in the aftermath of a disaster.**

The QRRT in the Central Office is activated in instances where two (2) or more regions are affected by the onslaught of a disaster. However, the DepEd Central Office QRRT shall intervene in cases where the impact is beyond the capacity of the affected office and/or as it sees fit (e.g. direct threat to life and property).

The specific functions of the Quick Response and Recovery Team shall be guided by the following:

- **Response** is undertaken immediately after the onslaught of the disaster to save lives, minimize the impacts of secondary hazards, and ensure safety and learning continuity.

For the Department, regular response interventions include provision of funds for clean-up and installation of temporary learning spaces (TLS), replacement of damaged computer packages and learning resources, conduct of psychological first aid (PFA), generation and distribution of learners' kits, teachers' kits, and school supplies; and hygiene kits, dignity kits, and other forms of relief items from partners. School feeding may also be employed upon resumption of classes to support affected families in sending back their children to schools.

- **Rehabilitation and Recovery** is undertaken after the onslaught of the disaster. Interventions are intended to restore normalcy by repairing and reconstructing damaged infrastructure and facilities, ensuring adherence to the "build back better" principle. These include catering to the well-being of affected learners and personnel through continuing psychosocial interventions. Recovery interventions should foster long-term sustainable and resilient development.

In line with these, all concerned offices shall develop their own implementation plans for response and recovery interventions. Specific functions of the members of QRRT are indicated in **Annex A.**

b. Selection of Area and Deployment of QRRT for Ground Visit

Selected members of the QRRT shall be mobilized for ground visit and damage assessment in identified affected areas. The QRRT shall be deployed to areas that meet at least two (2) of the following conditions:

- The area has been placed under a State of Calamity;
- Ten (10) or more personnel and/or learners in the area have been confirmed⁵ to be deceased; or
- The impact of the incident is beyond the capacity of the region to respond to, as evidenced by a request for assistance issued by the concerned Regional Office.

The QRRT shall automatically be deployed to areas that have been identified by the NDRRMC as sites to be visited by the President.

c. The QRRT Secretariat

A QRRT Secretariat shall be formed to support the administrative and logistical concerns of the QRRT. Its specific tasks include the following:

- Draft and disseminate Notice of Meetings, Minutes of the Meetings, Memorandum of Deployment, and other relevant documents.
- Facilitate logistics involving meetings and other related activities such as food, venue, and supplies.
- Manage flights of the QRRT from booking requests to quick disbursement and liquidation of flight expenses.
- Coordinate with the field offices to facilitate board and lodging and transportation needs of QRRT.

The QRRT Secretariat shall be composed of the following offices:

- a. Disaster Risk Reduction and Management Service (DRRMS)
- b. Office of the Undersecretary for Administration (OUA)
- c. Administrative Service (AS)

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.

VII. Roles and Functions of the Prevention and Mitigation, and Preparedness Team (PMPT)

The Prevention and Mitigation, and Preparedness Team (PMPT) is responsible for ensuring the integration of risk understanding and corresponding appropriate measures in the operations of the various offices, in order to protect the investments of the Department and strengthen operational and structural capacities to resume and continue services amidst disasters and emergencies.

⁵ Casualties are reported by on-ground DRRMC responders and confirmed by the MDM Cluster.

The specific functions of the Prevention and Mitigation, and Preparedness Team shall be guided by the following:

- **Prevention and Mitigation** measures are long-term and undertaken during peace time or non-emergency periods. They are linked to regular development programs, projects, and activities, and aim to reduce the risks and impacts of hazards. The integration of Prevention and Mitigation measures in regular development work brings about resiliency and sustainability.

Many disaster Prevention and Mitigation measures support climate change adaptation and mitigation. These include resilient school building design and standards, tree planting, waste management, and capacity building. Another important Prevention and Mitigation work is the integration of DRRM, CCA, and peace education in the curriculum, and into the training of Department personnel, school heads, and teachers.

For the purpose of preventing and mitigating the occurrence and impacts of armed conflict, the Department shall make sure that educational services are conflict sensitive, inclusive, and peace-promoting. Schools and learners are to be treated as Zones of Peace, which requires ensuring the protection, safety, and security of all learners, personnel, and educational investments in times of armed conflict; and actively promoting and helping build a culture of peace in its community.

