

**RELEASED**BY: *[Signature]* No. 186  
DATE: FEB 09 2026

Republika ng Pilipinas

**Kagawaran ng Edukasyon**

REHIYON V - BICOL

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

05 February 2026

DIVISION MEMORANDUM  
No. 186 s. 2026**REORGANIZATION OF THE SCHOOL DISASTER RISK REDUCTION AND  
MANAGEMENT (DRRM) TEAM**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, (CID and SGOD)  
All Public Schools District Supervisors  
All Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to **Republic Act No. 10121**, known as the Philippine Disaster Risk Reduction and Management Act of 2010, and consistent with the Department of Education's ongoing commitment to enhance disaster preparedness, response, and resilience in schools as outlined in **DepEd Order No. 37, s. 2015** (The Comprehensive Disaster Risk Reduction and Management in Basic Education Framework), **DepEd Order No. 21, s. 2015** (Disaster Risk Reduction and Management Coordination and Information Management Protocol), and **DepEd Order No. 002, s. 2024** (Immediate Removal of Administrative Tasks of Public School Teachers), all schools are hereby directed to reorganize their respective **School Disaster Risk Reduction and Management (DRRM) Teams**.

2. The reorganization aims to ensure:

- Functional continuity and availability of personnel during emergencies.
- Alignment of school-level DRRM structures with national and division DRRM mechanisms; and
- Enhanced preparedness, response, early recovery, and rehabilitation capabilities of schools.

3. Enclosed herewith is the school DRRM organizational framework, including the corresponding roles and responsibilities of each member. All schools must submit their Reorganized School DRRM Team Profile and School DRRM Information Database **not later than February 25, 2026**, through the links provided below.

School DRRM Team Profile	<a href="https://bit.ly/2026SchoolDRRMTeam">https://bit.ly/2026SchoolDRRMTeam</a>
School DRRM Information Database	<a href="https://bit.ly/SchoolDRRMProfile2026">https://bit.ly/SchoolDRRMProfile2026</a>

4. Immediate dissemination and strict compliance with this Memorandum are enjoined.

**MA. JEANY T. ABAYON**Assistant Schools Division Superintenden  
Officer-In-Charge

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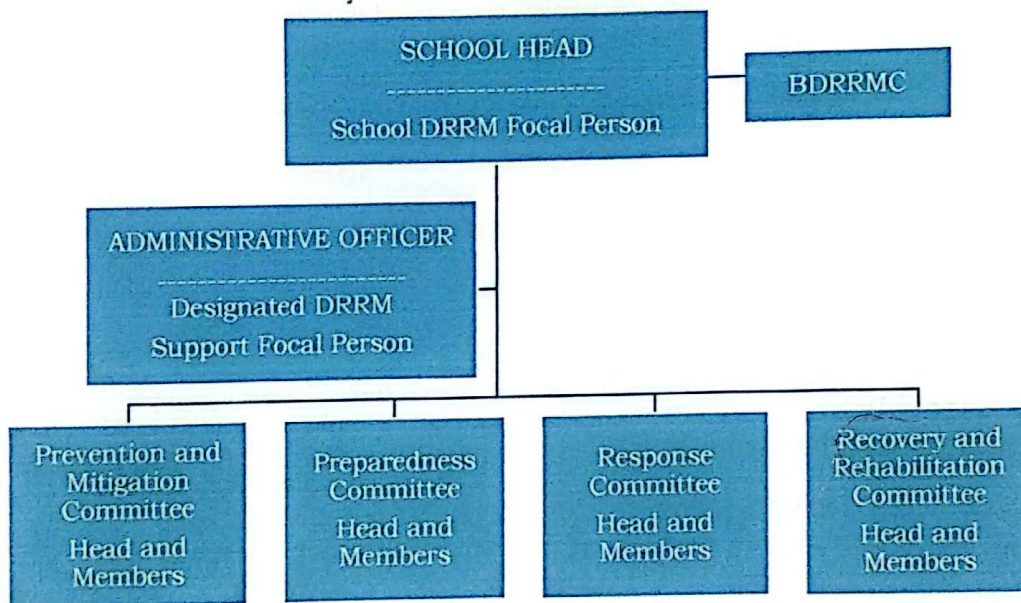
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Enclosure No 1 to Division Memorandum No. \_\_\_\_ s. 2026

**School DRRM Organizational Framework**

Shown below is the School DRRM Organizational Framework designed to ensure effective coordination, preparedness, response, and recovery at the school level.



Each committee shall be led by designated teaching and non-teaching school personnel, **as may be determined by the School Head**. Suggested personnel for designation are as follows:

- Designated DRRM Support Focal Person – Preferably with IT Skills (for schools without Administrative Officers)
- Prevention and Mitigation Committee Head – Science Teacher
- Preparedness Committee Head – YES-O BSP/GSP Coordinator
- Response Committee Head – Preferably with Training on Basic First Aid
- Recovery and Rehabilitation Committee Head – School Physical facilities Coordinator

*Note: The number of committee members shall vary depending on the number of teaching and non-teaching personnel and stakeholders involved such as School PTA, BDRRMC and others.*



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Enclosure No 2 to Division Memorandum No. \_\_\_\_ s. 2026

**Roles and Responsibilities of School DRRM Team**

The School Disaster Risk Reduction and Management (DRRM) Team plays a critical role in promoting a safe, prepared, and resilient school environment. Composed of designated personnel and committee heads, the team is responsible for planning, coordinating, and implementing activities across the four key thematic areas of DRRM: Prevention and Mitigation, Preparedness, Response, and Recovery and Rehabilitation. Their collective efforts ensure that the school is equipped to anticipate, respond to, and recover from emergencies and disasters, while safeguarding the welfare of learners, personnel, and school resources.

**School DRRM Focal Person**

- Serve as the overall coordinator of the School Disaster Risk Reduction and Management (DRRM) Team.
- Ensure the implementation of all DRRM policies, programs, and activities in the school in accordance with DepEd and national DRRM guidelines
- Lead the development, updating, and dissemination of the School DRRM Plans (Contingency Plan, Learning Continuity Plan)
- Serve as the main liaison between the school and the Division DRRM Unit, local government units (LGUs), and other stakeholders during emergencies and disaster-related activities.
- Monitor and evaluate DRRM initiatives and ensure proper documentation, reporting, and submission of required forms, drills, and assessments.
- Conduct orientation and capacity-building activities for learners and school personnel on DRRM-related measures.
- Ensure continuity of DRRM operations in collaboration with the Designated DRRM Support Focal Person and other committee heads.

**Designated DRRM Support Focal Person**

- Provide technical and administrative support to the School DRRM Focal Person.
- Manage DRRM-related documentation, databases, and digital reports (e.g., Incident Management Reporting System, monitoring tools, online submissions).
- Assist in the consolidation and timely submission of DRRM reports to the Schools Division Office.
- Support coordination during emergencies and post-disaster reporting.

**Prevention and Mitigation Committee Head**

- Lead the identification and assessment of hazards, risks, and vulnerabilities within the school.



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- Promote risk reduction measures, including safe infrastructure practices and environmental management.
- Ensure the integration of disaster risk reduction and climate change concepts into related learning activities.
- Coordinate with relevant stakeholders on mitigation initiatives to reduce disaster impacts.

**Preparedness Committee Head**

- Plan and conduct disaster preparedness activities, including drills, orientations, and information campaigns.
- Mobilize learners and school organizations in preparedness and safety advocacy activities.
- Ensure readiness of early warning systems, evacuation plans, and emergency supplies.
- Coordinate capacity-building activities for learners and personnel on disaster preparedness.

**Response Committee Head**

- Lead immediate response actions during emergencies and disasters.
- Coordinate first aid, search and rescue support, evacuation, and safety procedures.
- Ensure proper documentation and reporting of incidents, injuries, and immediate needs.
- Work closely with local responders, health personnel, and authorities during emergency situations.

**Recovery and Rehabilitation Committee Head**

- Lead post-disaster damage assessment of school facilities and learning resources.
- Coordinate clean-up, clearing operations, and minor repair activities.
- Assist in planning and implementing recovery and rehabilitation measures to restore school operations.
- Assist in the preparation of reports and funding requests related to recovery and rehabilitation.



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