



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

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August 16, 2024

**DIVISION MEMORANDUM**

No. 372 s. 2024

**Recomposition of the SDO ABRA Disaster Risk Reduction and Management Team**

To: Asst. Schools Division Superintendent Chief  
 Education Supervisors, CID, SGOD  
 All Persons Concerned

- Pursuant to Republic Act (RA) No. 10121 entitled The Philippine Disaster Risk Reduction and Management Act of 2010, which mandates all national government agencies to institutionalize policies, structures, coordination mechanisms and programs with continuing budget appropriation on Disaster Risk Reduction and Management (DRRM) from national to local levels and DepEd Order No. 50, s. 2011 entitled Creation of Disaster Risk Reduction and Management Office (DRRMO), which mandates the said office to initiate and spearhead the establishment of mechanisms which prepare, guarantee protection and increase resiliency of the Department of Education (DepEd) constituents in the face of disaster.
- Under DO 44, s. 2018 entitled Formation of the Department of Education Disaster Risk Reduction and Management (DEPED DRRM) TEAM in the Central Office, states that 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.
- Service Credits and or Compensatory Time-Off (CTO) shall be granted to the DRRM Team members who render services during emergencies like typhoon, earthquake and other related response activities after calamities that falls on official holiday, Saturday, Sunday and when there is a suspension of work, in accordance to DepED Order 53, s. 2003 entitled "Updated Guidelines on Grant of Vacation Credits to Teachers," and Overtime Pay for Government Employees," respectively.
- In relation to this, the Schools Division Office Quick Response and Recovery Team (QRRT) and Prevention and Mitigation, and Preparedness Team (PMPT) is hereby reorganized to be composed of the following:

EXECUTIVE COMMITTEE	
<b>Chairman</b>	<b>AMADOR D. GARCIA SR.</b> - Schools Division Superintendent
<b>Co-Chairman</b>	<b>CHRISTOPHER C. BENIGNO.</b> - Assistant Schools Division Superintendent
<b>Members</b>	
	HEDWIG M. BELMES - CES Curriculum Implementation Division

*[Handwritten signature]*



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	RONALD T. MARQUEZ - CES SGOD
	JANET B. PASCUA - AO V/ Administrative Officer
	Atty. AILEEN JOY FUENTES - Legal Officer
	ELMER V. BATONDO - Budget Officer
	CELIA S. BOLANTE - Accountant III
	Dr. APOLINAR TURQUEZA - Medical Officer
	Engr. JOLLY A. DACUYAN - Div. Engineer III
	MARLOU B. BORJA - ITO
	MERLY B. BARGAS - Supply Officer
	GEMMA B. CABUTAJE - AO IV
	BHENJO AGALOOS - EPS
	JUN AGUYOS - EPS
	JOEY LAZARO - PSDS
	NARCISO CANNAOAY - EPS ALS
	CATHERINE LANG-AYAN - PSDS
	MELDIE DAMIAN - Planning Officer
	RONILO P. GARCIA - SGOD EPS
<b>Secretariat</b>	RHODA P. ASENCIO - SEPS-Research
	LORNA B. LLANEZA - SEPS SMME
	GRYAN LYLE C. NAVARRO - PDO II- LRMS
	RIZA E. PERALTA - Librarian
	EDLAINE B. CASTILLO - PDO I
	FLORENCIO B. RIFAREAL JR. - PDO II - SMN-DRRM
	LORDYNE KATE T. MOLINA - COS DRRM
<b>INCIDENT MANAGEMENT (Quick Response and Recovery) TEAM</b>	
<b>Monitoring and Validation</b>	
<b>Lead</b>	RONILO P. GARCIA
	FLORENCIO B. RIFAREAL JR
	Engr. JOYDA LUTHER P. ALAFRIZ
	Engr. JAYSON TALUBAN
	Engr. JOLLY A. DACUYAN
	CHRISTOPER C. CABUTAJE
	MJURODEL B. RIFAREAL
	BHENJO AGALOOS
	ALL PSDSs
	LORDYNE KATE T. MOLINA - COS DRRM
	JUN AGUYOS