- **Preparedness** enables an individual or an organization to anticipate, respond to, and recover from the risks and impacts of hazards. Projects and activities under Preparedness relate to the impending hazards, e.g. hazard-specific drills, including standard operating procedures for evacuation, family reunification; communication and coordination, including the availability of equipment such as handheld radios; capacity building; contingency planning; service continuity planning; prepositioning of equipment and supplies, etc. These must be supported by formal institutional, legal, and budgetary capacities. Preparedness is based on sound analysis of disaster risks and good linkages with early warning systems.

All PMPT members shall:

- a. Meet regularly on the last month of every quarter;
- b. Coordinate with the DRRMS 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.

Specific functions of the members of the PMPT, which shall be performed in addition to their regular functions, are stated in **Annex B**.

VIII. Monitoring and Evaluation

The DRRMS shall continually gather feedback on the implementation of the formation of the DepEd DRRM Team in the Central Office. The mechanisms for the monitoring and evaluation (M&E) of the DRRM Team include evaluation sessions.

The DRRMS 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.

IX. References

The following are referenced in this Order: RA 10121, and RA 10821.

X. Effectivity/Transitory Provision

Provisions stipulated in DepEd Order No. 21, s. 2015, and other previous issuances which are inconsistent with this Order are hereby repealed.

This Order shall take effect immediately upon its issuance.

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)

DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
Disaster Risk Reduction and Management Service (DRRMS)	Convene and brief members on the status of incoming hazard/s, exposed areas, possible risks and impacts, after the NDRRMC Pre-Disaster Risk Assessment - Emergency Response Preparedness (PDRA-ERP) briefing.	Convene members to: - Share Situational Reports (SitRep) on the status of the hazard/s. - Discuss preparations for quick response: available resources, available data, maps of schools, etc. Provide regular SitRep to ExeCom and other offices, on personnel and learner casualties, displaced personnel and learners, schools affected, used as evacuation centers, and with prolonged class suspensions.	Convene members to: - Provide updates/SitRep on status of hazard/s and initial effects/impacts to schools. - Generate data from affected schools/divisions. - Deployment plan of the team. Coordinate with OSEC on the itinerary of the Secretary. Coordinate with affected regions and divisions on details of the ground visit. Provide regular SitRep to ExeCom and other offices, on personnel and learner casualties, displaced personnel and learners, schools affected, used as evacuation centers,	Consolidate Rapid Assessment of Damages Report (RADaR). Provide consolidated RADaR to regional and division coordinators for vetting of the SDS. Facilitate downloading of funds for administrative support to response and recovery efforts of DRRMS and regions and divisions. Allocate donations received from EPS, based on RADaR data. Mobilize trucks through partners to haul the donations/ assistance from central office to the port, airport and	Convene members to: - Share initial consolidated RADaR data from schools. - Decide/Plan for mobilization/ ground visit/assessment of team. - Develop initial plan for interventions. Convene, in coordination with the EPS, the Education Cluster for briefing on impacts of disaster and initial plan for interventions. Transmit summary of RADaR to EFD, ICTS, BLR, and EPS to mobilize immediate response interventions from these offices. Facilitate downloading of	Conduct pre-departure and exit briefings. Lead the ground visit to affected areas. This includes the constitution of an advance team which shall be composed of DRRMS and OUA staff, and other personnel from other DepEd Offices, as needed. Validate and gather additional RADaR Consolidate and submit assessment reports from QRRT members and ongoing/planned interventions and needs to the EXECOM. Convene, in coordination with the EPS, the Education Cluster for updating on QRRT	Consolidate and submit recovery reports from QRRT members to the EXECOM, Education Cluster, field offices, and other national agencies concerned. Develop the Recovery Plan and submit to OUA and the Secretary for approval. Approved Recovery Plan shall be submitted to NDRRMC, NEDA and other task force created by the President. Endorse to proper offices and/or agencies request for funding for the implementation of the Recovery Plan. Facilitate downloading of funds for WASH and TLS, as needed.

