



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



📍 Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 ☎ (038) 544-2147; 427-1702 ✉
dtagbilarancitydivision@yahoo.com 🌐 www.depedtagbilaran.org

MEMORANDUM

To : All Division Personnel
All Others Concerned

From : **NERI C. OJASTRO EdD, CESE**
Schools Division Superintendent

Subject : **Division DRRM Organizational Structure – Emergency Response & Management Teams**

Date : September 12, 2019

1. This Office informs the slight changes of assignments to some division personnel of the DRRM Organizational Structure – Emergency Response & Management Teams that will be reported to the Regional and Central Offices as required.

2. The said Organizational Structure was created during the time of Mr. Joseph C. Barrete and it was disseminated to the majority of the members of the team. With this, you can come or approach Mr. Jay Cagas, the division DRRM focal person at the SGOD Office for comment/s if necessary regarding your assignment.

3. For information and guidance.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent 

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

**ORGANIZATIONAL STRUCTURE OF THE
EMERGENCY OPERATIONS CENTER [EOC]**

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

RESPONSIBLE OFFICIALS
DR. NERI C. OJASTRO, CESE
Schools Division Superintendent
DR. MARCELO K. PALISPIS
Asst. Schools Division Superintendent

INCIDENT COMMANDER
Mr. Jovenal B. Cagas

SAFETY & DAMAGE CONTROL OFFICER
Engr. Louine T. Indanco

PUBLIC INFORMATION OFFICER
Dr. Aquilino T. Millar Jr.

IT OFFICER
Mr. Jose Mariñas III

LIAISON OFFICER
Joermelyn P. Pasilbas

OPERATIONS SECTION

Joseph C. Barrete
Chief of Operations

* **Police & Security Team**
(Mr. Alberto A. Lacang)

* **Search & Rescue Team**
(Mr. Jenelou John F. Israel)

* **Communications Team**
(Dr. Neolita S. Sarabia)

* **Traffic & Transportation Team**
(Mr. Bernadito T. Taguisa)

* **First Aid & Medical Team**
(Mrs. Rowena L. Pizaras, RN)

* **Evacuation & Shelter Team**
(Dr. Janet T. Butalid)

* **Documentation Team**
(Mrs. Filomena C. Tanggaan)

PLANNING SECTION

Dr. Beatriz C. Luga
Chief of Planning

* **Situation Status Unit**
(Mr. John Ariel A. Logura)

* **Resource Status Unit**
(Dr. Elisea G. Delda Torre)

* **Damage Assessment Unit**
(Mr. Artemio B. Aloj)

LOGISTICS SECTION

Marife C. Rallos
Chief of Logistics

* **Human Resource/Personnel**
(Mrs. Jocelyn B. Cutin)

* **Food & Water Supplies**
(Ms. Retchel T. Sumampong)

* **Medical Supplies**
(Dr. Vida N. Romero)

* **Equipment & Mobilization
Supplies**
(Mr. Lucio M. Epe)

FINANCE SECTION

Michelle T. Sagaral
Chief of Finance

* **Accounting & Audit Unit**
(Mrs. Gina E. Gammao)

* **Budget Unit**
(Ms. Julie Ann Kristie A. Redillas)

* **Monetary & Other Donations
Unit**
(Marife C. Rallos)

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

RESPONSIBLE OFFICIALS
Schools Division Superintendent and Asst.
Schools Div. Superintendent

INCIDENT COMMANDER
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
Dr. Aquilino T. Milar Jr.

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 Mariñas 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

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
Dr. Beatriz C. Luga

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

*** SITUATION STATUS UNIT**

Dr. John Ariel A. Lagura
UNIT LEADER

MEMBER

Mrs. Erlinda O. Puangang

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.

*** RESOURCE STATUS UNIT**

Dr. Elisea G. Dela Torre
UNIT LEADER

MEMBER

Dr. Almee T. Amistoso
Mrs. Elizabeth R. Escalano

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.

