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BY: _____

Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

03 Nov 2023

DIVISION MEMORANDUM

No. **176** , s. 2023

CONDUCT OF SCHOOL VISITS AND COMPREHENSIVE
SCHOOL SAFETY ASSESSMENTS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary Schoolheads

1. Pursuant to the Department of Budget and Management's National Budget Circular No. 590 dated January 03, 2023 (Guidelines on the Release of Funds for Fiscal Year (FY) 2023) and the Department of Education (DepEd) Order No. 37, s. 2015 dated August 12, 2023 (The Comprehensive Disaster Risk Reduction and Management in Basic Education Framework), the DepEd – Schools Division of Sarangani adopted the principles of the **Comprehensive School Safety Framework** to ensure the complementarity of DRRM interventions for basic education at all levels.
2. In line with this, the Social Mobilization and Networking Section of the School Governance and Operations Division will conduct school visits and comprehensive school safety assessments on **November 13-17, 2023** and **December 4-8, 2023** to monitor internal progress and process evaluation, DRRM accomplishment reports, and issues encountered in the program implementation at the school level.
3. See the following enclosures for easy reference:
 - a. Enclosure No. 1: Comprehensive School Safety Assessment Tool
 - b. Enclosure No. 2: Groupings & Schedule for School Visits per Municipality
4. Expenses relative to the conduct of these activities shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For inquiries, contact Mr. Marlon P. Agad at 09663585680.
6. Widest dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent





Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Encl.: As stated

Reference: As stated

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

ASSESSMENTS
SAFETY EDUCATION
VISITS

MPA/SGOD-SMNS/DM – conduct of school visits and comprehensive school safety assessments
1065/October 31, 2023

(Enclosure No. 1 to Division Memorandum No. 176, s. 2023)

CONDUCT OF SCHOOL VISITS AND COMPREHENSIVE
SCHOOL SAFETY ASSESSMENTS

November 13-17, 2023 and December 4-8, 2023

COMPREHENSIVE SCHOOL SAFETY ASSESSMENT TOOL



REPUBLIC OF THE PHILIPPINES

Department of Education



Region XII
Sangay ng Sarangani
Alabel

LOCALIZED MONITORING AND EVALUATION TOOL
IMPLEMENTATION OF DISASTER RISK REDUCTION AND MANAGEMENT (DRRM),
CLIMATE CHANGE ADAPTATION (CCA) AND PEACE BUILDINGS
AT THE SCHOOL LEVEL

Name of School : _____
School ID : _____ District : _____

School Safety and Preparedness Guide

Rating Guide for A, B, and C:

- 0 pt. Non-Compliance
- 1 pt. Partially Complied
- 2 pts. Completely Complied

INDICATOR	MOVS	Rating
A. Safe Learning Facilities		
1. Facilitate the assessment of the electrical system to make necessary repairs and/or upgrades to prevent fire incident	Inspection Report duly signed by the authorized personnel (BFP, Brgy. Electrician, Mun. Electrical Engr, etc.)	
2. Repair minor classroom damages such as broken windows, doors, blackboards, roofs, ceilings, etc.	Accomplished student-led watching and hazard mapping checklist in DO 23; pictures of repairs before during and after	

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COMPREHENSIVE SCHOOL SAFETY ASSESSMENT TOOL

INDICATOR	MOVS	Rating
A. Safe Learning Facilities		
3. Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water resources, and other indigenous materials	Presence of fire extinguisher or indigenous fire suppression materials (bucket of sand and water in school and every classroom); stand-by buckets of at least 10 per school or drum	
4. Make sure that corridors and pathways are obstructed and that all sharp protruding objects which may cause harm to students are removed.	Clear flowerpots/garbage bins at the pathways	
5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.	Post warning signages (potential risks)	
6. Cordon off and post safety signage for ongoing construction, unfinished, damaged, and condemned buildings.	Post warning signages if applicable	
7. Secure cabinets and drawers and ensure that heavy objects are below head level.	Breakable objects/TVs are below head level	
8. Post safety measures in laboratories and workshops.	Post signages at computer labs and other laboratories	
9. Prepare an evacuation/exit plan and directional signage on every floor of the building	Putting up evacuation signages/maps, routes, fire exits, warning signages, DRRM structure, and early warning system in conspicuous places; presence of DRRM info corner in every classroom	

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COMPREHENSIVE SCHOOL SAFETY ASSESSMENT TOOL

INDICATOR	MOVS	Rating
A. Safe Learning Facilities		
10. Identify evacuation areas and classrooms that can be used as Temporary Learning Shelters/Spaces during disasters and emergencies	Post signages of Evacuation routes and TLSs	
11. Prune trees to avoid entanglement with electrical wirings and avoid potential harm to life and property.	Pictures; cutting of trees to avoid entanglement of electrical wirings	
B. School Disaster Management		
1. Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school	DRRM info corner in every classroom (evacuation map, hotline numbers, learning materials, teachers-learners kits, first aid/emergency kits/bags, IECs, etc.)	
2. Establish early warning mechanisms and inform all students and personnel on this.	Early Warning Plan Tarpaulin posted at the entrance of the school; DRRM Structure; Hotline Numbers, Child Protection Committee, School Zone of Peace, etc.	
3. Equip the school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergency. Ensure that these items can be easily located and accessed.	Presence of first aid kits in every classroom, capacity building and skills training programs conducted, drills every quarter accomplishment report	
4. Identify alternative sources and/or maintain a supply of drinking water within the school	Pre-positioned readily available drinking water in every classroom or in school	

