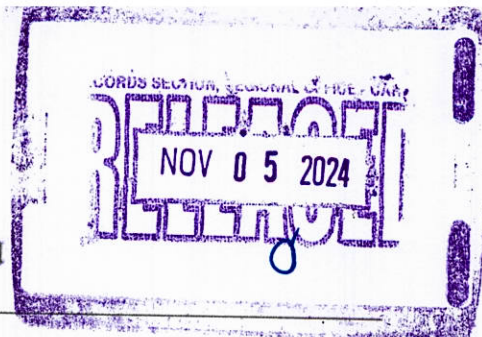




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. 1194, s. 2024

To: Schools Division Superintendents
All Others Concerned

**MASTER PLAN FOR DISASTER RISK REDUCTION AND MANAGEMENT
PROGRAM (DRRM) FOR S.Y. 2024-2025**

1. The implementation of DRRM in basic education is guided by DepEd's three major outcomes—Access, Quality, and Governance. These outcomes set the program and policy development agenda of the agency. As a member of the National DRRM Council (NDRRMC), the Department is also committed to implementing DRRM in basic education within the following thematic areas: *Prevention and Mitigation, Preparedness, Response, and Recovery and Rehabilitation.*
2. DepEd's commitment to its mandate and to the NDRRMC is reflected in DepEd Order No. 37, s. 2015, which outlines the Comprehensive DRRM in Basic Education Framework. This has been adapted from the Global Comprehensive Safety Framework.
3. DepEd's framework provides guidance in:
 - a) *The implementation of DRRM for education practitioners' and partners' planning and programming at all levels;*
 - b) *The inclusion of DRRM in the school, division, and regional education development plans;*
 - c) *Defining the agency's response to hazards affecting school operations,*
 - d) *Serving as mechanism for engaging partners and aligning their thrust to DepEd priorities; and*
 - e) *Guiding collaboration with private schools.*
4. With the issuance of DO 37 s. 2015, the Framework is expected to guide schools in assessing, planning, and implementing their specific prevention and mitigation, preparedness, response and recovery and rehabilitation interventions. These interventions are expressed in:

Pillar 1: Safe Learning Facilities,

Pillar 2: School Disaster Management

Pillar 3: Disaster Risk Reduction in Education
5. Specific interventions to address the effects of hazards and risks are determined at the school level. The School Planning Team (SPT) and the School DRRM Team (SDRRM Team) shall work hand in hand to implement DRRM. These



2024-10-17804

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two school groups will collaborate on the assessment, planning, implementation, monitoring, evaluation, and reporting of DRRM interventions.

6. To establish measures for DepEd to better respond and cope with the immediate aftermath of a disaster, the development of a **Master Plan for Disaster Risk Reduction and Management Program for S.Y. 2024-2025** is essential. This plan aims to:

- a) *Protect learners and education workers from death, injury, and harm in schools;*
- b) *Plan for educational continuity in the face of expected hazards and threats;*
- c) *Safeguard education sector investments; and*
- d) *Strengthen risk reduction and resilience through education.*

7. To ensure alignment of programs and activities for DRRM at all levels, all Schools Division Offices and schools are directed to develop and submit their own master plans, following the attached template for reference.

8. The Division Master Plan is due for submission to this office by **November 1, 2024**. Signed PDF and Word files should be submitted via email to: **megnon.beldad@deped.gov.ph**.

9. For technical assistance with crafting the master plan, please coordinate with Ms. Megnon P. Beldad, DRRM Coordinator, via the email address provided above.

10. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION

Director III
Officer-in-charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR


PEDRO TENEBRO ESCOBARTE JR.

Director III
Assistant Regional Director 

Encl.: As stated,
Reference: DepEd Order No. 37, s. 2015
To be indicated in the Perpetual Index
under the following subjects:

CALAMITY MANUALS SAFETY EDUCATION
ESSD/mpb
10/30/2024



Republic of the Philippines
Department of Education
CARAGA REGION

**{REGION/DIVISION/SCHOOL}
DISASTER RISK REDUCTION AND
MANAGEMENT MASTER PLAN
(SY 2024-2025)**

Prepared by:

Reviewed by:

Approved by:

DRRM Coordinator
Head

Division Chief

RD/Superintendent/School



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Objective:

1. Ensure the safety of students, teachers, and staff in schools during disasters.
2. Minimize damage to school infrastructure and properties.
3. Promote disaster resilience and awareness among school communities.

