



3 January 2024

MEMORANDUM NO. 14
Series of 2024

T O: Mr. Jonathan Q. Monsanto

R E: Designation as Head, Disaster Risk Reduction and Management,
VSU Villaba Campus

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Disaster Risk Reduction and Management, VSU Villaba Campus effective immediately until a new President shall have been selected or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Advise the Chancellor on matters relating to DRRM.
2. Formulate and implement policies in the areas of disaster risk reduction management.
3. Conduct regular education for VSU Villaba 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.
4. Identify, assess and prioritize hazards and risks in consultation with key stakeholders.
5. Develop and ensure the implementation of national standards in carrying out disaster risk reduction programs including preparedness, mitigation, prevention, response and rehabilitation of works, from data collection and analysis, planning, implementation, monitoring and evaluation as provided in Republic Act 10121.
6. Identify, assess and management hazards and risks that may be in the school.
7. Communicate about those hazards and risks, their nature, effects, early warnings signs and counter measures.
8. Identify and implement cost-effective risk reduction measures or strategies.
9. Take all necessary steps on an on-going basis to maintain, provide or arrange the provision of training and competent personnel for effective and efficient disaster risk management in their areas or jurisdiction.
10. Respond to and manage the adverse effects of emergencies in their area of jurisdiction.
11. Leads in carrying out recovery activities.
12. Promote and raise public awareness of and compliance with policies and directives issued by the Chairman of DRRMO relative to disaster risk management.
13. Develop, approve, implement and monitor School Disaster Risk Management Plants and regularly review and test the plan consistent with other national and local planning programs.
14. Establish linkage and network with other Local Government Units for disaster risk reduction and emergency response purposes.
15. Formulate, prepare and issue orders, Memoranda and Issuances consistent with the requirement of the National Disaster Coordinating Council (NDCC).

16. Lead in the integration of risk reduction education into school development plans, programs and budgets as a strategy in school's sustainable development and improvements plants.
17. Establish an operating facility to be known as the School Disaster Operations Center.
18. Prepare and submit to the Regional Disaster 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.

This supersedes previous issuances on the same subject.

Please be guided accordingly.



DANIEL LESLIE S. TAN
OIC President

cc: VSU-Villaba
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