*** DAMAGE ASSESSMENT UNIT**

Engr. Louenie T. Indanao
UNIT LEADER

MEMBER

Dr. Beatriz E. Incoog

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 Dospueblas
Ms. Jennifer Sarigumba

- 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**
Dr. Vida N. Romero
UNIT LEADER
MEMBERS
Mrs. Rowena Pizaras
Mrs. Rhodelia Tumanda
Mrs. Adeline Dagamac

- 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
Division of City Schools – Tagbilaran City
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. Encarquez
UNIT LEADER
MEMBERS
Mrs. Jennifer B. Sarigumba
Ms. Margarita L. Teiano

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

Joseph C. Barrete

- 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

Dr. Neolita S. Sarabia

TEAM LEADER

MEMBERS

Mrs. Liza E. Maquiling

Mrs. Elizabeth R. Escolano

* TRAFFIC & TRANSPORTATION TEAM

Mr. Bernadito T. Taguisa

TEAM LEADER

MEMBERS

Mr. Eric Dos Pueblos

Mr. Engelbert Ronquillo

* MEDICAL TEAM

Dr. Vida N. Romero

TEAM LEADER

MEMBERS

Mrs. Rowena Pizarras

Mrs. Rodelia Tumanda

Mrs. Adeline Dagamac

* EVACUATION & SHELTER

(Dr. Janet T. Butalid)

TEAM LEADER

MEMBERS

Mr. Bernadito T. Taguba

Mr. Lucio M. Epe

Mr. Jose C. Mariñas III

Ms. Joan T. Lao

Dr. Aurelia A. Clamonte

Mr. Eubert Karaan

Mr. Paul Castro

* DOCUMENTATION TEAM

Mrs. Filomena C. Tanggaan

TEAM LEADER

MEMBERS

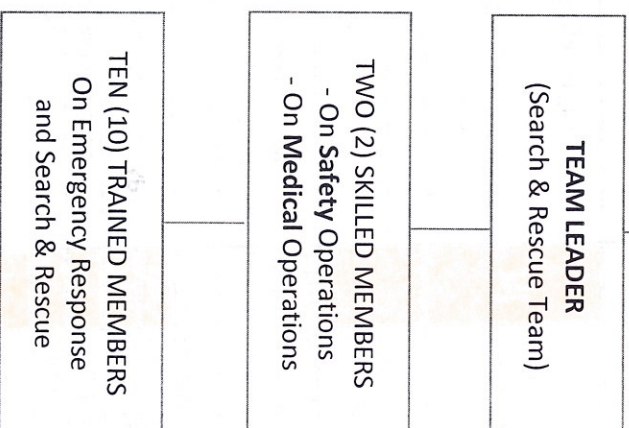
Mrs. Melany T. Buntag

Ms. Antonette Oguis

Ms. Emily L. Acabo

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

OPERATIONS CHIEF



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. Ms. Marydel Montesco (*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 (Taloto ES)
8. Dr. Edgar A. Fernandez (TCC ES)
9. Mr. Eufemio S. Bantugan (Booy Main ES)
10. Mr. Neil S. Migrño (*Communications Officer*)

DIVISION FIRST AID & MEDICAL TEAM
Team Composition
Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

FIRST AID & MEDICAL TEAM
Dr. Vida N. Romero
TEAM LEADER

MEMBERS
Mrs. Rowena Pizaras
Mrs. Rodella Tumanda
Mrs. Adeline Dagamac

- 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 TRAFFIC &
TRANSPORTATION TEAM
Team Composition**

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

**TRAFFIC & TRANSPORTATION
TEAM**

**Mr. Bernadito T. Taguisa
TEAM LEADER**

MEMBERS

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 COMMUNICATIONS TEAM
Team Composition
Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

COMMUNICATIONS TEAM
Dr. 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 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.

**DIVISION EMT DOCUMENTATION TEAM
Team Composition**

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

DOCUMENTATION TEAM

Dr. Filomena C. Tanggaan
TEAM LEADER

MEMBERS

Mrs. Melany T. Buntag
Ms. Antonette Oguis
Ms. Emily L. Acabo

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 ICS Commander.

DIVISION EVACUATION & SHELTER TEAM
Team Composition

Division of City Schools – Tagbilaran City
Tagbilaran City, Bohol

OPERATIONS CHIEF

EVACUATION & SHELTER TEAM

Dr. Janet T. Butalid
TEAM LEADER

THREE (3) SKILLED MEMBERS *

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

SEVEN (7) MEMBERS

Mr. Lucio M. Epe
Ms. Emily L. Acabo
Ms. Joan Lao
Dr. Aurelia A. Clamonte
Mr. Eubert Karaan
Mr. Paul Castro
Mr. Engelbert Ronquillo

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 is absent, automatically the other members will take the position of the absent member.*