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)

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DEPED CENTRAL OFFICE	PREPAREDNESS	Before	During	RESPONSE					
				After			5-10 Days (including ground visit)	RECOVERY	Provide report to EPS on the status of distribution of donations to affected schools. Print and deliver Flexible Learning Options (FLOs) / Alternative Delivery Modes (ADMs) materials to concerned divisions. Convene, in coordination with the EPS, the Education Cluster for updating on ongoing/ planned interventions and needs.
				24-48 Hours	72 Hours	96 Hours			
				and with prolonged class suspensions.	other destinations, in coordination with EPS.	funds for clean-up, temporary learning spaces (TLS), learners' kits, teachers' kits, and hygiene kits, and emergency feeding for affected schools with vetted RADAR.	assessment and ongoing/ planned interventions and needs.	Provide guidance to inter-agency meetings. Attend high level inter-agency meetings. Provide guidance to QRRT.	Attend briefing and provide guidance to the DRRMS on tracking of learners and personnel.
				Attend briefing and provide guidance to QRRT.	Attend briefing and provide guidance to the DRRMS on tracking of learners and personnel.			Participate in the ground visit, as needed.	Attend briefing and provide guidance to the field on the management of displaced learners and personnel and deployment of teachers, as needed.
								Mobilize regional and division planning officers for	

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)

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DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
			Inform the regional and division planning officers to get ready for possible deployment in affected schools for assessment of displaced learners and personnel.			tracking of displaced learners and personnel, as needed.	
Office of the Undersecretary for Curriculum and Instruction (OUCI)	Attend briefing and provide guidance to the DRRMS on curriculum related matters in the aftermath of a disaster.	Attend briefing and provide guidance on curriculum related matters in the aftermath of a disaster.	Attend briefing and provide guidance on curriculum related matters in the aftermath of a disaster.			Participate in the ground visit, as needed. Instruct BEA and BLD for appropriate interventions, as needed.	Implement, monitor and submit report to DRRMS on status of curriculum related interventions, as needed.
Office of the Undersecretary for Legal Affairs (OULA)	Attend briefing.	Attend briefing.	Attend briefing. Inform the regional and division legal officers to conduct initial assessment of protection concerns both for learners and personnel and to prepare for possible deployment in affected schools for assessment of child protection concerns.		Mobilize the regional and division legal officers to conduct assessment on protection concerns, covering children and personnel. Ensure standard protocols and case management processes are observed and complied with.	Participate in the ground visit, as needed. Submit plan for protection interventions, as needed, based on the assessment of legal officers. Ensure standard protocols and case management processes are observed and complied with.	Ensure standard protocols and case management processes are observed and complied with. Submit report and file case, monitor, and inform DRRMS on status of protection cases and interventions, covering children and personnel.

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DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
Education Facilities Division (EFD)	Attend briefing.	Attend briefing.	Attend briefing. Inform the regional and division engineers to prepare for detailed assessment of damaged buildings of affected schools.		Instruct regional and division engineers to start the detailed infrastructure assessment in affected areas, immediately upon the receipt of the summary of RADaR 1 from DRRMS. Ensure coordination of the engineers with the regional and division DRRM coordinators in the conduct of rapid and detailed assessments of damaged infrastructure.	Participate in the ground visit. Conduct detailed assessment of damages of infrastructure and furniture. Submit the Program of Works (POWs) of damaged infrastructure to the DRRMS and the OUA. Submit a plan for the repair and reconstruction of damaged infrastructure, based on POWs. Submit a plan for the replacement of damaged school furniture, including cost estimates and timelines, based on the summary of RADaR 2 provided by the DRRMS.	Implement, monitor and submit report to DRRMS on status of repair, reconstruction, provision of furniture and other related interventions for affected schools and resettlement areas where schools are to be established.

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)

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DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
Information and Communication Technology Service (ICTS)	Attend briefing.	Attend briefing.	Attend briefing. Inform the regional and division IT Officer to prepare for detailed assessment of damaged computers of affected schools.		Instruct regional and division IT Officer to start the conduct of detailed assessment of computer damages, immediately upon receipt of the summary of RADaR 2 from DRRMS. Ensure coordination of the IT Officer with the regional and division DRRM coordinators, in the conduct of rapid and detailed assessments of damaged computers.	Participate in the ground visit. Conduct detailed assessment of damages of computer package. Submit an assessment report of damaged computers with quantity and cost of damaged computer packages, and the planned interventions, which includes cost, and timeline.	Implement, monitor and submit report to DRRMS on status of provision of computer sets.
School Health Division (SHD)	Attend briefing.	Attend briefing.	Attend briefing. Participate in the Health Cluster of the NDRRMC Response Cluster activities and meetings. Inform the trained school health personnel and guidance/designated guidance counselors	Convene division-wide School Health Emergency Cluster.	Instruct trained school health personnel and guidance/ designated guidance counselors to start the conduct of assessment on emergency school feeding and Psychological First Aid needs.	Participate in the ground visit, as needed. Instruct trained school health personnel to assist in the conduct of emergency school feeding, in coordination with Feeding Coordinators.	Monitor and submit report to DRRMS on status of emergency school feeding and Psychological First Aid. Continue emergency school feeding and Psychological First Aid, as needed.