Scope: All public and private schools in the Caraga region, Philippines.

I. Hazard Identification and Risk Assessment

A. Hazard mapping and risk assessment in all schools

a.1. School Watching Checklist (refer to DO 23, s. 2025 for the procedures)

- For school level only

Hazard description		Remarks
☐ Broken window	☐ Broken/dilapidated ceiling	
☐ Slippery pathway	☐ Open/incomplete perimeter fence	
☐ Blocked corridor	☐ Presence of stray animals inside the school campus	
☐ Heavy objects mounted on top of cabinets/shelves	☐ Presence of electrical post/transformer near or within the school perimeter	
☐ Flooded area	☐ No system of release to parents during emergencies	
☐ Busted plugs/light bulbs/electrical facilities	☐ No posted emergency hotlines around the school	
☐ Exposed electrical wires	☐ Garbage area (segregation of biodegradable and non-biodegradable)	
☐ Protruding nails in chairs and tables	☐ Detached or peeled off GI sheet	
☐ Broken door knobs	☐ Broken toilet bowl and/or sinks	
☐ Warning sign: Slippery pathways/corridors	☐ Broken chairs/desks/tables	
☐ Plants mounted on the building railings		
☐ Flooding		
☐ Exposed chemicals and liquids		
☐ Lack/absence of storage for equipment		
☐ Unlabeled chemicals		
☐ Dripping ceiling		
☐ Open pit		
☐ Stagnant water		
☐ Unpruned trees/bushes/shrubs		

Hazard description		Remarks
☐ Open/clogged canals ☐ No ramps for elevated school buildings or other facilities ☐ Swing-in doors	☐ Blocked/no emergency exits ☐ Unmounted cabinets/shelves ☐ Medical kits in every classroom ☐ Bells/alarms ☐ Condemnable building (i.e. very old structure, collapsing building and/or prominent cracks on classroom walls) ☐ Others (<i>List as many as possible</i>)	

a.2. Consolidated results:

Hazards Identified	Recommended Actions	Timeline	Persons Responsible

B. Hazard Analysis and Risk Levels (*applicable for Region, Division, and School*)

Hazard	Probability		Impact		Average $\frac{\text{Probability} + \text{Impact}}{2}$	Rank
	Rate	Remarks	Rate	Remarks		

Refer to Contingency Planning Guidebook s. 2020

3. Hazard Assessment

3.1. Anatomy of the Hazard (*applicable for Region, Division, and School*)

Hazards	Root Causes	Early Warning Signs	Triggering Factors	Existing Mitigating Measures

Hazards	Root Causes	Early Warning Signs	Triggering Factors	Existing Mitigating Measures

3.2. Number of possible exposed and/or affected learners and personnel (*applicable for Region, Division, and School*)

No. of DepEd Offices/Schools	No. of Learners	No. of Personnel	Remarks

II. DRRM Committee (*localize for division and school level*)

Directory of DRRM-Education Cluster Committee

Name of Office	Head of Office	Location	Contact Details
Department of Education			
Commission on Higher Education			
Technical Education and Skills Development Authority			
Office of Civil Defense			
Department of Social Welfare and Development			
Philippine National Police			
Bureau of Fire Protection			
Philippine Coastguard			
Professional Regulation Commission			
Philippines Red Cross			
Local Government Units			
Schools Division Superintendents			

Name of Office	Head of Office	Location	Contact Details
Division DRRM Coordinators			
School DRRM Coordinators			
Secretariat			

