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DEPARTMENT OF EDUCATION  
REGION VIII, EASTERN VISAYAS

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**MEMORANDUM**

No: DRRMS-11-20-2020-0002

**FOR :** ALL REGIONAL DRRM COORDINATORS  
ALL DIVISION DRRM COORDINATORS  
ALL SCHOOL DRRM COORDINATORS

**FROM :**   
**RONILDA R. CO**  
Director IV  
Disaster Risk Reduction and Management Service

**SUBJECT :** RAPID ASSESSMENT OF DAMAGES REPORT (RADaR) APP REGISTRATION

**DATE :** 20 NOVEMBER 2020

The Rapid Assessment of Damages Report (RADaR) App for the web and mobile devices, launched last 22 and 24 September 2020 is now nearing its final phase of the registration process for all regional, division, and school DRRM coordinators. To expedite this process and complete the registration in the remaining schools, the Disaster Risk Reduction and Management Service (DRRMS) provides you these step-by-step procedures that you may follow, in addition to the solutions to the issues associated with them (See **Annex A. Registration and Login Procedures** and **Annex B. Frequently Asked Questions and Troubleshooting Guide**).

All registered school DRRM coordinators with approved accounts or otherwise, are instructed to open their DepEd or Gmail emails to validate their information and submit any corrections therein, using the provided link in the form (see **Annex C. Validation of Registration Details**). Likewise, all regional and division DRRM coordinators who are having login issues may use the dispute form provided (see **Annex D. Regional and Division DRRM Coordinators' Dispute Form**).

Lastly, in preparation for the actual use of the RADaR app, the DRRMS requires all remaining school DRRM coordinators to register an account using this link: <https://drmis.deped.gov.ph/>, on or before **18 December 2020**; and for all division DRRM coordinators to approve those accounts on the same timeframe. In cases of failure to register due to one or more of the following reasons – no internet connectivity, no compatible smartphone, or affected by the recent tropical cyclones – the division DRRM coordinators are recommended to collect their first name, last name, valid email, mobile number, school ID, school name, division, and region, consolidate them in an MS Excel spreadsheet which will be used to enroll the accounts in the system, and send them to [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) cc: [jose.noveno@deped.gov.ph](mailto:jose.noveno@deped.gov.ph).

To download the manuals, videos, and other resources for the app, you may access this link: [https://bit.ly/RADaR\\_Resources](https://bit.ly/RADaR_Resources). Questions regarding the registration and login processes, and other related inquiries may be coursed through the DRRM Information Systems Facebook Chat Support Group, through: <https://facebook.com/groups/drmmis>.

For your information and appropriate action.

DRMO [Signature]  
2/23/21

## **Annex A. Registration and Login Procedures**

**(Screenshots will be provided through the Facebook Group)**

1. On your laptop's or mobile phone's web browser (Google Chrome, Mozilla Firefox or Microsoft Edge), go to the address bar and type or paste the following link: <https://drmmis.deped.gov.ph>
2. You will be redirected to the DRRM Information Systems (DRRMIS) landing page where you will be asked to register using your email on your first visit, or login for every succeeding one.

**Important Note:** Make sure your active email is logged-in on the device you are using.

3. You will be asked to use the following allowed email domains to register:
  1. Valid DepEd email [firstname.lastname@deped.gov.ph](mailto:firstname.lastname@deped.gov.ph)
  2. Valid Gmail account with [@gmail.com](mailto:@gmail.com) ([yahoo.com](mailto:yahoo.com), [msn.com](mailto:msn.com), and others will not be allowed for security measures)

**Important Note:** No passwords are being kept by the administrators. Do not give your email password to anyone.

4. Fill out the form with your correct School ID and School Name, active Mobile Number, and Number of Enrollment.

**Important Note:** Type the 6-Digit School ID and wait for the School Name to appear. Click or tap the School Name to proceed.

5. Once all information has been sent, complete the CAPTCHA, then click or tap the submit button.
6. Wait for the administrator (for regional or division DRRM coordinators) or your assigned division coordinator (for school DRRM coordinators) to have your account approved. You will be notified via SMS once the approval is completed.
7. Once approved, you may now download and install RADaR Mobile app via Google Playstore through this link: <https://bit.ly/RADaRAppAndroid>, and login with the approved account.

## Annex B. Frequently Asked Questions and Troubleshooting Guide

Q: What are the requirements for using the RADaR App?

A: The following system requirements are the minimum specifications for using the app:

Software / Feature	Specifications
<b>Mobile App</b>	Any smartphone with the following versions: <ul style="list-style-type: none"> <li>• Android Version 6 and up</li> <li>• iOS Version 8 and up</li> </ul>
<b>Web App</b>	Any of the following web browser: <ul style="list-style-type: none"> <li>• Google Chrome (recommended)</li> <li>• Microsoft Edge</li> <li>• Mozilla Firefox</li> </ul>
<b>SMS (for sending RADaR)</b>	Any active sim card with credits (prepaid or postpaid): <ul style="list-style-type: none"> <li>• Globe / Touch Mobile</li> <li>• Smart / Talk and Text</li> <li>• Sun Cellular</li> </ul>
<b>Internet (for sending photos)</b>	Any stable internet connection using WiFi or mobile data that can send files below 25MB in size

Q: I am getting this error / message: “\_\_\_\_\_”. What should I do?

