



Republic of the Philippines
Department of Education
DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM

No. 077, s, 2019

To : **Public Schools District Supervisors/In-Charge**
Elementary School Heads
Secondary School Heads


From: **RANDOLPH B. TORTOLA**
Schools Division Superintendent

Subject: **STRENGTHENING DISASTER RISK REDUCTION AND**
MANAGEMENT (DRRM) COORDINATION AND INFORMATION
MANAGEMENT PROTOCOL

Date: **JANUARY 11, 2019**

1. In light of the need to intensify the preparedness and the responsiveness of every school in times of disasters, the Division Office of DepEd Misamis Oriental shall strengthen the Division's Disaster Risk Reduction and Management (DRRM) Coordination and Information Management Protocol by updating the contact information of all DepEd division and field personnel which include the school heads and the school DRRM coordinators.
2. This mandate is being articulated with the following objectives:
 - A. provide real time SMS weather advisories to school heads, school DRRM coordinators, teaching and non-teaching personnel of this Division Office on how to act before, during and after disasters;
 - B. capacitate the School DRRM coordinators and other DepEd constituents to disasters and emergencies; and
 - C. facilitate immediate and efficient information flow during disasters and emergencies.
3. The Information Management Protocol also assists the proper flow of data from central office to region office to division office to schools, and vice versa.
4. With that, the Public Schools District Supervisors (PSDSs) and the District In-Charge are directed to download the excel file, *Masterlist of School Administrators and their School DRRM Coordinators-CY 2018-2019*, which can be found in the Forms Section under the Downloadables of the website *www.depedmisor.net*. The excel file shall serve as a guide for PSDSs in updating the contact information. The consolidated file (includes the elementary and the secondary levels) must be electronically mailed to *cirilo.rubiato@deped.gov.ph* on or before **January 18, 2019**.
5. Wide dissemination of this Memorandum is hereby enjoined.

/DRRM_ckr