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)							
DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
			to prepare for possible emergency school feeding and Psychological First Aid for learners and personnel in affected schools.		Ensure coordination of the trained school health personnel and guidance / designated counselors with the regional and division DRRM coordinators, in the conduct of assessment. Prepare for the provision of school feeding in the aftermath of a disaster upon resumption of classes and upon receipt of a request and pertinent data from DRRMS. Prepare trained school health personnel and guidance/ designated guidance counselors to assist in the conduct of Psychological First Aid in affected areas, together with the regional and division DRRM coordinators.	Instruct trained division school health personnel and guidance/ designated counselors to start provision of Psychological First Aid with DRRM coordinators.	

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Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)							
DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
Youth Formation Division (YFD)	Attend briefing.	Attend briefing. Coordinate with field personnel for youth development for possible deployment.	Attend briefing. Inform the field personnel for youth development to prepare for possible psychosocial assessment of learners and personnel in affected schools, with DRRM coordinators and trained school health personnel.	Participate, with the SHD, in the Health Cluster of the NDRRMC Response Cluster activities and meetings.	Instruct field personnel for youth development to start the conduct of psychosocial assessment of learners in affected areas, with DRRM coordinators and trained school health personnel.	Participate in the ground visit, as needed. Instruct field personnel for youth development to start provision of Psychological First Aid, with DRRM coordinators and trained school health personnel. Support the division DRRM coordinator, through the School DRRM coordinator, in mobilizing school DRRM organizations of nearby unaffected areas for age-appropriate response measures, as needed.	Coordinate with DRRMS and SHD for the provision of psychosocial support services.
Bureau of Learning Resources (BLR)	Attend briefing.	Attend briefing.	Attend briefing. Inform the regional and division LRMDS coordinator to get ready for detailed assessment of damaged learning		Instruct regional and division LRMDS coordinator to start the conduct of detailed assessment of damaged learning resources, immediately upon	Participate in the ground visit. Conduct detailed assessment of damages of learning resources.	Implement, monitor and submit report to DRRMS on status of provision of learning resources.

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Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRT)							
DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
			resources of affected schools.		receipt of the summary of RADaR 2 from DRRMS. Ensure coordination of the LRMDS coordinator with the regional and division DRRM coordinators, in the conduct of rapid and detailed assessments of damaged learning resources.	Submit an assessment report of damaged learning resources with titles of books, quantity and cost of damage, and the planned interventions, which includes cost, and timeline. Allocate learning resources for affected schools, based on RADAR 2 and list of titles of books to be replaced.	
Bureau of Learning Delivery (BLD)	Attend briefing.	Attend briefing.	Attend briefing. Inform the division ADM coordinators to get ready for possible ADM implementation in affected schools.			Participate in the ground visit, as needed. Mobilize the division ADM / ALS Coordinators to conduct assessment for need of ADM in affected schools. Submit plan for ADM / ALS implementation, as needed, based on assessment.	Implement, monitor and submit report to DRRMS on status of ADM / ALS implementation.

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)							
DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
Bureau of Educational Assessment (BEA)	Attend briefing.	Attend briefing.	Attend briefing.			Coordinate with field personnel for the assessment of the status of student records.	Coordinate recovery plans on assessment of affected learners.
External Partnerships Service (EPS)	Attend briefing.	Attend briefing.	Attend briefing. Call for donations specifying assistance needed and the standard kits/assistance, in coordination with DRRMS. Plan for Brigada Eskwela during ground visit.	Receive donations from partners and donors. Mobilize trucks through partners to haul the donations/ assistance stored in the central office to the port, airport and other destinations as advised by DRRMS. Lead the distribution of donations on the ground, in coordination with the DRRMS.	Receive donations from partners and donors. Mobilize trucks through partners to haul the donations/ assistance stored in the central office to the port, airport and other destinations as advised by DRRMS. Lead the distribution of donations on the ground, in coordination with the DRRMS.	Participate in the ground visit. Lead the actual conduct of Brigada Eskwela interventions in affected schools, in coordination with the DRRMS and OUA.	Coordinate with DRRMS on recovery needs and status of donations.
Public Affairs Service (PAS)	Attend briefing. Disseminate advisories and preparedness measures from DRRMS, based on PAGASA/	Attend briefing. Repost official announcements of suspension of classes, based on LGU announcements	Attend briefing. Issue advisories on submission of photos and information of affected schools through #SchoolPatrolPH.		Publish and/or share press release to media outlets on affected schools and planned and actual interventions of the department.	Participate in the ground visit. Arrange press conference in coordination with affected regions/divisions.	Write stories, articles, press release with photos on the recovery efforts of the department. Coordinate with DRRMS for

