



Republic of the Philippines  
Department of Education  
Region VI - Western Visayas  
SCHOOLS DIVISION OF CAPIZ

16 JAN 2026

DIVISION MEMORANDUM  
No. 031 s. 2026

**2026 DESIGNATION OF THE SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT COORDINATOR**

To: Assistant Schools Division Superintendent  
OIC- Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. DepEd Order No. 37, S. 2021, Section 15 states that the collaborative efforts are critical in time of disasters and emergencies. It is anchored on Department Order No. 21, S. 2015 and it directs schools to constitute School DRRM Team to lead the implementation of preparedness and response measures.
2. Consequently, the Guidelines on School-based Disaster Preparedness and Response Measures of the said DO declares that School Head shall be primarily responsible for the planning, implementation and monitoring of school-based disaster preparedness measures. To support the School Head, a School DRRM (SDRRM) Coordinator shall be designated in each school and shall designate from the pool of permanent school personnel to serve as the SDRRM Coordinator.
3. Anent this, all schools are instructed to designate its respective SDRRM Coordinator using the designation format attached as Annex **A**. and shall accomplish the shall upload at the **SDO Capiz DRRM Dashboard** website the signed SDRRM Designated for the registration of all designated SDRRM Coordinators on or before January 30, 2026.
4. Immediate dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:  
#DRRM #safety  
#preparedness #designation



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Date \_\_\_\_\_

**JUAN DELA CRUZ**  
Administrative Office II  
Malapit National High School  
President Roxas, Capiz

Dear Sir:

In addition to your present duties and functions as \_\_\_\_\_ of \_\_\_\_\_, you are hereby designated as **School Disaster Risk Reduction Management (SDRRM) Coordinator** effective immediately. As such, by virtue of DepEd Order No. 21, s. 2015, you are expected to perform the following functions, to wit:

1. Assist the school head in the implementation of the DRRM programs and policies;
2. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator;
3. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
4. Ensure the conduct of annual student-led risk identification and mapping;
5. Communicate notable results of risk assessment and other disaster preparedness activities to the SDO;
6. Serve as the point person for collaborations and coordination with local DRRM Council and other partner organizations;
7. Ensure the emergency hotlines are maintained, updated and posted;
8. Ensure the availability of baseline data of the school;
9. Spearhead relevant and necessary capacity building activities for the school;
10. Report to the SDO any hazard affecting the school operations such as flood, conflict, fire among others;
11. Submit situation reports and provide real-time updates to the SDO;
12. Accomplish and submit Incident Report or Incident Management Reporting System (IMRS) and other reports within 72 hours after any hazard or emergency;
13. Track and report the progress of recovery and rehabilitation initiatives to the SDO;
14. Report and update the SDO on the demobilization of evacuation centers in schools;
15. Ensure fire safety and building resiliency; and
16. Others relative to DRMM.

It is understood however, that this designation does not carry with it any change of salary the same being effected in the exigency of service.

Be guided accordingly.

Very truly yours,

Conforme: