



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division  
Superintendent**

DEC 19 2024

**MEMORANDUM**

**UPDATED DESIGNATION OF DISASTER RISK REDUCTION AND MANAGEMENT  
SERVICE PERSONNEL'S AREA OF RESPONSIBILITY AND EMERGENCY  
OPERATIONS SUPPORT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Principals / OICs  
All Others Concerned

1. Attached is Memorandum No. DRRMS - 12-05-0001, dated December 5, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated  
References: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

**SAFETY EDUCATION      COMMUNICATIONS**

ELK/DM/UPDATED DESIGNATION OF DISASTER RISK REDUCTION AND MANAGEMENT SERVICE PERSONNEL'S AREA OF  
RESPONSIBILITY AND EMERGENCY OPERATIONS SUPPORT  
505 /DECEMBER 14, 2024

UN-2024-505



**MEMORANDUM**

**NO:** DRRMS-12-05-2024-0001

**FOR :** **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL REGIONAL AND DIVISION DRRM COORDINATORS**  
**ALL DRRMS PERSONNEL**

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

**SUBJECT :** **Updated Designation of Disaster Risk Reduction and Management Service (DRRMS) Personnel's Areas of Responsibility (AoR) and Emergency Operations Support**

**DATE :** 05 December 2024

This is to provide you with the updated AoR assignment of the DRRMS personnel responsible for handling program management-related concerns and implementing Disaster Risk Reduction and Management, Climate Change Adaptation and Mitigation, and Peacebuilding at all Department of Education governance levels. For specific roles and responsibilities, please refer to Enclosure 1.

No.	Region	AOR Lead	Emergency Operations Support Staff
1	CAR	Rachel Calungsod	April Allen Sayde
2	NCR	Rowena Dincol	Jomel Ian Grageda
3	I	Vernie Dellosa(new)	Charline Omboy
4	II	Rizaldy Arao	TBD
5	III	Erika Palacio	Jonel Abundo
6	IV-A	Nikko Remi Diano (new)	Mark Anthony Nito
7	IV-B	John Herbert Nieva*	
8	V	Jexter Tuazon	TBD
9	VI	Nikko Joy Bognalbal	April Allen Sayde
10	VII	Marie Camille Sapuay	David
11	VIII	April Allen Sayde**	Charline Omboy
12	IX	Jemaima Dalogdog	David
13	X	Anthony Gil Versoza	John Herbert Nieva
14	XI	Lorenzo Masandero***	
15	XII	Sahara Maon	Jonel Abundo
16	CARAGA	Kia Dyan Serrano (revert)	Jomel Ian Grageda

*Emergency Support Staff are responsible for managing concerns about Response and Early Recovery and Rehabilitation and Recovery Thematic Areas.*

*\* JH will serve as the temporary AOR Lead and will be replaced by the new TA II for Policy Development*

*\*\* April will serve as the temporary AOR Lead and will be replaced by the new TA II for Preparedness Plans  
\*\*\* Enzo will serve as the temporary AOR Lead and will be replaced by the new TA II for Peacebuilding*

The DRRMS encourages open communication and collaboration to ensure a smooth transition and foster a productive working environment.

For any questions or concerns regarding this update, kindly contact the DRRMS at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) and/or your respective AoR Leads and Support.

For your information.

## Enclosure 1. Terms of Reference

<b>Designation</b>	<b>Roles and Responsibilities</b>
Area of Responsibility Lead	<ol style="list-style-type: none"> <li>1. Act as the DRRMS focal person in the assigned region and division offices;</li> <li>2. Ensure dissemination of all DRRMS and relevant DepEd Central Office issuances to the assigned region and division offices;</li> <li>3. Provide necessary technical assistance to assigned region and division DRRM Coordinators;</li> <li>4. Regularly monitor the implementation of PPAs to the assigned regions and divisions;</li> <li>5. Conduct/Participate in Regional Quarterly meetings and ensure the timely submission of Quarterly Accomplishment Reports especially the status of physical and financial accomplishments;</li> <li>6. Assist in harmonizing the regional and division calendar of activities;</li> <li>7. Acknowledge receipt of emails for non-emergency operations-related correspondences;</li> <li>8. Provide support to the conduct of PD/CNA, as needed.</li> </ol>
Emergency Operations Support Staff	<ol style="list-style-type: none"> <li>1. Provide technical assistance and support to queries related to emergencies and disasters in the assigned field offices and schools;</li> <li>2. Disseminate weather-related advisories, warnings, and bulletins;</li> <li>3. Monitor status of DepEd key officials during disasters and emergencies;</li> <li>4. Gather essential elements of information (e.g. class suspension, use of schools as evacuation, etc.), monitor the situation of affected field offices and schools, and update the monitoring sheet;</li> <li>5. Verify external reports related to any emergency or incidents affecting assigned field offices and schools;</li> <li>6. Undertake ground visits after a disaster and emergency, for purposes of rapid assessment and ensuring timely and effective response interventions, as instructed;</li> <li>7. Gather incidents reports (small-scale emergencies) or consolidated vetted RADaR (large-scale emergencies) from the assigned field offices;</li> <li>8. Acknowledge receipt of emergency- or disaster-related emails from the assigned field offices and schools;</li> <li>9. Conduct/Participate in Regional Quarterly meetings and ensure the submission of Quarterly Accomplishment Reports especially the status of physical and financial accomplishments;</li> <li>10. Provide support to the conduct of PD/CNA, as needed.</li> </ol>