



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

February 22, 2024

SCHOOLS DIVISION MEMORANDUM

No. 073, s. 2024

REITERATION ON THE CONDUCT OF DRRM ACTIVITIES, SAFETY MEASURES, AND PREPARATION AND SUBMISSION OF REPORTS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Pursuant to Republic Act 10121 entitled *Philippine Disaster Risk Reduction and Management Act of 2010* which mandates all national government agencies to institutionalize policies, structures, coordination mechanism and programs with continuing budget appropriation on Disaster Risk Reduction and Management (DRRM) from national to local levels, this Office instructs all public schools to strictly adhere with the conduct of DRRM activities and safety measures in the schools, including report preparation and submission.

2. Further, to provide safety and protection among learners and personnel from unnecessary physical dangers that they may be exposed to during natural disasters and calamities and to properly guide our schools in the implementation of DRRM PPAs, the School Governance and Operations Division through Disaster Risk Reduction and Management (SGOD-DRRM), reiterates compliance to different activities, to wit;

Enclosure No. 1 – Fire Safety Measures

Enclosure No. 2 – Schedule on the conduct of Unannounced Earthquake and Fire Drill

Enclosure No. 3 – Action Plan format

Enclosure No. 4 – Monthly Accomplishment Report

Enclosure No. 5 – 2024 Calendar of Activities Reference

Enclosure No. 6 - Schedule of submission

4. Moreover, all schools should observe compliance with DepEd Order No. 021, s. 2023, as follows:

“Schools shall ensure that school grounds, classrooms and its walls, and other school facilities are clean and free from unnecessary artwork, decorations, tarpaulin, and posters at all times . . . Classroom walls shall remain bare and devoid of posters, decorations or other posted materials. Classrooms should not be used to stockpile materials and should be clear of other unused items or items for disposal.”

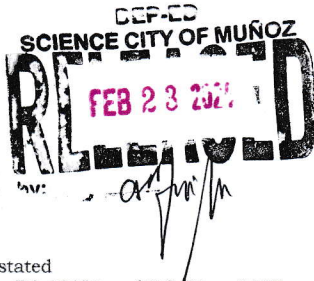


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5. For compliance in SGOD v. 3 Office functions, all schools must prepare a monthly report, to be validated by the Division DRRM Coordinator during school monitoring.
6. Immediate and strict adherence of this Memorandum is desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent †

Encl: As stated
Reference: RA 10121 and DO 21, s. 2023
To be indicated in the Perpetual Index
Under the following subjects:

DRRM PPAs

*REA DRRM Activities, Safety Measures, and
Preparation and submission of reports
004/ February 22, 2024*



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Enclosure No. 1 to Schools Division Memorandum No. 073, s. 2024

FIRE SAFETY MEASURES

(in reference to DO 28, s. 2016 and RM No. ESSD-2024-035)

1. Formulation of Fire Escape Plan.
2. Ensure the presence of fire escape routes and exit paths which the personnel and learners should be aware of. These should be clearly marked with readable signage.
3. Inspect doors and windows of buildings and ensure that they are easy to open.
4. Ensure that exit/escape paths are free of obstruction.
5. Trim shrubs and trees in the vicinity
6. Enforce proper waste management. Clear the offices and school grounds from waste. Combustible waste such as papers, wood plastics, paint tins, flammable liquids should not be stored in heaps or loose in the open. Suitable receptacles such as litter bins, recycling bins, etc. should be provided.
7. Conduct regular safety inspection and take necessary action to repair or replace defective wirings, light bulbs, etc. and disconnect the electrical wirings on a condemned building.
8. Demand and practice good office and school keeping practices, e.g. inspect laboratories daily; unplug electrical wirings and turn-off lights.
9. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.
10. Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment
11. Conduct regular Fire Drills



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Enclosure No. 2 to Schools Division Memorandum No. 073 s. 2024

SCHEDULE OF UNANNOUNCED EQ and FIRE DRILLS (in reference to DO 53, s. 2022 and OM-OUOPS-2024-01-001191)

Date	Date of conduct	Submission of Report (every last day of the month)
February 2024	1 st and 3 rd week of the month	February 29
March 2024	1 st and 3 rd week of the month	March 26
April 2024	1 st and 3 rd week of the month	April 30
May 2024	1 st and 3 rd week of the month	May 31
August 2024	1 st and 3 rd week of the month	August 30
September 2024	1 st and 3 rd week of the month	September 30
October 2024	1 st and 3 rd week of the month	October 30
November 2024	1 st and 3 rd week of the month	November 29
December 2024	1 st and 3 rd week of the month	December 27



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Enclosure No. 3 to Schools Division Memorandum No. 073, s. 2024

TEMPLATE OF ACTION PLAN (in reference to SGOD v. 3 Office Functions)

Name of School: _____

No.	Thematic Areas	Programs, Projects, and Activities (PPAs)	Objectives	Responsible Person	Timeline	Resources Needed	Source of Fund	Target Outputs
	Prevention and Mitigation							
	Preparedness							
	Response							
	Rehabilitation and Recovery							

(Please insert additional rows if necessary. You may change the paper layout to landscape. You may also refer to your AIP/SOB)

Prepared by:

School DRRM Coordinator



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Enclosure No. 4 to Schools Division Memorandum No. 023 s. 2024

TEMPLATE OF ACCOMPLISHMENT REPORT
(in reference to SGOD v. 3 Office Functions)

Title of Activity: _____

Date of Conduct: _____

Narrative:

Documentation:

Prepared by:

 School DRRM Coordinator



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Enclosure No. 5 to Schools Division Memorandum No. 073, s. 2024

DRRM CALENDAR OF ACTIVITIES

Month	Activity
January	Preparation and submission of Action Plan (aligned with AIP and SOB)
February	DRRM PPAs
March	Fire Prevention Month, Fire Safety Measures, NSED
April	Preparation of School Profile Reports (GESP and GJSP)
May	DRRM PPAs
June	NSED
July	National Disaster Resilience Month (<i>in reference to DM 84, s. 2019</i>)
August	Student-Led School Watching and Hazard Mapping (<i>in reference to DO 23, s. 2015</i>)
September	NSED
October	Development / Enhancement of Contingency Plan (<i>in reference to RA 10121</i>)
November	NSED
December	Submission of consolidated monthly accomplishment report



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Enclosure No. 6 to Schools Division Memorandum No. 073, s. 2024

SCHEDULE OF SUBMISSION

Report	Schedule of submission	Link
Action Plan	March 15, 2024	http://tinyurl.com/CY24ActionPlan
Unannounced Drill	Every last working day of the month	http://tinyurl.com/CY24unannounceddrill
Accomplishment Report	December 2024 (to be prepared monthly)	To be submitted in hardcopy
Fire Escape Plan	March 22, 2024	http://tinyurl.com/2024EvacuationPlan