A: Make sure follow these steps:

Error / Message	Troubleshooting Guide
<b>“Oops you are not authorized / permitted to use this app”</b>	<ol style="list-style-type: none"> <li>1. Make sure you have completed your registration (<b>See Annex A</b>)</li> <li>2. Make sure your account has been approved by the administrator or the division DRRM coordinator (<b>See Annex A</b>)</li> <li>3. Make sure you have downloaded the correct version of the app. Download it here: <a href="https://bit.ly/RADaRAppAndroid">https://bit.ly/RADaRAppAndroid</a></li> </ol> <p><b>Important Note:</b> Only the school DRRM coordinators, their alternate focal persons, and their school heads can use the mobile app; regional and division DRRM coordinators may view the reports using the web app.</p>
<b>“Oops error”</b>	<ol style="list-style-type: none"> <li>1. Make sure you have stable internet connection or mobile data</li> <li>2. Make sure your smartphone has met the minimum system requirements for using the mobile app</li> <li>3. Make sure you have downloaded the correct version of the app. Download it here: <a href="https://bit.ly/RADaRAppAndroid">https://bit.ly/RADaRAppAndroid</a></li> </ol>
<b>Registration or Login Failure for school DRRM coordinators</b>	<ol style="list-style-type: none"> <li>1. When using a mobile device:           <ol style="list-style-type: none"> <li>a. Make sure you have a stable internet connection or mobile data</li> <li>b. If the link for registration was sent through Messenger or any chat and messaging app, <b>DO NOT</b> tap the hyperlink or you will be directed to the login page using the currently logged-in email in that app.</li> <li>c. During the registration process, it is recommended to paste this link into your smartphone’s mobile browser: <a href="https://drmmis.deped.gov.ph">https://drmmis.deped.gov.ph</a>, for the system to read your valid email account correctly.</li> <li>d. On your mobile app, go to Google settings and add the approved email account as one of the users, then try again.</li> <li>e. On your smartphone’s browser, go to <a href="https://accounts.google.com">accounts.google.com</a> and add the approved email account as one of the users, then try again.</li> </ol> </li> </ol>

Error / Message	Troubleshooting Guide
	<ol style="list-style-type: none"> <li>2. When using a desktop or a laptop:               <ol style="list-style-type: none"> <li>a. Make sure you have a stable internet connection or mobile data</li> <li>b. In your web browser, make sure the link you typed or pasted has redirected you to the correct address: <a href="https://drrmis.deped.gov.ph">https://drrmis.deped.gov.ph</a></li> <li>c. When using Google Chrome, you may check whether your valid email (See Annex A.3) is the one logged-in on your browser. You may change it by typing <code>accounts.google.com</code> in the address bar on your browser, or by clicking the account icon on the top-most righthand side of your screen.</li> </ol> </li> </ol>
<p><b>Registered accounts are not showing in the list of schools to be approved by the division DRRM coordinators</b></p>	<ol style="list-style-type: none"> <li>1. For school DRRM coordinators: make sure that you have correctly typed your school ID and has clicked or tapped the school name</li> <li>2. For division DRRM coordinators: make sure you have refreshed your browser</li> </ol> <p><b>Important Note:</b> The approval facility within the web app will undergo enhancements to accommodate the changing of one's own personal information within the system.</p>
<p><b>Screen is being redirected to the landing page upon completing the registration</b></p>	<ol style="list-style-type: none"> <li>1. Check if all the information you have encoded are correct</li> <li>2. Repeat the process and complete the CAPTCHA; remember to refresh the images if unsure of the answers</li> </ol> <p><b>Important Notes:</b></p> <ol style="list-style-type: none"> <li>1. Always check the text field in the forms to make sure they are not highlighted. An error message will appear to guide you in the details that you have gotten wrong</li> <li>2. If you have been redirected several times during registration, <b>DO NOT</b> rely on the autofill form to complete your information; retype all the details for you to ensure their correctness.</li> </ol>

## Annex C. Validation of Registration Details

To validate and ensure the correctness of all information enrolled in the DRRM Information System in lieu of the enhancements, an email blast, done in batches, will be sent to all registered accounts, approved or otherwise. Once the advisory is received, you will be able to view this screen in your email (sample only, individual registered information will be shown):



[THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL.]

Dear {{FirstName}} {{LastName}},

You have been registered on <https://drmmis.deped.gov.ph> with the following information:

Email	{{E-mail}}
Mobile Number	{{Mobile}}
School ID	{{SchoolID}}
School Name	{{SchoolName}}
Division	{{Division}}
Region	{{Region}}

The school DRRM Coordinators are instructed to do the following:

1. Check whether the information shown in the email, mobile number, school ID, school name, division, and region need any correction, especially for the correct spelling and name.
2. Once all details are confirmed correct, you may ignore the advisory and close the email. **DO NOT** reply to the auto-generated email.
3. For corrections on your active mobile number and total number of enrollees, you may go to the DRRMIS (<https://drmmis.deped.gov.ph>), login using your email, click "My Account" on the topmost righthand corner of your screen, and change your information accordingly.
4. For corrections on your active email or School ID, you may go to: <https://bit.ly/RADaRValidation> and fill out the form.

## **Annex D. Regional and Division DRRM Coordinators' Dispute Form**

To ensure that all regional and division DRRM coordinators have been enrolled in the system with their correct personal information, the DRRMS has deployed a dispute form through Google Forms. This form shall be used in lieu of the enhanced facility in the web app where you can change your personal information at any given time once rolled out.

1. If you are a regional or division DRRM coordinator who has issues in logging in to the web app, or if you have corrections in the enrolled details in the system (example: your personal Gmail was enrolled instead of your current DepEd email, or if you have corrections on your name spelling), you may use the dispute form to correct those mistakes, through this link: <https://bit.ly/RegionDivisionValidation>.
2. All responses therein shall be enrolled in the system on 20 and 27 November 2020. All division DRRM coordinators who are having issues logging in are also instructed to provide screenshots and the error message they are receiving, and send them to the DRRMIS Facebook Chat Support Group through this link: <https://facebook.com/groups/drrmis> and indicate your division and region.