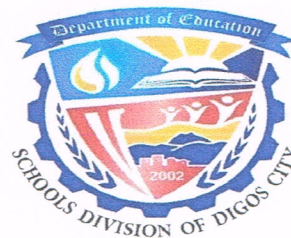


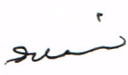


Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Tel. No.: (082) 553-8375; 553-8376; 553-8396



Division Memorandum No. 270, s. 2016

TO : ALL DIVISION OFFICE PERSONNEL

FROM :  **DEE D. SILVA, DPA, CESO VI**
Schools Division Superintendent

SUBJECT : 2nd QUARTER NATIONAL SIMULTANEOUS EARTHQUAKE
DRILL 2016

DATE : June 6, 2016

1. There will be a National Simultaneous Earthquake Drill (NSED) on **June 22, 2016 at 9:00 AM**. The drill will test the contingency plans of schools and offices for earthquake with the impact of a 7.2 magnitude.
2. With this, all Division office personnel are hereby directed to be present on the aforementioned date and time in their respective sections and will attend the NSED orientation regarding the roles and responsibilities of the heads and members of the Division Disaster Risk Reduction Management Committee and to be informed on what to do before, during and after the drill on **June 21, 2016, 3:00 PM – 5:00 PM** at the Division Office Conference Hall.
3. For your strict compliance.

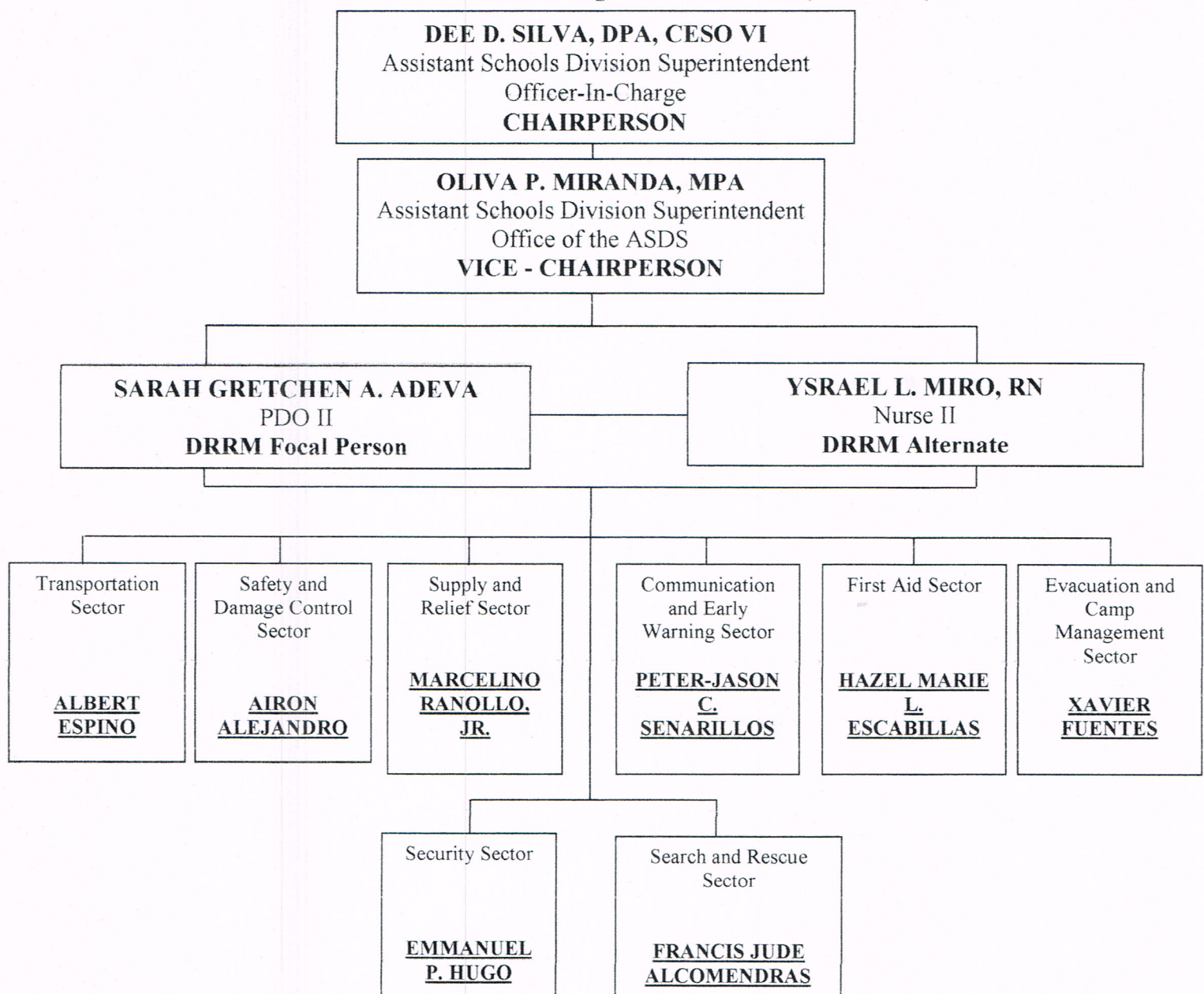
DepEd Schools Division of Digo:

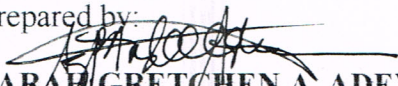
RELEASED 

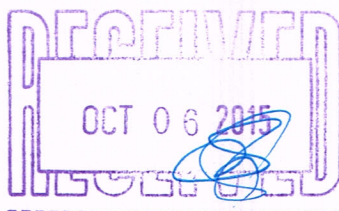
Date: **JUN 06 2016** Time: **11:19 AM**

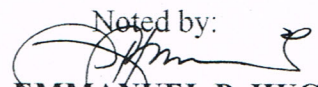
By: 

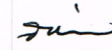
**Department of Education
Digos City Division
Division Disaster Risk Reduction Management Committee (DDRRMC) Structure**



Prepared by:

SARAH GRETCHEN A. ADEVA
PDO II – DRRM Coordinator



Noted by:

EMMANUEL P. HUGO
Chief, School Governance and Operations Division

Approved by:

DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent
Officer-In-Charge

Composition of Disaster Preparedness and Response Point/Key Persons

+ SCHOOLS DIVISION SUPERINTENDENT

- Overall Chair of the DRRMC – Digos City Division

+ ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

- Assists the Chairperson in overseeing the functions and responsibilities of each sector.

+ DRRMC-Focal Person

- Oversees the expected incoming disaster.
- Plans and conducts preparedness on the different DRR structure.
- Monitors the conduct of the simulation activities on the different identified hazard.
- Coordinates with the CDRMC, PDRMC and other related stakeholders for proper protocols in all DRRM undertakings.

+ DRRMC- Alternate

- Person who acts as a substitute of the Focal Person if she is out for an official business/trips, seminars, trainings or on leave.
- Submits record of damages to buildings/equipment.

+ TRANSPORTATION SECTOR

- Identifies individuals to provide vehicle in times of emergencies.
- Provides vehicle to transport injured personnel to the nearest hospital.
- Agrees with drivers in the locality to extend driving services in times of emergencies.

+ SAFETY AND DAMAGE CONTROL SECTOR

- Orientation on the safety tips.
- Regular inspection and assessment of all building structures before and after the disaster.
- Identifies safe holding areas
- Checks and verifies the safety of all personnel.
- Identifies scope of damages of buildings/equipment.
- Estimate amount of damages per building/equipment.
- Request to concern agencies for the replacement/repair of damages.

+ SUPPLY AND RELIEF SECTOR

- Provides food assistance to victims of disaster on the first day of event.
- Keeps records of assistance receive by evacuees/victims of disaster.

- Coordinates with people giving assistance to the evacuees/victims.
- Provides immediate needs like food, water, beddings and clothing.
- Coordinates/links to any agency that will provide assistance to evacuees/victims.

+ COMMUNICATION AND EARLY WARNING SECTOR

- Receives and updates information on the event of disaster.
- Sends communication on data needed to concern agencies.
- Communicates to agencies who will provide assistance or other services.
- Provides 24/7 communication services to cater the needs of clientele.
- Does orientation and provision of communication equipment.
- Observes the proper flow of communication and provide directory.
- Verifies and checks the posting of evacuation plan visible to all personnel.
- Coordinates with the Barangay Council Chairperson on Early Warning.
- Gives updates on coming disasters.
- Warn all personnel in the coming disasters.
- Keeps accurate record of injured, casualties/damages.

+ FIRST AID SECTOR

- Conducts first aid to injured personnel.
- Does triaging.

+ EVACUATION AND CAMP MANAGEMENT SECTOR

- Provides safer space for evacuees.
- Orients evacuees to take care and safeguard office properties.
- Checks facilities not functioning especially light and water.
- Coordinates to any agency for the construction of makeshift or temporary shelter to safeguard office supplies.

+ SECURITY SECTOR

- Ensures that office properties be safe from intruders and robbers.
- Coordinates with Barangay Police/CVO on peace and order during disasters.
- Monitors activities of evacuees/individuals in times of disasters.

+ SEARCH AND RESCUE SECTOR

- Conducts search and rescue operation after the event.