III. Region/Division/School DRRM Plan

a. Emergency response activities

Hazard scenario	Timeframe	Response Activities	Responsible Office/Committee
	<i>Within 24 hrs.</i>		
	<i>24 to 48 hrs.</i>		
	<i>48-72 hrs.</i>		
	<i>72 hrs. onwards</i>		

b. Evacuation routes and assembly points (provide lay-out)

c. Communication protocols (provide description)

d. Search and rescue plans (provide description)

e. First aid and medical response (provide description)

f. Damage assessment and recovery procedures (provide description)

IV. Disaster Preparedness

Objectives	Activities	Timeframe	Participants	Office/Committee Responsible	Sources required

Sample of activities but not limited to:

1. Conduct regular drills and simulations (e.g., earthquake, fire, flood).
2. Provide DRRM training for teachers, staff, and students.
3. Ensure availability of emergency equipment and supplies (e.g., first aid kits, fire extinguishers, flashlights).
4. Establish a school emergency fund.

V. Early Warning Systems and Monitoring

Activities	Persons/Committee responsible	Timeframe	Source Needed

Sample of activities but not limited to:

1. Install early warning systems (e.g., sirens, SMS alerts).
2. Monitor weather updates and disaster alerts from Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) and National Disaster Risk Reduction and Management Council (NDRRMC).

VI. Emergency Response

Emergency response activities

Activities	Timeframe	Response Activities	Responsible Office/Committee
	<i>Within 24 hrs.</i>		
	<i>24 to 48 hrs.</i>		
	<i>48-72 hrs.</i>		
	<i>72 hrs. onwards</i>		

Sample activities but not limited to:

1. Activate school DRRM plan during disasters.
2. Evacuate students and personnel to designated safe areas.
3. Provide first aid and medical assistance.
4. Conduct damage assessment and recovery efforts.

VII. Recovery and Rehabilitation-provide description of procedure to conduct the following:

- a. *Rapid Assessment of Damages Reporting (RADAR) – refer to attached template*
- b. *Post Disaster Needs Assessment – refer to PDNA Template*
- c. *Recovery and Rehabilitation Plan – refer to template*
- d. *Partnership and Resource Mobilization – refer to attached template*

Not: This shall only be applicable after the onslaught of a calamity (large scale)

VIII. DRRM Education and Awareness

Activities	Persons/Committee responsible	Timeframe	Source Needed

Sample activities but not limited to:

1. Integrate DRRM into school curriculum.
2. Conduct regular DRRM awareness campaigns.
3. Engage students in DRRM activities (e.g., poster-making, essay-writing contests).

IX. Monitoring and Evaluation

Activities	Persons/Committee responsible	Description	Schedule	M&E Tool Used	Next Steps

Sample activities to monitor but not limited to:

1. Regularly review and update school DRRM plans.
2. Conduct annual drills and simulations.
3. Evaluate effectiveness of DRRM plan.

X. Budget Allocation

PPAs	Description	Persons/Committee In-charge	Budgetary requirement	Fund Source	Timeframe

Consider:

1. Allocate funds for DRRM activities, equipment, and training.
2. Ensure budget sustainability.

XI. Implementation Timeline of the Master Plan

Timeline	Activities	Persons/Office Involve	Implementation Status	Reasons for delay	Catch Up Plan and Timelines
			(Not conducted, completed or on-going)		

Prescribed timeline:

1. Quarter 1 (January-March): Hazard identification, risk assessment, and DRRM committee establishment.
2. Quarter 2 (April-June): School DRRM plan development, disaster preparedness, and early warning systems installation.

3. Quarter 3 (July-September): DRRM training, drills, and simulations.
4. Quarter 4 (October-December): Review, evaluation, and updating of school DRRM plans.

XII. Key Stakeholders-refer to directory of partners

Offices	Head of Office	Contact Details (email, phone, telephone, etc.)
DepEd Caraga regional office.		
LGUs		
NGAs		
NGOs/CSOs		
School Management (for school level)		
Teachers (for school level)		
Students (For school level)		
Parents (for school level)		
Students (clubs/organizations) – for school level only		
Others		

Contact Information

DepEd Caraga Regional Office {Change if for Division or School}
 [Address]
 [Phone Number]
 [Email]

Annexes:

Reporting Template
 Photos
 Graphics
 Maps