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRT)

DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
	PHIVOLCS information.	as validated and cleared by LGUs and/or DRRMS.	Publish call for donations, as advised by EPS, by posting on social media, website, and other relevant publication.			Cover the ground visit and publish related press release. Publish and/or share press release to media outlets on interventions undertaken.	clearance of stories, articles, press release, etc.
Finance Service (FS)	Attend briefing.	Attend briefing.	Attend briefing.		Expedite release of funds for response interventions.	Participate in the ground visit, as needed.	Expedite release of funds for recovery interventions.
Central Safety and Security Office (CSSO)	Attend briefing.	Attend briefing.	Attend briefing. Coordinate with affected regions and divisions on details of the security and safety of the Executive Committee and VIPs during the ground visit.			Participate in the ground visit. Secure the safety of the Executive Committee and VIPs during the ground visit.	
Asset Management Division (AMD)	Attend briefing.	Attend briefing.	Attend briefing. Coordinate with the DRRMS and the affected regions and divisions on the status of condition of educational assets.			Participate in the ground visit, as needed. Deploy field personnel for the assessment and inventory of the condition of educational assets, as needed. In such	

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)							
DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
						cases, the said personnel should coordinate with the region and division DRRM coordinators.	
General Services Division (GSD)	Attend briefing.	Attend briefing.	Attend briefing.	Bring the donations received by EPS to the storage room and ensure their safety. Pack / repack donations generated by EPS, into sets as advised by EPS based on standard content of DepEd kits. Support the delivery of donations by providing the human resource to haul/deliver the packed set of donations/ assistance to the airport, port, or other destinations, together with DRRMS and EPS staff.	Bring the donations received by EPS to the storage room and ensure their safety. Pack / repack donations generated by EPS, into sets as advised by EPS based on standard content of DepEd kits. Support the delivery of donations by providing the human resource to haul/deliver the packed set of donations/ assistance to the airport, port, or other destinations, together with DRRMS and EPS staff.	Bring the donations received by EPS to the storage room and ensure their safety. Pack / repack donations generated by EPS, into sets as advised by EPS based on standard content of DepEd kits. Support the delivery of donations by providing the human resource to haul/deliver the packed set of donations/ assistance to the airport, port, or other destinations, together with DRRMS or EPS staff.	Bring the donations received by EPS to the storage room and ensure their safety. Pack / repack donations generated by EPS, into sets as advised by EPS based on standard content of DepEd kits. Support the delivery of donations by providing the human resource to haul/deliver the packed set of donations/ assistance to the airport, port, or other destinations, together with DRRMS and EPS staff.

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (QRRT)

Annex A: Specific Roles and Functions of the Quick Response and Recovery Team (Q-RT)							
DEPED CENTRAL OFFICE	PREPAREDNESS	RESPONSE					RECOVERY
	Before	During	After				
			24-48 Hours	72 Hours	96 Hours	5-10 Days (Including ground visit)	
Records Division	Attend briefing. Issue guidelines for the safeguarding and recovery of vital and important records and documents.	Attend briefing.	Attend briefing. Coordinate with field offices for the assessment of the status of vital and important records and documents.			Coordinate with field offices for the retrieval and recovery of vital and important records and documents.	

