Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

**LILO-AN NATIONAL HIGH SCHOOL – Don Bosco Campus**

Cotcot, Lilo-an, Cebu 6002

June 20, 2019

**SCHOOL UNNUMBERED MEMORANDUM**

**DESIGNATION OF School Disaster Risk Reduction Management (SDRRM) COORDINATOR**

**TO**: **GERLIE G. LAGUNDI**

1. This Office hereby informs you of your additional Ancillary Service as you are designated as **SCHOOL RISK REDUCTION MANAGEMENT (SDRRM) Coordinator**.
2. Specific Tasks:

### 2.1 Identify, assess and manage the hazards and risks that may occur in the school; Communicate about those hazards and risks, their nature, effects, early warning signs and countermeasures;

### 2.2 Identify and implement cost-effective risk reduction measures or strategies; Take all necessary steps on an ongoing basis to maintain, provide or arrange the provision of trained and competent personnel for effective and efficient disaster risk management in their areas of jurisdiction;

### 2.3 Respond to and manage the adverse effects of emergencies in their area of jurisdictions; Carry out recovery activities;

### 2.4 Promote and raise public awareness of and compliance with policies and directives issued by the Chairman of DRRMO relative to disaster risk management;

### 2.5 Develop, approve, implement and monitor School Disaster Risk Management Plans and regularly review and test the plan consistent with other national and local planning programs;

### 2.6 Establish linkage and network with other local government units for disaster risk reduction and emergency response purposes;

### 2.7 Formulate, prepare and issue Orders, Memoranda and Issuances consistent with the requirements of the Local Disaster Coordinating Council (LDCC);

### 2.8 Integrate risk reduction into school development plans, programs and budgets as a strategy in schools’ sustainable development and improvement plans;

### 2.9 Establish an operating facility to be known as the Region/Division/District and School Disaster Operations Center; and

### 3.0 Prepare and submit to the District Disaster Risk Reduction Management Office, National Disaster Risk Reduction Management Office and the National Disaster Coordinating Council damage and needs assessment reports; and

### 3.1Include as part of the School Improvement Plan disaster risk reduction measures to ensure safety, and security of all teaching, non-teaching and school children.

1. Immediate dissemination and compliance with this Memorandum is expected.

**DR. HIPOLITO Q. PEGARIDO, JR. CONFORM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Principal I

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1 copy for Mrs. Lagundi, 1 copy for the Faculty Club, 1 copy for the Bulletin Board, 1 copy on file