



Tanggapan ng Kalihim
Office of the Secretary

APR 19 2007

DepED Memorandum
No. 175, s. 2007

**CREATION OF A TECHNICAL WORKING GROUP (TWG) ON THE
PREPARATION OF DEPED CALAMITY, DISASTER AND RISK
MANAGEMENT AND CONTROL OPERATIONS MANUAL**

To : Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Directors of Services/Centers & Heads of Units
Schools Division/City Superintendents
Heads, Public Elementary & Secondary Schools

1. To ensure adequate preparation in coping with various forms of natural and man-made disaster and calamities, the DepEd shall develop and maintain a Calamity, Disaster and Risk Management and Control Operations Manual.
2. In view thereof, a Technical Working Group (TWG) for the preparation of the aforementioned manual is hereby created composed of the following:

CHAIRMAN	-	USEC Teodosio C. Sangil, Jr. Undersecretary Finance and Administration
CO-CHAIRPERSONS	-	USEC Ramon C. Bacani Undersecretary Regional Operations
	-	USEC Vilma L. Labrador Undersecretary Programs and Projects
VICE-CHAIRMAN	-	DIR. Maximo C. Aljibe, Ph. D., CESO IV Director III, Administrative Service Chairman, DepEd Calamity, Disaster and Fire Control Group (CDFC)

Annex H - Emergency Preparedness and Response

- a. Structure on Environmental Changes and Emergency Response Teams

Annex I - Monitoring Measurement

- a. Flow Chart of Monitoring and Measurement Activities

4. The Technical Working Group (TWG) shall convene for the drafting on the following dates at DepED, ECOTECH Center, Lahug, Cebu City, to wit:

May 28 – June 1, 2007	-	1 st Drafting
June 18 – 22, 2007	-	2 nd Drafting
July 9 – 13, 2007	-	3 rd Drafting

5. A Seminar-Workshop shall be conducted in 3 clusters: **Luzon** (August 7 – 9, 2007, Teachers Camp, Baguio City); **Visayas** (August 14 – 16, 2007, ECOTECH Center, Lahug, Cebu City); and **Mindanao** (August 21 – 26, 2007, Davao) to review, critique and evaluate the draft of the manual, after which, it shall be finalized. The TWG shall recommend its approval to the Secretary.
6. The Technical Working Group (TWG) shall disseminate and monitor the implementation of the Manual to all offices in Regions, Divisions and Schools.
7. To provide Secretariat support to Technical Working Group (TWG), the Office of the Director, Administrative Service, Central Office, shall designate personnel to constitute the Technical Working Group (TWG) Secretariat.
8. All expenses incurred by the Technical Working Group and the Secretariat, such as Board and Lodging, Honoraria, Extra Duty Allowances, Supplies/Materials, traveling and other incidental expenses shall be charged against OSEC Funds, subject to the usual accounting and auditing rules and regulations. The traveling expenses of the Regional TWG members shall be charged against their local funds.
9. Immediate dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Reference: DepED Order: No. 26, s. 2007

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

CALAMITY
COMMITTEES

MANUAL
OFFICIALS

PROJECT COORDINATOR

- **Ms. Candelaria de Juan**
Sr. Program Specialist, PFSED
(Focal Person, DepEd – NDCC)

CONSULTANTS

- **Mr. Glen Sumido**
Chief of Staff
- **1 consultant from Philvocs**
- **1 consultant from PAG-ASA**
- **1 consultant from NDCC**
- **2 consultants from Landbank**

MEMBERS:

- Dir. Sol Matugas - Regional Director, (President, Association of the Department of Education Directors (ADD), Inc.)
- Dr. Rey A. Lapating - Supt. Division of Iloilo (President, Phil. Association of Schools Superintendent)
- Mr. Arnulfo Empleo - President, National Association of Public Secondary School Heads, (NAPSSHI) Inc.
- Ms. Teresita Areola - President, Public Elementary School Principals Association
- Mr. Victor Diaz - President, Administrative Officers Assoc. of the Department of Education (AOADE), Inc.)
- Atty. Domingo Alidon - Legal Officer III (President, National Employees Union)
- Mr. Rizalino Jose T. Rosales - Chief Administrative Officer, NCR
- Ms. Ann Geralyn T. Pelias - Chief, Administrative Officer, Region IV-B
- Dr. Pedro Pascua - Chief, Administrative Officer, Region III
- Mr. Aniano T. Bautista - Chief, Administrative Officer, Region VII
- Ms. Nimfa Beltran - Officer-In-Charge, Chief Administrative Officer, Reg. VIII
- Atty. Shirley Chato - Chief, Administrative Officer, Reg. X
- Mr. Raul Orozco - Chief, Administrative Officer, CARAGA
- Ms. Olivia San Pablo - Chief, Accountant, Accounting Division
- Engr. Oliver Hernandez - Chief, PFSED
- Mr. Minrado Batonghinog - Chief, Cash Division
- Ms. Nanette R. Mamoransing - Chief, Administrative Officer, Records Division
- Dr. Antonio Zaragoza - Chief, Administrative Officer, General Services Division
- Ms. Maritess Ablay - Chief, Administrative Officer, Property Division
- Mr. Ernesto Sayo - Supervising Administrative Officer, Records Division

