

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS-TAGBILARAN
Tagbilaran City

May 6, 2016

DIVISION MEMORANDUM
No. 230, s. 2016

STRENGTHENING THE DIVISION EMERGENCY MANAGEMENT TEAM
AND EMERGENCY RESPONSE TEAM

TO : ASDS, CHIEFS, EPS-1
SCHOOL HEADS (ELEM & SEC)
CONCERNED PERSONNEL

1. Due to the unpredictable occurrence of natural and manmade hazards that pose threat to lives and properties of the organization, this Office issues this memorandum to strengthen the Division Emergency Management Team and Emergency Response Team. This issuance provides the specific roles and responsibilities of every team or committee to ensure sustainable, smooth and proper coordination during any untoward incidence. (Please see attached Organizational Structure, Roles & Functions) Though the schools have already their existing Disaster Risk Reduction Management Team, these different committees will function and give full support to any school that is in dire need of help.
2. The Division protocol for Search and Rescue Team (Alpha & Bravo Team) under Operations headed by Dr. Marcelo K. Palispis as Chief where the composition are the selected male and female Dep-Ed personnel from this Division will report immediately to the area to extend help. The concerned School Head will take measure for the taking over of affected classes while the responder is performing his/her duty.
3. Immediate dissemination of and strict compliance with this memorandum is directed.


VIRGINIA C. ZAPANTA, Ed.D, CESO V
Schools Division Superintendent



Department of Education
DIVISION OF CITY SCHOOLS — TAGBILARAN CITY
Tagbilaran City, Bohol



ORGANIZATIONAL STRUCTURE
of the
DIVISION EMERGENCY MANAGEMENT TEAM /
DIVISION EMERGENCY RESPONSE TEAM

April 2016

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

EMERGENCY OPERATIONS CENTER [EOC]

Organizational Chart of the
Division Emergency Response Team (DERT) /
Emergency Management Team (EMT)

RESPONSIBLE OFFICIAL
Dr. Virginia C. Zapanta, CESO V
Schools Division Superintendent

INCIDENT COMMANDER
Mr. Joseph C. Barrete
Division DRRM Focal Person

SAFETY & DAMAGE CONTROL OFFICER
Engr. Artemio B. Alo

PUBLIC INFORMATION OFFICER
Mr. Ruel C. Namocatcat

IT OFFICER
Mr. Jose Mariñas III

LIAISON OFFICER
Dr. Aquilino T. Millar Jr.

OPERATIONS SECTION
Dr. Marcelo K. Palispis
Chief of Operations

- * **Police & Security Team**
(Mr. Alberto A. Lacang)
- * **Search & Rescue Team**
(Mr. Jerelou John F. Israel)
- * **Communications Team**
(Mrs. Neolita S. Sarabia)
- * **Traffic & Transportation Team**
(Mr. Bernadito T. Taguisa)
- * **First Aid & Medical Team**
(Dr. Janet T. Butalid)
- * **Evacuation & Shelter Team**
(Mr. Jovenal B. Cagas)
- * **Documentation Team**
(Mrs. Filomena C. Tangaan)

PLANNING SECTION
Mrs. Junicel T. Mancha
Chief of Planning

- * **Situation Status Unit**
(Mr. John Ariel A. Lagura)
- * **Resource Status Unit**
(Dr. Elisea G. Dela Torre)
- * **Damage Assessment Unit**
(Dr. Beatriz C. Luga)

LOGISTICS SECTION
Marife C. Rallos
Chief of Logistics

- * **Human Resource/Personnel**
(Mrs. Jocelyn B. Cutin)
- * **Food & Water Supplies**
(Ms. Retchel T. Sumampong)
- * **Medical Supplies**
(Mr. Nicasio Degamo, RN)
- * **Equipment & Mobilization Supplies**
(Mr. Lucio M. Epe)

FINANCE SECTION
Michelle T. Sagara
Chief of Finance

- * **Accounting & Audit Unit**
(Mrs. Gina E. Gammao)
- * **Budget Unit**
(Ms. Julie Ann Kristie A. Redillas)
- * **Monetary & Other Donations Unit**
(Dr. Vida A. Encarquez)

