



4 January 2021

MEMORANDUM NO. 04
Series of 2021

T O: Dr. Julius P. Abela

R E: Designation as Head of the University Disaster and Risk Reduction Management

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head of the University Disaster and Risk Reduction Management effective January 4, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Advise the University President on matters relating to DRRM;
2. Promptly report any security breaches and risks that may compromise the safety of University constituents;
3. Spearhead the coordination of security efforts across the University and identify security initiatives and safety standards;
4. Maintain relationships with the LGU and relevant agencies for security coordination and management;
5. Formulate and implement policies in the areas of disaster risk reduction management;
6. Conduct regular education for VSU constituents on the procedures in reducing and mitigating risk due to fire, flood, earthquake and other natural or man-made threats to human safety and security, including government properties;
7. Identify, assess and prioritize hazards and risks in consultation with key stakeholders;
8. 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.
9. Identify and implement cost-effective measures or strategies to reduce risks;
10. Communicate about those hazards and risks, their nature, effects, early warning signs and counter measures;
11. Identify and implement cost-effective measures or strategies to reduce risks;
12. Take all necessary steps on an on-going 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;
13. Respond to and manage the adverse effects of emergencies in their area of jurisdiction;
14. Lead in carrying out recovery activities;

15. Promote and raise public awareness of and compliance with policies and directives issued by the Chairman of DRRMO relative to disaster risk management;
16. Develop, approve, implement and monitor School Disaster Risk Management Plans and regularly review and test the plan consistent with other national and local planning programs;
17. Establish linkage and network with other LGUs disaster risk reduction and emergency response purposes;
18. Draft Orders, Memoranda and Issuances consistent with the requirement of the National Disaster Coordinating Council (NDCC);
19. 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;
20. Establish an operating facility to be known as the School Disaster Operations Center; and
21. Prepare and submit to the Regional Disaster Risk Reduction Management Office, National Disaster Coordinating Council damage and needs assessment reports; and include as part of the School Improvement Plan disaster risk reduction measures to ensure safety, and security of all facility and 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

cc: OVPAA
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OVPSAS
OVPPRGAS
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Directors
ODHRM/RSPPRO
ODF/Budget
IASO
Accounting
Cash
COA
Registrar
Records
File