Annex B: Specific Roles and Functions of the Prevention and Mitigation, and Preparedness Team (PMPT)

DEPED CENTRAL OFFICE	PREVENTION AND MITIGATION, AND PREPAREDNESS
Disaster Risk Reduction and Management Service (DRRMS)	• Act as the focal point for DepEd in planning, implementing, coordinating, and monitoring of activities related to DRRM, CCA, and EiE, including those relating to armed conflict. • Develop and recommend policy standards and actions to DepEd management on DRRM, CCA, EiE, including those relating to armed conflict. • Initiate and coordinate cooperation and collaborative activities with the national government agencies (NGAs), non-government organizations, and civil society groups (CSGs), inter-agency and cluster groupings such as National Disaster Risk Reduction and Management Council (NDRRMC) Technical Working Group (TWG), Education Cluster, Protection Group, among others, concerned with DRRM, CCA, EiE, including those relating to armed conflict. • Develop and recommend policy actions to enhance the DepEd's resilience to disasters. • Create and operate an Emergency Operations Center (EOC) which will serve as the Department's operating and responding facility during disasters. • Serve as the clearinghouse for all DRRM/CCA/EiE related transactions including production and issuance of DRRM/CCA/EiE modules, distribution of school kits, and offering of emergency aid or assistance. • Convene the members of the PMPT for the quarterly meeting. • Facilitate capacity development of DepEd officials and personnel at all levels on DRRM/CCA/EiE.
Office of the Undersecretary for Finance – Budget and Performance Monitoring (OUF-BPM)	• Designate a permanent focal person in meetings/discussions relating to disaster risk financing and insurance. • Provide technical assistance to DRRMS on disaster risk financing and insurance.
Office of the Undersecretary for Finance – Accounting Division and Employee Account Management Division (OUF-AD & EAMD)	• Explore insurance schemes for DRRMS staff, regional and division DRRM coordinators, and members of the QRRT who are required to be deployed in the aftermath of a disaster. • Ensure funding source for assistance to families of deceased personnel and learners resulting from disasters.
Office of the Undersecretary for Legal Affairs (OULA)	• Ensure the integration and operationalization of policies on child protection and child rights into DRRM/CCA/EiE initiatives. • Provide technical assistance for child protection and child rights training/sessions for the DRRMS, regional and division DRRM coordinators, QRRT members, etc. • Coordinate with the CWC and other related agencies for Grave Child Rights Violations and related cases submitted by DRRMS and QRRT members. • Adopt child-friendly accountability and feedback mechanisms for children as basis for enhancement of interventions.
Office of the Undersecretary for Legislative Liaison and External Partnerships (OULLEP)	• Advocate for the adoption of national policy standards to support and enhance DepEd's resilience to disasters, and the continuity of education in times of disasters.

Annex B: Specific Roles and Functions of the Prevention and Mitigation, and Preparedness Team (PMPT)

DEPED CENTRAL OFFICE	PREVENTION AND MITIGATION, AND PREPAREDNESS
External Partnerships Service (EPS)	- Facilitate the creation of partnership programs for DRRM, CCA, and EiE initiatives, including those relating to armed conflict/Peace Education. - Oversee the creation of mechanisms, including regular activities/meetings to ensure continuity of partnerships. - Maintain a database of partners and status of MOAs and partnership accomplishments.
Bureau of Human Resource and Organizational Development (BHROD)	Coordinate with the DRRMS for the integration of DRRM, CCA, EiE, and Peace Education into human resource development and capacity building initiatives.
School Effectiveness Division (SED)	Ensure integration of DRRM, CCA, EiE, and Peace Education in School Based Management (SBM), School Improvement Plan (SIP), and other measures and initiatives for school effectiveness.
Bureau of Curriculum Development (BCD)	- Co-lead, with DRRMS, the development of DRRM, CCA, and EiE modules, including those relating to armed conflict/Peace Education. - Provide technical support in the development of guidelines in the integration of DRRM, CCA, EiE, and Peace Education in the K-12 curriculum. - Serve as resource persons in trainings, roll-outs, and related activities on the integration of DRRM, CCA, EiE, and Peace Education in the K-12 curriculum.
Bureau of Learning Resources (BLR)	- Ensure availability of buffer stocks of learning resources and funding for delivery in the aftermath of a disaster/emergency. - Upload DRRM, CCA, EiE, and Peace Education related materials vetted by concerned offices.
Bureau of Learning Delivery (BLD)	- Ensure availability of K-12 aligned ADM modules which integrate DRRM, CCA, EiE, and Peace Education. - Train regional and division ADM coordinators on ADM in emergencies, in collaboration with DRRMS. - Train ALS coordinators at various levels on DRRM, CCA, EiE, and Peace Education, in collaboration with the DRRMS.
National Educators' Academy of the Philippines (NEAP)	- Co-lead, with DRRMS, the development of DRRM, CCA, EiE, and Peace Education modules for the training of school heads/principals and administrators. - Integrate DRRM, CCA, EiE, and Peace Education modules in the training of school heads/principals and administrators, in collaboration with the DRRMS.
Education Facilities Division (EFD)	- Develop context-specific and climate change resilient school building designs and standards. - Ensure regular monitoring and reporting of school facilities for purposes of rehabilitation/repair, retrofitting and reconstruction. - Provide technical assistance to DRRMS in the creation of safe and resilient standards, manuals, and tools relating to infrastructure and facilities such as TLS and WASH, among others. - Conduct training for school heads on assessment of damage of school buildings – whether minor, major, totally – in the aftermath of a disaster.
Information and Communication Technology Service (ICTS)	- Provide technical support to the DRRMS in the development and maintenance of an information system. - Ensure the creation and implementation of an ICT Recovery Plan.
Youth Formation Division (YFD)	- Include, in coordination with the DRRMS, DRRM, CCA, EiE, and Peace Education in the training of learners. - Integrate, in coordination with the DRRMS, DRRM, CCA, EiE, and Peace Education in the extra- and co-curricular activities of schools.

