



28 February 2018

MEMORANDUM CIRCULAR NO. 19
Series of 2018

T O: College Deans, Department Heads, Center/Institute Directors, Office/Unit Heads, Dormitory Advisers

R E: Designation of Focal Person for Disaster Risk Reduction and Management (DRRM) of each academic/administrative/research/auxiliary building

In consonance with Republic Act No. 10121 otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010", the VSU administration is creating a Team of Focal Persons that shall organize and supervise evacuation, search and rescue, and recovery in the event of disaster or emergency. The team shall have the following duties and responsibilities:

- Determine courses of action to be taken based on the recommendations of the Disaster Risk Reduction Officer and Head of the Security Office;
- Determine the type of emergency units to be utilized whenever there is a crisis or emergency;
- Maintain and/or supervises programs of operations and determines the necessity of utilizing additional action units; and,
- Assist in developing plans and procedures for effective implementation of the disaster preparedness actions.

In this regard, please designate one (1) DRRM focal person for every building (academic, administrative, research, auxiliary) under your jurisdiction. The focal person should have a permanent status of employment. Moreover, please submit the following data to the Office the President on or before Mar. 7, 2018.

Name:
Designation
Contact Number
Email:

For your guidance and compliance.


EDGARDO E. TULIN
President