**Division Emergency Response Team (DERT) /
Emergency Management Team (EMT)**
Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

RESPONSIBLE OFFICIAL
Schools Division Superintendent

INCIDENT COMMANDER
Mr. Joseph C. Barrete
Division DRRM Focal Person

SAFETY & DAMAGE CONTROL OFFICER
Engr. Artemio B. Alo

- ROLES & FUNCTIONS:**
1. Focal person to assess the safety of the members of the DERT/EMT.
 2. Assess the situation and the affected area/ building/office/DepEd property on the effect of the disaster/crisis.
 3. Coordinate with the Operations Section on the course of action/s in the Emergency Response.
 4. Coordinate with the Communications Team and Liaison Officer on the necessary safety measures needed.
 5. Reports to the Incident Commander on the safety situation of the EMT and evacuees.
 6. Keep record and details of the damage as effect of the crisis.

PUBLIC INFORMATION OFFICER
Mr. Ruel C. Namocatcat

- ROLES & FUNCTIONS:**
1. Focal person or spokesman to give information to the group of media relevant to the incident.
 2. Prepares media/news releases.
 3. Accommodates the media personnel.
 4. Controls the information and details of the situation.
 5. Manage the access of media men in taking accounts of the incident.

IT OFFICER
Mr. Jose Marinas III

- ROLES & FUNCTIONS:**
1. Focal person for the preparation of reports and documents relevant to the crisis.
 2. Supports the EMT on technical and IT-related needs.
 3. Keep access and updates through technology relevant to the disaster, such as, updates from PHILVOLCS in the event of earthquake, PAG-ASA in the event of TYPHOON, and other information portals/hubs.
 4. Prepares database of the affected personnel, rescuers, and other resources.

LIAISON OFFICER
Dr. Aquilino T. Millar Jr.

- ROLES & FUNCTIONS:**
1. Focal person to manage external help and other volunteers.
 2. Coordinates with the BDRRMC, CDRRMC, PDRRMC and other government agencies and NGO's.
 3. Facilitates Humanitarian Groups if there are.
 4. Represents the EMT for any external affairs.
 5. Serves as errand personnel for any external actions necessary during the operations of the ICS.

PLANNING SECTION
Section Composition

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

PLANNING CHIEF
Mrs. Junicel T. Mancha

- Supervises, recommend and evaluates the plan and course of action for the operation of the Incident Command System.

*** SITUATION STATUS UNIT**
Mr. John Ariel A. Lagura
UNIT LEADER

MEMBER
Mrs. Erlinda O. Puangang

*** RESOURCE STATUS UNIT**
Dr. Elisea G. Dela Torre
UNIT LEADER

MEMBER
Dr. Aimee T. Amistoso
Mrs. Elizabeth R. Escalano

*** DAMAGE ASSESSMENT UNIT**
Dr. Beatriz C. Luga
UNIT LEADER

MEMBER
Mrs. Beatriz E. Incog

ROLES & FUNCTIONS:

1. Collaborate with the Safety & Damage Control Officer on the crisis situation.
2. Evaluates crisis situations and determine/plan courses of actions to be followed and formulates guidelines in assessing the situation.
3. Assesses information and advises the Planning Chief on possible measures to be undertaken in order to lessen the effect of the crisis.
4. Record details like the building structural design/floor plans, number of offices/personnel affected, number of casualties/injured personnel.
5. Coordinate with the Damage Assessment Unit on damage situation or on the effect of the crisis.

ROLES & FUNCTIONS:

1. Collaborate with the Liaison Officer on the resource status.
2. Supervises and evaluates necessary resources to be used in the crisis situation.
3. Assess resource information and advises the Planning Chief on possible programs of operations and necessity of utilizing additional action units/resources.
4. Submits recommendations for allocation of needed resources.
5. Record details of resources received, used and required (requested) for the operation.

ROLES & FUNCTIONS:

1. Collaborate with the Safety & Damage Control Officer regarding the status damage properties and casualties.
2. Supervises and evaluates the affected properties and facilities.
3. Assess the effect of the crisis and advises the Planning Chief on possible programs of operations and necessity of utilizing additional action units/resources to avoid escalation of the damage.
4. Submits recommendations for allocation of needed resources to control the damage or effect of the crisis.
5. Record and report details of damaged properties, lives and documents.

