



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

April 17, 2023

DIVISION MEMORANDUM

No. 21b, s. 2023

**FORMATION, ACTIVATION, AND PARTICIPATION
OF DIVISION DRRM TEAM IN THE 2023 EVRAA MEET**

To: Public Schools District Supervisors
Division DRRM Officer
Public Elementary and Secondary School Heads
Selected School DRRM Coordinators
Identified DRRM Team Members
All Others Concerned

1. In connection with the conduct of the 2023 Eastern Visayas Regional Athletic Association (EVRAA) Meet with the theme, "One Goal, One Heart, Victory in Unity" which is scheduled on April 21-23, 2023 (Concentration Training) and April 24-27, 2023 (EVRAA Proper) which is hosted by Leyte Division and Co-Hosted by Tacloban City Division, the Disaster Risk Reduction and Management Service of SDO Tacloban City hereby forms and activates its Division DRRM Team for the said activity.
2. The Division DRRM Team will take charge of any concerns pertaining to Disaster Risk Reduction and Management (DRRM), Safety & Security, and Emergency Response during the conduct of 2023 EVRAA Meet and perform the following functions:
 - a.) Ensure the safety and security of the delegation at 24/7 basis for the whole duration;
 - b.) Conduct risk assessment of billeting venues, sports venues, and other areas identified;
 - c.) Ensure smooth coordination mechanism for emergency preparedness and mitigation;
 - d.) Conduct assessments relative to DRRM;
 - e.) To conduct coordination mechanisms necessary to ensure the safety and security of everyone in the playing venues in Tacloban City;
 - f.) To ensure communication lines are open to conduct coordination and assistance during emergency situations to ensure immediate response;
 - g.) Conduct earthquake and evacuation drills when necessary;
 - h.) To document emergency cases if there is any and;
 - i.) Perform other DRRM and Safety related task.
3. In relation to this, the Schools Division of Tacloban City through its **Disaster Risk Reduction and Management Service**, hereby enjoins identified/selected Division DRRM Team Members to participate and perform its functions during the said activity.
4. Please see attached **List of Division DRRM Team Members** (Enclosure A).
5. However, participation of teacher-coordinators shall be subjected to the **no-disruption-of-classes policy** as stipulated in DepEd Order No. 9, s.2005 titled **Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith**.



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6. The identified teacher-coordinators shall be given three days (3) service credit as provided in DepEd Order No. 53, s. 2003 and (Addendum) DepEd Order No. 84, s. 2003 entitled "Updated Guidelines on Grant of Vacation Service Credits to Teachers" and a Compensatory Time-Off (CTO) for non-teaching personnel.
7. Expenses incurred relative to the participation to activities shall be charged to Local Funds/School MOOE subject to the usual accounting and auditing rules and regulations.
8. For more information, you may contact the **SDO Tacloban City - Disaster Risk Reduction and Management Service** through the Division DRRM, Safety and Health Officer II/Fire Safe Marshal CRISVILL M. VILLAMOR at 09085564721 or email at crisvill.villamor@deped.gov.ph.
9. For immediate wide dissemination and compliance.

JUDELLA R. LUMPAS EdD, CESO VI
Schools Division Superintendent




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Enclosure A. List of Division DRRM Team Members

Team Leader: CRISVILL M. VILLAMOR
Technical Team: RHODORA B. PARIÑO
HERSHEY JUNE A. ORDONIO
BERNADETTE C. AMPUAN
KAREN ALCARAZ
GLYNA ROYO
JOANNE FULMINAR

Members: VIOLETO MENIANO
LORNA ENVERZO
EDUARDO GALAPON
REBECCA GABORNES
GWYNGIE PONFERRADA
JARED LOPEZ
JASON LAGO
OMAIRAH MALAWI
NINO VIEN FABILLAR
FRANCIS JAYSON LUNA