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	ALL SCHOOL PDO 1
	ROLAND PASCUA
<b>Medical/Dental and Mental Health Team</b>	
<b>Lead</b>	<b>Dr. APOLINAR L. TURQUEZA</b>
	Dr. MARICAR V. TABERDO
	Dr. JANETTE L. PASCIOLES
	All Nurses
<b>Information Team</b>	
<b>Lead</b>	<b>BLESS MARICAR RAMOS</b>
	RHODA P. ASECIO
	SHELYN GRACE B. BALDERAMA
	RYN WALTER PAA
<b>Planning Team</b>	
<b>Lead</b>	<b>RONALD T. MARQUEZ</b>
	HEDWIG M. BELMES
	LOUDY CENTENO
	EDEN ADRIATICO
	MELDIE DAMIAN
	JESTONI BALNEG
	ERMELY PANED
	MARLOWE GALLARDO
<b>Logistics Team</b>	
<b>Lead</b>	<b>JANET B. PASCUA - AO V/ Administrative Officer</b>
	MERLY B. BARGAS
	HAZEL BARILA
	JAHRELL BALUBAR
	LEO GUZMAN
	RAINY ROY BILLEDO
	All Utilities
<b>Learning Continuity Team</b>	
<b>Lead</b>	<b>HEDWIG M. BELMES</b>
	All PSDSs
	All EPSs
	LRMDS
	ALS
<b>Child Protection</b>	

*(Handwritten initials)*



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<b>Lead</b>	<b>Atty. AILEEN JOY FUENTES</b>
	EDLAINE B. CASTILLO – PDO I
	EDEN T. ADRIATICO
	JESTONI BALNEG
	MA. DANICA ANDRES
	ALL PSDS
<b>Administrative and Finance</b>	
<b>Lead</b>	<b>ELMER V. BATONDO</b>
	CELIA S. BOLANTE
	LOUDY CENTENO
	JANET B. PASCUA
	GEMMA B. CABUTAJE
	All ADAS, ADA
<b>SAFETY and SECURITY</b>	
	<b>MIJURODEL B. RIFAREAL</b>
	JUN AGUYOS
	CRISTOPHER C. CABUTAJE
	GEREX PABILLANO
	MARLOWE GALLARDO
	All Security Guards

5. The following are the specific functions:

**5.1. Executive Committee**

- Establishes policy and sets priorities in the allocation of resources and services.
- Advises the leaders of the different committees in accordance with the information/advisory given by warning agencies like PAGASA and PHIVOLCS of an impending occurrence of hazards and activates the operationalization of the contingency plans.
- Announces the suspension of office work/and or classes based on advisories given by the warning agencies or Local DRRM Councils.
- Aids the Regional Office on advocacy and information dissemination campaigns on disaster risk reduction and management through integration in the basic education curriculum.
- Ensures that disaster risk reduction and management concepts are being mainstreamed in the education system and integrated in the basic education curricula.
- Ensures that the provision of safe learning environment, child friendly spaces, alternative learning activities to displace families/individuals/school children housed in schools as temporary holding centers.
- Activate the Disaster Operations Center and authorizes the 24/7 services of pre-designated officers and members of the concerned team.
- Convene and presides over meetings and conferences.



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- Provide operational guidelines on the management of the school DRRM.
- Allocate working stations for cluster members who will be working at the EOC during disaster situations.

**5.2. Secretariat**

- Document all proceedings of meetings called for the executive committee.
- Facilitate the dissemination of information provided by the executive committee.
- Facilitate the conduct of meetings.

**5.3. Monitoring and Validation Team**

- Initiate and lead the conduct of damage and needs assessment as disaster situation warrants.
- Evaluates crisis situations and determines courses of actions to be undertaken to possibly lessen crises impact and recommend safety measures.
- Validate submitted RADAR from schools.
- Take part and participate in the conduct of **POST DISASTER NEEDS ASSESSMENT (PDNA) and RAPID DAMAGE NEEDS ASSESSMENT (RDNA)** initiated by the OFFICE OF CIVIL DEFENSE (OCD) and Division DRRM .

**5.4. Health Team**

- Monitor mental and physical health of affected learners and personnel.
- Ensure provision of health care services to affected personnel or learners.
- Coordinate with LGUs and other government health agencies like Department of Health, PRC or other health services providers for the provision of health services to affected learners or personnel.
- Establishes reporting protocols of affected learners or personnel.
- Monitor the availability, storage and handling of medicines, goods, food and drinking water in schools used as evacuation in coordination with Department of Social Welfare and Development or MSWD.
- Provide psychological first aid/support if needed.
- Provide Capability building on basic life support and standard basic first aid to SDRRM Coordinators.

