

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 350

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **JOCELYN DR. ANDAYA** 
 Director IV

SUBJECT : **UPDATED AREA OF RESPONSIBILITY (AOR) ASSIGNMENT OF DISASTER RISK REDUCTION AND MANAGEMENT SERVICE (DRRMS) STAFF**

DATE : April 4, 2024

1. Attached is DepEd Memorandum DRRMS-04-01-2024-0002 re: Updated Area of Responsibility (AOR) Assignment of Disaster Risk Reduction and Management Service Staff, the content of which is self-explanatory, for information.
2. Attention is particularly invited to the paragraph 2 and enclosure 1 & 2 of the aforesaid Memorandum.
3. Immediate dissemination of this Memorandum is desired.

essd/lito/24



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1



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MEMORANDUM

NO: DRRMS-03-04-2024-0002

FOR : MINISTER OF BASIC, HIGHER, AND TECHNICAL EDUCATION
ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL DRRM COORDINATORS
ALL DIVISION DRRM COORDINATORS

FROM : NENNETH ESPLANA-ALAMA ✓
Director IV, Disaster Risk Reduction and Management Service

SUBJECT : Updated Area of Responsibility (AoR) Assignment of Disaster Risk Reduction and Management Service (DRRMS) Staff

DATE : 12 March 2024

Following the recent implementation of the DRRMS' reviewed organizational structure and 1st quarter strategic planning, the office hereby reassigned the DRRMS personnel to the concerned field offices to effectively manage concerns regarding the implementation of programs related to Disaster Risk Reduction, Climate Change Adaptation and Mitigation, and Peacebuilding.

Specifically, the designation is to provide necessary technical assistance and further support to Regional and Division DRRM coordinators which includes but are not limited to immediate cascading of information, provision of technical assistance, monitoring of program implementation, and ensuring the timely submission of necessary reports. Enclosed are the updated DRRMS staff AoR assignment and the terms of reference. This shall take effect immediately upon its issuance.

In this regard, the office encourages open communication and collaboration across the assigned AoRs to ensure a smooth transition and foster a productive working environment.

For any questions or concerns regarding this update, kindly reach the DRRMS at drmo@deped.gov.ph and/or to your respective AoRs.

For your information.

Enclosure 1. Area of Responsibility (AOR) Assignment of DRRMS Personnel

All related concerns should be coursed through to the AOR Leads concerned, especially during Disaster Response mode.

AOR ASSIGNMENT OF DRRMS STAFF

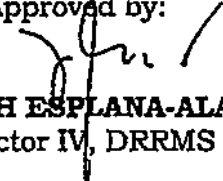
AOR Lead	Alternate AOR Lead	AOR
Margareth Mikaela Lasam	DRRMS Supervisors concerned	Region I & Region XII
April Allen Sayde		Region II & Region VIII
Jose Gabriel Noveno		Region III
Mark Anthony Nito		Region IV-A
Monalyn Bermijiso		Region IV-B & CAR
Aldwin Rimbao		Region V
Nikko Joy Bogñalbal		Region VI
Marie Sapuay		Region VII
Jemaima Dalogdog		Region IX
Anthony Versoza		Region X
Lorenzo Masandero		Region XI
Kia Dyan Louren Serrano		CARAGA
Orlando Barachina		NCR

PROGRAM ASSIGNMENT OF DRRMS SUPERVISORS

DRRMS Personnel	Position/Designation	Program
Reynante Sofera	Project Development Officer V/Division Chief/AOR Chief	Over-all Office/Program concerns
Orlando Barachina	Project Development Officer IV/Section Head	<ul style="list-style-type: none"> • Policies • Climate Change Adaptation and Mitigation • Peacebuilding • IEC and Advocacy
Jose Gabriel Noveno	Project Development Officer III/Section Head	<ul style="list-style-type: none"> • Office Strategic Planning • Research • Information System • Monitoring and Evaluation
Cecilio Peralta	Project Development Officer III/Section Head	<ul style="list-style-type: none"> • Procurement • Finance

		<ul style="list-style-type: none"> • Administrative (including Human Resource Development)
Aldwin Rimbao	Project Development Officer II/OIC Section Head	<ul style="list-style-type: none"> • Disaster Preparedness • Disaster Response & Early Recovery • Rehabilitation and Recovery • Safe Learning Environment and Facilities

Approved by:



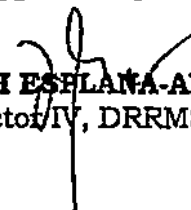
NENNETH ESPLANA-ALAMA
Director IV, DRRMS

Enclosure 2. Terms of References of AoR Leads and DRRMS Supervisors

Designation	Roles and Responsibilities
Division Chief/AoR Chief	<ul style="list-style-type: none"> • Act as the overall supervisor of all DRRMS-related concerns; • Disseminate advisories, hazard information, or incident reports to all Education stakeholders; • Provide technical assistance to all AoR leads and field offices on all concerns related to DRRMS programs, projects and activities, especially during times of emergencies and disasters. • Participate in NDRRMC- and Education Cluster-related meetings and activities, as instructed.
Section Heads	<ul style="list-style-type: none"> • Provide technical assistance to all AoR leads and field offices on all concerns related to their assigned programs; and • Act as support/alternate to the AoR leads.
AoR Lead	<p><u>Regular Coordination and Monitoring</u></p> <ul style="list-style-type: none"> • Act as the DRRMS focal person for the delegated region and division offices; • Ensure dissemination of all DRRMS and relevant DepEd Central Office issuances to the assigned area of responsibility; • Provide necessary technical assistance to assigned region and division DRRM Coordinators; • Assist in the conduct of regular monitoring to the assigned regions and divisions regarding the implementation of DRRM, CCAM and Peacebuilding initiatives; • Ensure all incident reports and Rapid Assessment of Damages Report (RADaR) are forwarded to the Response Team; • Participate in the quarterly AoR coordination meetings; • Gather and harmonized the schedule of activities of DRRMS and field offices; • Ensure the submission of monthly and quarterly accomplishment reports, including status of fund utilization; • Acknowledge receipt of emails from AoR for all communications from the field and subsequently endorse to the respective program units; • Provide support to the conduct of PDNA or PCNA. <p><u>Preparedness and Response</u></p> <ul style="list-style-type: none"> • Monitor status of DepEd key officials during disasters and emergencies; • Participate in DepEd CO-initiated PDRA, as needed;

	<ul style="list-style-type: none"> • Render 24/7 duty in a 12-hour shift basis at the National DRRMC Operations Center/Virtual Coordinating Center during the onslaught of hazards, as needed; • Monitor the situation, gather, follow-up, and validate information from the regions and divisions on the status of schools, e.g. class suspension, use of schools as evacuation, etc.; • Encode the information from the regions and divisions, and the warning signals into the response monitoring sheet; • Verify external reports on the status of schools with the regional and division coordinators; • Clean, store and share to the DRRMS Team the information and data collected and analyzed after a disaster and emergencies; • Undertake ground visits after a disaster and emergency, for purposes of rapid assessment and ensuring timely response interventions, as instructed; • Obtain the vetted RADaR of the assigned Regions and Divisions to be endorsed to the Response Focal; • Acknowledge receipt of emails from AoR, including small-scale incidents or disasters e.g. fire, flood, etc. • Monitor the implementation of Preparedness activities in the AoR in coordination with the Preparedness Focal and Finance Team; and • Monitor the provision of response interventions of the AoR in coordination with the Response Focal and Finance Team.
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Approved by:


NENNETH ESPLANA-ALAMA
 Director IV, DRRMS