



16 August 2023

MEMORANDUM NO. 821
Series of 2023

T O: Mr. Gerald M. Rivera

R E: Designation as Unit Head, Disaster Risk Reduction and Management Office (DRRMO)

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Unit Head of the Disaster Risk Reduction and Management Office (DRRMO) under the University Disaster Risk Reduction and Management, Safety and Security Office (UDDRRMSSO), effective August 16, 2023 until December 31, 2023 or unless sooner revoked or terminated by higher authorities.

As Unit Head, you are directed to assist the Chief of the UDDRRMSSO to:

1. Formulate and implement policies in the areas of disaster risk reduction management;
2. Conduct regular education for VSU constituents on the procedures for reducing and mitigating risk due to fire, flood, earthquake, and other natural or man-made threats to human safety and security, including government properties;
3. Identify, assess, and prioritize hazards and risks in consultation with key stakeholders;
4. Develop and ensure the implementation of national standards in carrying out disaster risk reduction programs including preparedness, mitigation, prevention, response, and rehabilitation works, from data collection and analysis, planning, implementation, monitoring, and evaluation as provided in Republic Act 10121;
5. Identify and implement cost-effective measures or strategies to reduce risks;
6. Communicate about those hazards and risks, their nature, effects, early warning signs, and countermeasures;
7. Identify and implement cost-effective measures or strategies to reduce risks;
8. Take all necessary steps on an ongoing basis to maintain, provide or arrange the provision of trained and competent personnel for effective and efficient disaster risk management in their areas of jurisdiction
9. Respond to and manage the adverse effects of emergencies in their area of jurisdiction;
10. Lead and carry out recovery activities;
11. Promote and raise public awareness of and compliance with policies and directives issued by the Chairman of DRRMO relative to disaster risk management;
12. Develop, approve, implement, and monitor the School Disaster Risk Management Plans and regularly review and test the plan consistent with other national and local planning programs;
13. Establish linkage and networking with other LGUs for disaster-risk reduction and emergency response purposes;
14. Drafting orders, memoranda, and issuances consistent with the requirement of the National Disaster Coordinating Council (NDCC);

15. Lead in the integration of risk reduction education into school development plans, programs, and budgets as a strategy in schools' sustainable development and improvement plans;
16. Establish an operating facility to be known as the School Disaster Operations Center, and;
17. Prepare and submit to the Regional Disaster Risk Reduction Management Office, and National Disaster Coordination Council damage and needs assessment reports, and include as part of the School Improvement Plan disaster risk reduction measures to ensure the safety and security of all facility, staff, and students.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President