Annex B: Specific Roles and Functions of the Prevention and Mitigation, and Preparedness Team (PMPT)

DEPED CENTRAL OFFICE	PREVENTION AND MITIGATION, AND PREPAREDNESS
	• Encourage the creation of student-led and school-based DRRM and peace-promoting organizations. • Encourage the participation of learners in the planning, implementation, and monitoring of both school and student-led DRRM initiatives.
School Sports Division (SSD)	• Integrate DRRM, CCA, EiE, and Peace Education in sports related activities, including Palarong Pambansa. • Integrate school safety checklist in the guidelines for the Palarong Pambansa.
School Health Division (SHD)	• Organize and ensure the functionality of School Health Emergency Clusters for each division. • Provide a facilitator/trainer for the Psychological First Aid training organized by DRRMS. • Provide technical assistance to DRRMS in the development of guidelines, tools on WASH in Schools (WINS) in emergencies. • Provide DRRMS updates on the implementation of Gulayan sa Paaralan and Solid Waste Management programs for integration of DRRMS in climate change reports. • Conduct trainings and/or provide technical assistance during capacity building for first aid and basic life support for field personnel.
Budget Division (BD)	• Ensure tagging of climate change related activities and expenditures of the department, endorsed by DRRMS.
Public Affairs Service (PAS)	• Release/Publish stories, articles, PR, IEC materials on preparedness, prevention and mitigation initiatives, written by DRRMS through the DepEd website, email, and social media. • Mobilize regional and division information officers to cover DRRM, CCA, EiE, and Peace Education related activities of field offices, such as National Simultaneous Earthquake Drill (NSED), Climate Change Consciousness Week, National Disaster Resilience Month, etc.
Planning Service (PS)	• Make available the EBEIS, LIS, and NSBI and other related data to the DRRMS. • Support the integration of DRRM, CCA, EiE in education related policies and operations of the Department at all levels. • Coordinate with the DRRMS on DRRM, CCA, EiE related research.
Project Management Service (PMS)	• Coordinate with DRRMS on the development of DRRM, CCA, EiE, and Peace Education related project proposals.
Administrative Service (AS)	• Procure and ensure the availability of adequate and functional safety equipment in the central office which shall be used in cases of ground visits and deployment. • Post safety signage, evacuation maps and emergency hotline numbers in conspicuous areas in the central office. • Lead assessment and appropriate interventions for the safety of buildings and equipment in the central office.
Asset Management Division (AMD)	• Ensure the integration of the AMD's database for tracking assets into the DRRMIS. • Consolidate the emergency procurement reports from the field offices and submit/allow access by the DRRMS.
Teacher Education Council Secretariat (TEC)	• Co-lead, with DRRMS, the development of DRRM, CCA, EiE, and Peace Education modules for the pre-service, in-service, and graduate education of teachers. • Integrate DRRM, CCA, EiE, and Peace Education modules into the pre-service, in-service, and graduate education of teachers, as well as quality assurance mechanisms.