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INDICATOR	MOVS	Rating
B. School Disaster Management		
5. Ensure that students, teachers, and personnel have identification cards with relevant information	Students and personnel should wear ID all the time	
6. Create a database of students and their family contact details	Post Student Family Reunification Protocol Form	
7. Secure vital school records and store them in safe locations	Proper labeling and numbering/color schemes of school and other vital records	
8. Coordinate with Brgy. Officials on Pedestrian Safety of Students	MOAs/MOUs and Road Safety Signages	
9. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.	Incident logbook and file Incident Narrative Reports	
C. Disaster Risk Reduction in Education		
1. Identify storage for the safekeeping of vital school records, textbooks, teaching manuals, computers, and other equipment	Storage of DRRM booklet manuals, IEC materials, session guides, textbooks, and other equipment	
Total Score (A, B, and C)		
D. Other Notes to School Safety Preparedness Guide		
	Points	Rating
1. Updated School Disaster Risk Reduction and Management Plan	2	
2. School Action Implementation Plan SY 2017-2018	1	
3. Accomplishment Reports - Quarterly Conduct of Simultaneous Earthquake Drills	2	

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INDICATOR	MOVS	Rating
D. Other Notes to School Safety Preparedness Guide	Points	Rating
4. Accomplishment Report - National Disaster Resilience Month 2017	1	
5. After Activity Reports – Training Programs, Workshops, Conference, etc.	2	
Total Score (D)		
Grand Total (A,B,C, and D)		

Rating Scale:

- 0-10 Very Low Capacity
- 11-20 Low Capacity
- 21-30 Moderate Capacity
- 31-40 High Capacity
- 41-50 Very High Capacity

Vetted/Certified Correct:

Signature Over Printed Name
Assessor

Position/ Designation

Date of Assessment

(Enclosure No. 2 to Division Memorandum No. 176, s. 2023)

CONDUCT OF SCHOOL VISITS AND COMPREHENSIVE
SCHOOL SAFETY ASSESSMENTS

November 13-17, 2023 and December 4-8, 2023

GROUPINGS AND SCHEDULE OF ASSESSMENT AT THE SCHOOL LEVEL

TEAM/GROUP	PERSONS INVOLVED	AREA OF ASSIGNMENT
<i>For Kiamba, Maasim, Maitum, and Malapatan</i>		
Team A	Ma. Shirley M. Cardinal	Kiamba 3, Maasim 1, Malapatan 1, and West Maitum
	Christine Mae Bartolaba	
	Monette Faye P. Macamay	
	Nathaniel A. Galopo	
	Marlon P. Agad	
Team B	Araceli J. Dinopol	Kiamba 2, Maasim 2, Malapatan 2, and West Maitum
	Bualan Abid Jr.	
	Felipe B. Tuyogon	
	Estylinda Tudayan	
	Elmer Cenas	
Team C	Romeo L. Martin	Kiamba 1, Maasim 3, Malapatan 3 and East Maitum
	Marites D. Lara	
	Melody Demabildo	
	Michael Salting	
	Madina Laguioyman	
	Kirstine Jane Palma	
<i>For Alabel, Glan, and Malungon</i>		
Team A	Ma. Shirley M. Cardinal	Alabel 1, North 2 Glan, South Malungon
	Christine Mae Bartolaba	
	Nathaniel A. Galopo	
	Marlon P. Agad	
Team B	Araceli J. Dinopol	Alabel 2, North 1 Glan, East Malungon
	Felipe Tuyogon Jr.	
	Estylinda Tudayan	
	Elmer Cenas	
Team C	Melody Demabildo	Alabel 4, Central Glan, West Malungon
	Bualan Abid Jr.	
	Monette Faye Macamay	
	Junelette D. Mabunga	
Team D	Romeo L. Martin	Alabel 3, South Glan, North Malungon
	Marites D. Lara	
	Madina Laguioyman	
	Michael Salting	
	Kirstine Jane Palma	

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GROUPINGS AND SCHEDULE OF ASSESSMENT AT THE SCHOOL LEVEL

Tentative Target Dates:

November 13, 2023- Maitum

November 14, 2023- Kiamba

November 15, 2023- Maasim

November 16, 2023- Malapatan

November 17, 2023- Glan

December 4, 2023- Malapatan

December 5, 2023, Alabel

December 6-8, 2023 (buffer dates for schools that were not reached/visited during the specified schedule)