



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

February 14, 2025

DIVISION MEMORANDUM

No. 57, s. 2025

**FORMATION, ACTIVATION, AND PARTICIPATION OF DRRM TEAM
IN THE PREPARATION AND CONDUCT OF 2025 EVRAA MEET**

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

1. In connection with Division Memorandum No. 123, s. 2025 entitled "Official List of Delegation and Honorary Officials, Working Committees, Athletes, Coaches, Assistant Coaches and Chaperons for the Clustered Eastern Visayas Regional Athletic Association (EVRAA) Meet 2025", which is scheduled on February 20 to March 9, 2025, the Disaster Risk Reduction and Management Service of SDO Tacloban City hereby forms and activates its DRRM Team for the said activity.

2. The DRRM Team will take charge of any concerns pertaining to Disaster Risk Reduction and Management (DRRM), Safety & Security, and Emergency Response during the preparation, concentration training, and conduct of 2025 EVRAA Meet and perform the following functions:

- a.) Ensure the safety and security of the athletes, coaches, chaperons, trainers, officiating officials, tournament managers, technical teams, and other personnel involved in the activity for the whole duration;
- b.) Conduct risk assessment and control measures in the sports event 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 all School DRRM Coordinators to participate and perform its functions during the said activity.





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4. Please see attached **List of 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**.
6. The teacher-coordinators shall be given service credits in accordance with the actual number of days of services rendered during activities on Saturdays and Sundays 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 formation and activation of the Division DRRM Team and participation to 2025 EVRAA Meet shall be charged to DPRP-PSF/Local Funds/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.

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as per S.O. 035 s. 2021
SHERLITA A. PALMA, EdD, CESO VI
COIC-Schools Division Superintendent *SP*