LOGISTICS SECTION

Section Composition

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

LOGISTICS CHIEF
Mrs. Marife C. Rallos

- Supervises and manages supplies necessary in the operation of the Incident Command System.
- Collaborate with the Operations Chief, Finance Chief & Liaison Officer.

* HUMAN RESOURCE/ PERSONNEL UNIT

Mrs. Jocelyn B. Cutin
UNIT LEADER
MEMBER
Mrs. Helen B. Chatto

ROLES & FUNCTIONS:

1. Coordinate with the Liaison Officer with regards to external help and volunteers.
2. Keep track and records of the number of affected personnel (injured/casualties), rescuers, and other human resources.
3. Manage the distribution of personnel as workers of the Incident Command System.
4. Secure personal records and necessary data of affected personnel and rescuers.

* FOOD & WATER SUPPLIES UNIT

Ms. Retchel T. Sumampong
UNIT LEADER
MEMBERS
Mr. Eric Daspueblas
Ms. Raquel M. Arabaca

ROLES & FUNCTIONS:

1. Coordinate with the Finance Section, Evacuation & Shelter Team & Liaison Officer regarding the basic provisional needs of the evacuated personnel and members of the EMT.
2. Do updated inventory of the food and water supplies.
3. Keep record of food and water supplies received and procured.

* MEDICAL SUPPLIES UNIT

Mrs. Filomena C. Tanggaan
UNIT LEADER
MEMBERS
Mrs. Antonia A. Requina
Ms. Magnolia Pancho

ROLES & FUNCTIONS:

1. Coordinate with the Finance Section, Evacuation and Shelter Team, Search & Rescue Team and Liaison Officer regarding necessary first aid and medical supplies.
2. Do updated inventory and report of the medical supplies.
3. Keep record of medical supplies received and procured.

* EQUIPMENT & MOBILIZATION UNIT

Mr. Lucio M. Epe
UNIT LEADER
MEMBER
Mr. Engelbert Ronquillo

ROLES & FUNCTIONS:

1. Coordinate with the Operations Section with regards to the mobilization of equipment and other supplies necessary in the operations of the ICS.
2. Make available at least one transportation for the mobilization of supplies and equipment.
3. Coordinate with the Communications Team and the Liaison Officer.

FINANCE SECTION
Section Composition
Tagbilaran City, Bohol

FINANCE CHIEF
Mrs. Michelle T. Sagaral

- Supervises and manages financial matters applicable to the course of actions in the operation of the Incident Command System.

*** ACCOUNTING & AUDIT UNIT**
Mrs. Gina E. Gamao
UNIT LEADER
MEMBERS
Mrs. Maria Elena P. Bacus
Ms. Rosalie A. Tambis

ROLES & FUNCTIONS:
1. Performs financial accounting applicable to the operation of the ICS.
2. Audits the financial transaction related to the operation of the ICS.
3. Keep records of the financial reports.

*** BUDGET UNIT**
Ms. Julie Ann Kristie A. Redillas
UNIT LEADER
MEMBERS
Mrs. Ellen S. Cesar
Mrs. Felisa B. Deligencia

ROLES & FUNCTIONS:
1. Collaborate with the Chief of the Logistics Section regarding requested supplies to procure or secure.
2. Prepare and perform budget-related documents and tasks.
3. Allocate funds necessary for the operation of the ICS.
4. Coordinate with the Monetary & Other Donations Unit.

*** MONETARY & OTHER DONATIONS UNIT**
Dr. Vida A. Encarnquez
UNIT LEADER
MEMBERS
Mrs. Jennifer B. Sarigumba
Ms. Margarita L. Tejano

ROLES & FUNCTIONS:
1. Coordinate with external stakeholders and donors.
2. Receive and manage monetary and non-monetary donations.
3. Request donations and other help from other agencies (GO's or NGO's) and groups (Civil Societies).

