



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

NO. 357, s. 2026

JUL 29 2026

**REQUEST FOR THE UPDATED CONTACT INFORMATION OF SCHOOL  
DISASTER RISK REDUCTION AND MANAGEMENT  
(SDRRM) COORDINATORS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary Heads  
School DRRM Coordinators  
All Others Concerned

1. Pursuant to the directive of **Felino O. Castro V, Director IV of the Disaster Risk Reduction and Management Service (DRRMS)**, this Office, through the School Governance & Operations Division (SGOD), requests all public elementary and secondary schools to submit the updated contact information of their designated School Disaster Risk Reduction and Management (SDRRM) Coordinators.
2. This initiative aims to update and maintain a comprehensive database of School DRRM Coordinators to strengthen communication, improve operational coordination, and ensure the timely dissemination of information before, during, and after emergencies and disasters.
3. All School Heads are directed to ensure that their designated School DRRM Coordinators accomplish the online data collection form through Google Form link provided by the Schools Division Office. The accomplished responses shall be submitted by accessing this link:

**<https://tinyurl.com/SDRRMCoorDirectory>**

4. In the absence of qualified non-teaching personnel, (e.g., Administrative Officer II [AO II], or Project Development Officer I [PDO I]) to serve as the School DRRM Coordinator, the School Head shall assume the duties and responsibilities of the School DRRM Coordinator and ensure the effective



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implementation of Disaster Risk Reduction and Management (DRRM) programs, activities and emergency preparedness initiatives in the school.

5. Strict compliance with the submission deadline of **July 30, 2026, at 5:00 P.M.** is hereby enjoined to ensure timely consolidation and submission of the required information to the Disaster Risk Reduction and Management Service (DRRMS).
6. All personal information collected shall be used solely for official Department of Education Disaster Risk Reduction and Management (DRRM) purposes, including planning, coordination, emergency response, and other related official transactions. The processing of personal data shall be in accordance with the provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and other applicable laws, rules, and regulations.
7. Immediate dissemination with this Memorandum is hereby enjoined.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Encl.

As stated

Reference:

Disaster Risk Reduction and Management Service  
Republic Act No. 10173, Data Privacy Act

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

Directory of School DRRM Coordinators  
Disaster Risk Reduction and Management

SO14/GL  
July 29, 2026