**5.5. Planning Team**

- Maintain an updated database of relevant baseline information on school population, demography in the districts, school facilities, etc. in coordination with the school heads.
- Provide direction of priority response actions based on analysis of data gathered by the monitoring team or consolidated RADAR.
- Provide all relevant and needed data related to learners, personnel of the department and other pertinent data.

**5.6. Information Team**

- Disseminate public warning and advisories and appropriate precautionary measures.
- Consolidate reports as basis for response actions.



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- Coordinate with media and Public Information Agency (PIA) on matters relative to advocacy and public information as necessary.
- Ensure documentation of all actions undertaken for review, reference, and possible improvement

**5.7. Logistic Team**

- Ensure the proper management of resources and strategic deployment.
- Source out needed resources based on assessment report of the monitoring team and reports submitted by the schools.
- Ensure proper documentation of incoming logistic support from external partners and donors.

**5.8. Learning Continuity Team**

- Ensure the early resumption of disrupted classes.
- Provides alternative learning activities to school children in the evacuation centers and ensure continuity of academic instructions.
- Provide technical assistance in the conceptualization of modules and disaster preparedness materials as reference and support materials to teaching-learning activities
- Ensure development and integration of Disaster Risk Reduction in the curriculum.
- Provided alternative learning materials and keep an inventory of available learning resources.
- Assist the schools in identifying temporary learning spaces as needed.

**5.9. Child Protection Team**

**1. Safeguarding Children During Disasters:**

- **Pre-disaster preparedness:**
  - **Risk assessment & mitigation:** Identify risks specific to children during disasters and implement strategies to minimize those risks.
  - **Emergency plans:** Develop and practice emergency plans tailored to the needs of children, including evacuation procedures, communication protocols, and designated safe spaces.
  - **Training and drills:** Conduct regular drills and simulations to familiarize children with emergency procedures and ensure they know how to respond effectively.
  - **Child-friendly materials:** Provide information and instructions in a child-friendly manner, using appropriate language and visuals.
- **During disaster:**
  - **Priority for children:** Prioritize the safety and well-being of children during evacuations and rescue operations.
  - **Protection from harm:** Implement measures to protect children from abuse, exploitation, and neglect during and after a disaster.
  - **Safe spaces:** Create and maintain designated safe spaces for children where they can receive support, comfort, and protection.
- **Post-disaster recovery:**
  - **Reunification and psychological support:** Facilitate the reunification of separated children with their families and provide psychological support to address trauma and emotional distress.



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- **Addressing vulnerabilities:** Identify and address the specific vulnerabilities of children, including those with disabilities, those from marginalized communities, or those who have been displaced.
  - **Promoting resilience:** Empower children to cope with the impacts of disasters and contribute to the recovery process.
- 2. Integrating Child Protection into DRRM Programs:**
- **Child participation:** Ensure children are actively involved in DRRM planning, implementation, and evaluation.
  - **Child-sensitive approaches:** Adopt a child-centered approach to DRRM, taking into account the specific needs, perspectives, and rights of children.
  - **Training and capacity building:** Train teachers, school staff, and parents on child protection principles and best practices in DRRM.
  - **Collaboration and coordination:** Establish strong partnerships with child protection agencies, community organizations, and government departments to ensure effective collaboration and support.
- 3. Promoting a Culture of Safety and Protection:**
- **Addressing child abuse and neglect:** Create a safe and supportive school environment that prevents and responds to child abuse and neglect.
  - **Building awareness:** Raise awareness about child protection issues and the importance of safeguarding children during disasters.
  - **Empowering children:** Empower children to speak up about their concerns and participate in decision-making processes that affect their safety and well-being.

**5.10. Finance and Administrative Team**

- Provide update of administrative measures such as suspension of travels and activities compensatory time-of or service credit, and other administrative concerns in relation to advisories received from authorities, CO, RO, LGUs, PLGUs.
- Facilitate expeditious disbursement of funds to support the needs of response operations.
- Facilitate immediate processing of needed documents of schools or personnel affected by disasters or emergency to avail benefits or privilege.
- Ensure that all personnel are well informed of their calamity benefits if there are any.
- **Ensure documentation and avail corresponding benefits (Compensatory Time Off/Leave Credits) of personnel rendering QUICK RESPONSE DUTIES.**
- Takes charge of all mobilization procedures, provision of vehicles and transport facilities as deemed necessary.
- Determines the transportation needs and requirements.
- Assign all available vehicles and transport units to the monitoring and damage assessment teams.
- Coordinates with counterpart transport team leaders and local transport groups for resource sharing if needed.

  
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Schools Division Superintendent



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