OPERATIONS SECTION

Section Composition

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF
Dr. Marcelo K. Palispis

- Supervises, manages, performs, coordinates and evaluates the planned course of action/s for the operation of the emergency response during the incident of a disaster or emergency.

* POLICE & SECURITY TEAM

Mr. Alberto A. Lacang
TEAM LEADER

MEMBERS

Mr. Paul Castro
Mr. Eubert Karaan
(Uniformed Guard)

* SEARCH & RESCUE TEAM

1. Alpha Team
2. Bravo Team

- trained school teachers & personnel

* COMMUNICATIONS TEAM

Mrs. Neolita S. Sarabia
TEAM LEADER

MEMBERS

Mrs. Liza E. Maquiling
Mrs. Elizabeth R. Escolano

* TRAFFIC & TRANSPORTATION TEAM

Mr. Bernadito T. Taguisa
TEAM LEADER

MEMBER

Mr. Gio Tocmo
Mr. Eric Dos Pueblos
Mr. Engelbert Ronquillo

* MEDICAL TEAM

Dr. Janet T. Butalid
TEAM LEADER

MEMBERS

Dr. Nenita Incog
Dr. Praxedes Hocino

* EVACUATION & SHELTER TEAM

Mr. Jovenal B. Cagas.

MEMBERS

Engr. Artemio B. Alo
Mr. Bernadito T. Taguisa
Mr. Jovenal B. Cagas
Mr. Lucio M. Epe
Mr. Jose C. Mariñas III
Mrs. Mitchelin L. Miccbani
Ms. Joan T. Lao
Mrs. Aurelia A. Clamonte
Mr. Eubert Karaan
Mr. Paul Castro

* DOCUMENTATION TEAM

Mrs. Filomena C. Tanggaan
TEAM LEADER

MEMBERS

Mrs. Melany T. Buntag
Ms. Antonette Oguis
Ms. Emily Loquias

DIVISION POLICE & SECURITY TEAM
Team Composition
Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

POLICE & SECURITY TEAM
Mr. Alberto A. Lacang
TEAM LEADER

MEMBERS
Mr. Paul Castro
Mr. Eubert Karaan
(Uniformed Guard)

- ROLES & FUNCTIONS:**
1. Secures the properties, area and the entire DepEd premises.
 2. Prevents DepEd personnel from getting in the affected area to avoid them from danger.
 3. Prevents outsiders from looting and apprehend looters.

LOCAL SEARCH & RESCUE TEAM
Team Composition
Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

TEAM LEADER
(Search & Rescue Team)

TWO (2) SKILLED MEMBERS
- On Safety Operations
- On Medical Operations

SEVEN (7) TRAINED MEMBERS
On Emergency Response
and Search & Rescue

ALPHA TEAM:

1. Mr. Jenelou John F. Israel (*Team Leader*)
2. Mr. Jerry I. Relator (*Safety Officer*)
3. Mrs. Maria Dulce Alma A. Lopus (*Medical Officer*)
4. Mr. Melchor B. Daniel Jr.
5. Mr. Dougeford S. Castaño (City East ES)
6. Mr. Jonathan Membreve (TCSHS)
7. Mr. Virgilio B. Tupos Jr. (TCCES)
8. Mr. Pablo D. Niluag (Dao ES)
9. Mr. Antonio G. Bantol (Dampas ES)
10. Mr. Alberto I. Tibod (*Communications Officer*)

BRAVO TEAM:

1. Mr. Hilario D. Aparre Jr. (*Team Leader*)
2. Mr. Oliver Arcillas (*Safety Officer*)
3. Mrs. Shannon L. Reserva (*Medical Officer*)
4. Mr. Voltaire I. Gonzales (DCPNHS)
5. Mr. Oliver P. Toh (Cogon ES)
6. Mr. Renato Paña (Manga NHS)
7. Mr. Eldiebrando S. Correa (Cabawan ES)
8. Dr. Edgar A. Fernandez (Ubujan ES)
9. Mr. Eufemio S. Bantugan (Booy South ES)
10. Mr. Neil S. Migriño (*Communications Officer*)

**DIVISION COMMUNICATIONS TEAM
Team Composition**

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

COMMUNICATIONS TEAM

Mrs. Neolita S. Sarabia
TEAM LEADER

MEMBERS

Mrs. Liza E. Maquiling
Mrs. Elizabeth R. Escolano

ROLES & FUNCTIONS:

1. Immediately calls the nearest Fire Station/Fire Department/Police/Rescue Group/Emergency Responders/Emergency Medical Team/CDRRMC or other necessary external help.
2. Operates and maintains continuing and reliable communications throughout the duration of the crisis.
3. Provides contact and communication access to the other operations teams and families of victims.
4. Inform and provide updates to the other focal staff of the EMT and to the top officials of DepEd.