Dr. Ma. Adoracion Gonzales- Mananghaya - Chief, Medical Clinic

Ms. Zenaida de Vera - Administrative Officer V, Head Secretariat

Members:

1. Rachel Duran
2. Randy Lactaoen
3. Edgar Balbin
4. Rosemarie Moscoso
5. Noel De Vera

Ms. Bibiana Buado - Accountant

Mr. Patrick Morales - Disbursing Officer

3. The Technical Working Group (TWG) shall be in-charge of the preparation of the following:

Book I - The Environmental Management System Manual

1. Objectives
2. Scope
3. User's Guide
4. Environmental Management Requirements
 - A. General Requirements
 - B. Environmental Policy
 - C. Planning
 - a. Environmental Aspects
 - b. Legal and Other Requirements
 - c. Objectives and Targets
 - d. Environmental Management Program
 - D. Implementation and Operation
 - a. Structure and Responsibility
 - b. Training, Awareness and Capability Building
 - c. Communication
 - d. Environmental Management System Documentation
 - e. Documentation Control
 - f. Operational Control
 - g. Emergency Preparedness and Response
 - E. Interventions and Corrective Measures
 - a. Monitoring and Measurement
 - b. Nonconformance and Corrective/Preventive Action
 - c. Records
 - d. Environmental Management Audit

F. Management Review

Book II - Environmental Management System Procedure

Chapter I - Environmental Policies and Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines

Chapter II - Identification of Aspects and Impacts Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter III - Legal and Other Requirements and Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter IV - Training, Awareness and Capability Building Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter V - Communications Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter VI - Documents Control and Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. Responsibilities
5. General Guidelines
6. Procedures
7. Reference Documents

Chapter VII - Operations Control and Procedures

A. Environmental Management System

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter VIII - Emergency Preparedness/Response Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter IX - Monitoring and Measurement Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter X - Non-Conformance Corrective/Preventive Action Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter XI - Records Procedures

1. Purpose

2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter XII - Audit Procedures

1. Purpose
2. Scope
3. Definition of Terms
4. General Guidelines
5. Procedures
6. Reference Documents

Chapter XIII - Management Review Procedures

Book III - Environmental Management System Work Instructions and Guidelines

A. Work Instructions

1. Work Instructions for Maintenance of the Bulwagan ng Karunungan and Records Storage
 - a. Work Instructions for Labeling, Handling and Records Storage
 - b. Storage and Disposal of Hazardous Wastes
 2. Work Instructions for Operations, Testing, Troubleshooting and Maintenance of DepEd Owned Vehicles
 - a. Operations and Maintenance of the Motor Pool
 - b. Testing, Troubleshooting and Maintenance of Vehicles
 - c. Corrective/Preventive Measures/ Actions
 3. Work Instructions for Operations and Maintenance of the Waste Disposal System
 - a. Storage and Disposal of Waste
 - b. Waste Segregation Scheme
 - c. Recycling and Disposal of Recyclable Wastes
 - d. Disposal of Biodegradable Wastes
 - e. Management and Disposition of Funds From Recyclable Wastes
- #### B. Guidelines and Policies
- a. Energy Conservation
 - b. Water Conservation
 - c. Usage of Vehicles
 - d. Emergency Preparedness and Response
 - e. No Smoking

f. Proper Use of Facilities

Book IV - Environmental Management System Records, Forms Flowchart

Annex A - Identification of Aspects and Impacts

- a. Flow Chart on the Identification of Environmental Aspects and Impacts
- b. Registry of Impacts
- c. List of Significant Impacts
- d. Worksheet for Identification of Environmental Aspects and Impacts
- e. Criteria and Rating System for the Assessment of Significance of Environmental Aspects and Impacts
- f. Rating of Significance of Environmental Aspects
- g. Ranking of the Significant Environmental Aspects

Annex B - Legal and Other Requirements

- a. Legal Requirements Flow Chart
- b. Matrix of Applicable Environmental Laws and Regulations
- c. Monitoring Forms on Permit Application and Renewal

Annex C - Environmental Management and Programming

Annex D - Environmental Management System (EMS) Structure and Responsibility

- a. EMS Organizational Chart
- b. EMS Organizational Structure and Responsibilities

Annex E - Training, Awareness and Capability Building

- a. Training Process Flow
- b. EMS Information, Education and Communication of Training Plans
- c. Human Resource Development and Department Program Offerings
- d. Training Needs Survey Form on EMS

Annex F - Communications

- a. Flow Chart on Dissemination of EMS and other Related Activities
- b. General Communication Work Program
- c. Matrices for Communication Flow

Annex G - Documents Control

- a. Flow Chart on Document Creation and Revision
- b. Flow Chart on Document Disposition and Retention
- c. Master List of Forms
- d. EMS Manual Distribution Form
- e. Document Review and Change Notice (DRCN)
- f. Document Request Form