



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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February 15, 2019

DIVISION MEMORANDUM

No. 147, series of 2019

UTILIZATION OF REGION XI DISASTER RISK REDUCTION AND MANAGEMENT MAIN PORTAL FOR THE ONLINE SUBMISSION OF RAPID ASSESSMENT OF DAMAGES AND OTHER RELATED DRRM REPORTS

TO: Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors
Division DRRM Coordinator
Elementary, Junior and Senior High School Heads
School DRRM Coordinators

1. Pursuant to Unnumbered Regional Memorandum dated February 12, 2019 entitled "Utilization of Region XI Disaster Risk Reduction and Management Main Portal for the Online Submission of Rapid Assessment of Damages and Other Related DRRM Reports", the Department of Education Region XI DRRM develops a portal for online (<https://docs.google.com/forms/d/e/1FAIpQLSec3dgL9CMYowtMUZgosXa4Rx0qNLF8oDfrUOYcqfB5oyKsvA/viewform>) submission of report to fast track the submission of valid and reliable data.

2. Further, it is requested that only the Region and Division DRRM Coordinator and their alternate must have access to the portal.

3. Attached are the following templates to be used upon submission of the hard copies indorsed by the Schools Division Superintendent of the respective SDOs:

Annex A: Incident Report – School Level

Annex B: Summary of Rapid Assessment of Damages Report (RADAR) Form

4. In view of this, the field is hereby informed that the template to be used for the School Incident Report is the attached Annex A.

5. Immediate dissemination of this Memorandum is desired.


WINNIE E. BATON, EdD
Officer-In-Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
19-28731

DATE: FEB 18 2019

BY: 

Encls:

References: As stated

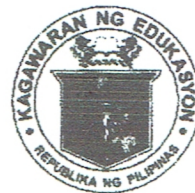
To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE DRRM REPORT TEMPLATES

ROM: Utilization of Region XI DRRM Main Portal for the Online Submission of Rapid Assessment of Damages and Other Related DRRM Reports
15 February, 2019



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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MEMORANDUM

TO : Schools Division Superintendents

ATTENTION: Division DRRM Coordinator

DATE: FEB 14 2019

TIME: 3:17

FROM : **ATTY. ALBERTO T. ESCOBARTE, CESO III**
Regional Director

SUBJECT : UTILIZATION of REGION XI DISASTER RISK REDUCATION
AND MANAGEMENT MAIN PORTAL FOR THE ONLINE
SUBMISSION of RAPID ASSESSMENT OF DAMAGES AND
OTHER RELATED DRRM REPORTS

DATE : February 12, 2019

1. This has reference to DO 21, s. 2015 entitled "Disaster Risk Reduction and Management Information and Management Protocol", that aims to establish the system of coordination and information management protocol and provide guidance to DepEd field offices.
2. In line with this, the Department of Education XI DRRM develops a portal for online (<https://docs.google.com/forms/d/e/1FAIpQLSec3dgL9CMYowtMuZgosXa4Rx0qNLf8oDfrUOYcqfB5oyKsvA/viewform>) submission of report to fast track the submission of valid and reliable data.
3. Further, it is requested that only the Region and Division DRRM Coordinator and their alternate must have access to the portal.
4. Attached are the following templates to be used upon submission of the hard copies indorsed by the Schools Division Superintendent of the respective SDOs:

Annex A: Incident Report – School Level

Annex B: Summary of Rapid Assessment of Damages Report (RADAR) Form

5. Please be guided accordingly.

Empowerment Adaptability Goal-oriented Leadership Excellence

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Version Number : 1.0

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

RELEASED

Page 1 of 1

Revision Number : 0
Date of Effectivity : FEBRUARY 15, 2019

By: 02/14/19 Time: 2:40

1902-5317

SCHOOL INCIDENT REPORT: (Insert Name of Incident) as of (Insert Complete Date)

Annex A

Region: _____
Division: _____
District: _____

School Name: _____
School ID: _____

Nature of Incident:	(Provide brief narrative of what and how the incident transpired. Include parties involved with complete name/s, complete name/s of organization/s and designation/s)					
Complete Date and Time of Incident:			School Used as Evacuation Center (EC) Due to the Incident	No. of Classrooms used as EC: (Indicate N/A if no)	No. of Days used as EC: (Indicate N/A if no)	No. of TLS Needed: (Indicate N/A if no)
Damages Incurred Due to the Incident	Classrooms (academic):		School furniture (learners' and teachers' tables and chairs, desks, armchairs only)	Learning materials:	Computer equipment used for instruction (provided by DepEd through the DepEd)	
	No. Damaged (If yes, indicate number of damaged classrooms. Indicate N/A if no)	Classification (If yes, indicate if Totally Damaged, Partially Damaged (Major), or Partially)	(If yes, indicate number of damages per set. Indicate N/A if no.)	(Yes or N/A only. If yes, accomplish the School Consolidation Sheet for Damaged Learning Resources)	(If yes, indicate number of damages of specific equipment. Indicate N/A if no.)	
Casualties Incurred Due to the Incident	Personnel:			Learners:		
	Complete Name (Indicate N/A if no)	Designation/ Position (Indicate N/A if no)	Status (If yes, indicate if deceased, injured, missing, or displaced. Indicate N/A if no)	Complete Name (Indicate N/A if no)	Grade Level (Indicate N/A if no)	Status (If yes, indicate if deceased, injured, missing, or displaced. Indicate N/A if no)
Actions Taken	(Provide list of actions taken with complete dates and time, if any and available. Indicate N/A if no)					
Needs Identified Requiring Assistance:	(If yes, indicate needs other than those mentioned in the Damages and TLS Needs sections. Indicate N/A if no.)					

*Note:

1. This template should only be utilized for small scale hazards affecting only the school. Schools should accomplish and submit the Rapid Assessment of Damages Report (RADaR) Forms 1 and 2 following the instructions in DO 21, s. 2015 for all large scale hazards (tropical cyclones, earthquakes, etc.); and,
2. Other appropriate attachments should be included, such as but not limited to PNP report (blotter)/BFP report/LGU report (as applicable), and pictures of damages due to the incident (if any).

Prepared by:

Approved by:

School DRRM Coordinator

School Head/Principal

SCHOOL CONSOLIDATION SHEET OF LR REQUESTS DUE TO DAMAGES CAUSED BY (Insert

Region: _____
Division: _____
District: _____

School Name: _____
School ID: _____

Grade	LRs Damaged (per Title)	Type		Language (Please specify)	Remarks
		TG (Qty.)	LM (Qty.)		
Kindergarten	(Insert Complete Title per Subject)				
1	(Insert Complete Title per Subject)				
2	(Insert Complete Title per Subject)				
3	(Insert Complete Title per Subject)				
4	(Insert Complete Title per Subject)				
5	(Insert Complete Title per Subject)				
6	(Insert Complete Title per Subject)				
7	(Insert Complete Title per Subject)				
8	(Insert Complete Title per Subject)				
9	(Insert Complete Title per Subject)				
10	(Insert Complete Title per Subject)				
11	(Insert Complete Title per Subject)				
12	(Insert Complete Title per Subject)				
TOTAL					

Approved by: _____
School Head/Principal

[illegible]

Reviewed by:

Schools Division Superintendent

Prepared by:

Chief- SGOD

Division DRRM Coordinator

[illegible]

Schools Division Superintendent

Division DRPM Coordinator