**DIVISION TRAFFIC &
TRANSPORTATION TEAM
Team Composition**
Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

**TRAFFIC & TRANSPORTATION
TEAM
TEAM LEADER**
Mr. Berradito T. Taguisa

MEMBER
Mr. Gio Tocmo
Mr. Eric Dos Pueblos
Mr. Engelbert Ronquillo

- ROLES & FUNCTIONS:**
1. Makes available at least one vehicle for emergency purposes.
 2. Provides mobility access for EMT members, equipment, goods, rescue workers, medical teams, casualties, utility crew and other action units.
 3. Manage traffic of transportation vehicles used.
 4. Coordinates with the Communications and Medical Teams.

**DIVISION FIRST AID & MEDICAL TEAM
Team Composition**

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

FIRST AID & MEDICAL TEAM
Dr. Janet T. Butalid
TEAM LEADER

MEMBER
Dr. Nenita Incoog
Dr. Praxedes A. Hocino
Mr. Nicasio L. Degamo, RN

ROLES & FUNCTIONS:

1. Protects lives of DepEd Personnel through health & medical care.
2. Establishes first aid station/rehabilitation center not far from the disaster area.
3. Provides first aid services to injured personnel.
4. Provides medical facilities and resources.
5. Maintains records of all persons treated at the first aid station.
6. Ensures proper sanitation in first aid station/rehabilitation center.
7. Minimizes casualties through proper information and mobilization of patients and medical resources.
8. Assists in transporting the injured personnel to the nearest hospital.
9. Makes inventory of medical resources.

DIVISION EVACUATION & SHELTER TEAM

Team Composition

Division of City Schools – Tagbilaran City

Tagbilaran City, Bohol

OPERATIONS CHIEF

EVACUATION & SHELTER TEAM

Mr. Jovenal B. Cagas
TEAM LEADER

THREE (3) SKILLED MEMBERS *

- Safety Officer (Engr. Artemio B. Alo)
- Fire Warden (Mr. Bernadito T. Taguisa)
- Floor Manager (Mr. Jose C. Mariñas III)

SEVEN (7) MEMBERS

Mr. Lucio M. Epe
Mrs. Mitchelin L. Micabani
Ms. Joan Lao
Mrs. Aurelia A. Clamonte
Mr. Eubert Karaan
Mr. Paul Castro
Mr. Gio Tocmo

ROLES & FUNCTIONS:

1. Systematically guide the evacuation of personnel and evacuated important properties & documents during emergency crisis.
2. Warns occupants of the building in times of crisis.
3. Prevents outsiders from looting and apprehend looters.
4. Provide temporary and permanent evacuation areas.
5. Assists victims, injured and PWD's to a safer area.

** in the event that any of the 3 skilled members will be absent, automatically the other members will take the position of the absent member.*

**DIVISION EMT DOCUMENTATION TEAM
Team Composition**

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

DOCUMENTATION TEAM

**Mrs. Filomena C. Tanggaan
TEAM LEADER**

MEMBERS

Mrs. Melany T. Buntag
Ms. Antonette Oguis
Ms. Emily Loquias

ROLES & FUNCTIONS:

1. Record accounts of the emergency situation from the witnesses, key EMT personnel and personal observation such as the names of casualties, injured personnel, area of damage, costs of damage.
2. Prepare reports for documentation purposes.
3. Take actual pictures and footages of the emergency situation / disaster.
4. Coordinate/collaborate with the Chief of Operations, Safety & Damage Control Officer, Public Information Officer, IT Officer and directly to the LCS Commander.