

## SCHOOL MONITORING OF DISASTER RISK REDUCTION AND MANAGEMENT

Pursuant to Republic Act (RA) No. 10121 entitled The Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010, which mandates all national government agencies to institutionalize policies, structures, coordination mechanisms and programs with continuing budget appropriation on DRRM from national to local levels and DepEd Order No. 50 s 2011 entitled Creation of DRRM Office, which mandates the said office to initiate and spearhead the establishment of mechanisms which prepare, guarantee protection and increase resiliency of the Department of Education (DepEd) constituents in face of disasters, the department issued DepEd Order 21 s of 2015 entitled Disaster Risk Reduction and Management Coordination and Information Protocol, to establish the system of coordination and information management and provide guidance to DepEd field offices, schools and DRRM Coordinators in their respective roles and functions relative to DRRM implementation.

<b>Office or Division:</b>	Disaster Risk Reduction and Management			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	External Stakeholders (school heads/drrm coordinators/parents/learners/lgu officials)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
none		none		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Development of Schools Disaster Risk Reduction and Management monitoring itinerary for review and approval	1.1 receive prepared itinerary for review	None	5 minutes	Records Clerk
	1.2 Return reviewed itinerary for revision/for	None	3 hrs	SGOD Chief, SDS

	implementation if approved			
2. Requests Authority to Travel for PDO II to the SDS, with the approved action plan and itinerary	2.1 receive approved action plan and itinerary	None	5 minutes	Records Clerk
	2.2 prepare travel authority for approval	None	30 minutes	Records Clerk
	2.3 endorse approved travel authority for implementation	None	5 minutes	Records Clerk
3. Monitoring of schools for Comprehensive School Safety, NSED and Post	3.1. Post approved memo on SDO website	None	5 minutes	AO-Records
	3.2 disseminate memo to the field	None	10 minutes	PDO II
	3.3 conduct actual monitoring	None	2 hours	PDO II
4. Analysis of findings, provision of immediate TA and prepares plan of action	4.1 receive prepared analysis of findings for review and action	None	5 minutes	Records clerk
	4.2 return reviewed analysis of findings for	None	3 hrs	SGD Chief

	revision or approval			
	4.3 receive prepared technical assistance plan and action plan for revision or approval		5 minutes	Records clerk
5 Submission of accomplishment report	5.1 receive submitted accomplishment report for revision or approval.	None	3 hours	SGOD Chief, SDS
<b>TOTAL:</b>		<b>none</b>	<b>12 hours and 17 minutes</b>	