



072821-074

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 JULY 2021

## DIVISION MEMORANDUM

No. 319 s. 2021

**CONDUCT OF PLANNING, PRESENTATION AND EVALUATION ON THE  
COMPREHENSIVE SCHOOL SAFETY**

To: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/ Section  
All Others Concerned

1. Please be informed on the conduct of planning, presentation and evaluation on the comprehensive school safety tool on **September 7, 2021** from 8am to 5:00pm via google meet.
2. This activity aims to establish baseline with respect to the implementation of the 3 Pillars of DepEd's Comprehensive DRRM in Education Framework; set the schools' DRRM targets for 3 years, based on the baseline; and to track the annual progress of the school with respect to its targets.
3. The participants to this activity are the School DRRM Coordinators. Participants are requested to accomplish and submit the comprehensive school safety monitoring tool with the signature of the School Heads on or before **August 27, 2021**. They shall accomplish the 4<sup>th</sup> column only based on their assessment with respect to DepEd DRRM indicators in the 3<sup>rd</sup> column. Supporting evidences such as documents or other MOVs must be prepared by the participants for the presentation on September 7, 2021.
4. Attached are the Enclosure 1 - Comprehensive School Safety Monitoring Tool, Enclosure 2 - List of Participants, Enclosure 3 - Program Matrix, and Enclosure 4 - Technical Working Committee.
5. Immediate dissemination and strict compliance of this Memorandum is desired.



**GERLIE M. ILAGAN, CESO VI**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Brgy. Poto, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>

## Enclosure 1 - Comprehensive School Safety Monitoring Tool

Name of School DRRM Coordinator:

School Name:

School ID:

Position/ Designation:

Division:

ENABLING ENVIRONMENT									
Related Sendai Framework for DRR (SFDRR) Priorities	Global Comprehensive School Safety (CSS) TARGET AREAS	DepEd DRRMS CSS INDICATORS (Based on DepEd’s DRRM Policies and School DRRM Manual)		BASELINE (2021)		TARGETS/ PLANS (2022-2024)	PROGRESS (2022)	PROGRESS (2023)	PROGRESS (2024)
				YES	NO				
Priority for Action 2	Legal Frameworks & Policies	1	Adopted/Adapted/localized existing policies relating to DRRM in education/school safety						
Priority for Action 2	Organizational arrangements, leadership, and coordination for risk reduction and resilience	2	Designated School DRRM Focal Person						
		3	Formed School DRRM Team, consisting of personnel from different offices; with defined membership and roles and responsibilities/functions						
Priority for Action 1	Integration of risk reduction and resilience into education sector strategies, policies and plans	4	Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction, and rehabilitation and recovery						
		5	Students participated in the planning process						
		6	Integrated DRRM into the School Improvement Plan (SIP)						
		7	100% completion of DRR related questions in the EMIS/EBEIS						



Brgy. Pitol, Tayabas City

(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph

<https://depeditayabas.com/>


Priority for Action 3	Funding for risk reduction and resilience of education sector	8	Regular DRRM activities are supported by school budget						
		9	Funding sources for interventions in the aftermath of a disaster or emergency exist and can easily be tapped.						
		10	School has partnerships that could be tapped to support its DRRM programs and activities, including those after a disaster						
Priority for Action 1	Child-centered Risk Assessment	11	Conducted student-led school watching and hazard mapping (DO 23 s 2015)						
		12	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and SIP						
		13	Linked student-led school watching and hazard mapping with the community hazard maps of LGUs provided by DOST						
		14	School Planning Team have linked the community hazard maps with education data to better understand the school's risk						
		15	School submitted Rapid Assessment of Damage Report (RADAR) to the DRRMS Central Office, within 72 hours after the onslaught of a hazard in the area						
Priority for Action 3	Monitoring and Evaluation	16	Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars, to monitor results and impact exist						

**Name and Signature of School Head:**

**Date Signed:**



Brgy. Potol, Tayabas City

(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph

<https://depedtayabas.com/>





PILLAR 1: SAFE LEARNING FACILITIES									
Related Sendai Framework for DRR (SFDRR) Priorities	Global Comprehensive School Safety (CSS) TARGETS	DepEd DRRMS CSS INDICATORS (Based on DepEd's DRRM Policies and School DRRM Manual)		BASELINE (2021)		TARGETS/ PLANS (2022-2024)	PROGRESS (2022)	PROGRESS (2023)	PROGRESS (2024)
Existing schools are being made safer, systematically				NO.					
Priority for Action 1	Assessment and prioritization for retrofitting and replacement of unsafe schools	1	# of school buildings that has been inventoried						
		2	# of school buildings with risk assessment						
		3	# of unsafe school buildings identified						
				YES NO					
Priority for Action 3	Resources and Plan to address unsafe school buildings	4	Systems for monitoring and quality assurance of school building construction exist						
		5	Financial resources are allocated for completion of needed action to address unsafe school buildings within a specified period						
		6	# of unsafe school buildings with appropriate action undertaken by the School Head (e.g. upgraded, retrofitted, non-usage, etc.)						
Priority for Action 3	Maintenance to increase safety and protection of investments in schools	7	Conducted regular school inspection and maintenance of facilities conducted (state how often)						
		8	Undertaken regular repair of minor classroom (including facilities) damages						
		9	Roles and responsibilities for maintenance are defined, documented and assigned						



		10	School Heads have allotted budget for routine maintenance of school facilities for safety and to protect investments, with transparent monitoring oversight at the school level						
Priority for Action 4	Planning for limited use of schools as evacuation centers, during the school year	11	School Heads have identified those schools that are expected to be used as temporary evacuation centers for disasters						
		12	School Heads are clear with the roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per Joint Memorandum Circular No. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR						
Every new school built is safe									
Priority for Action 2	Guidance and regulations for safe school construction	13	Guidance and regulations on the following are followed:						
			safe school site selection						
			resilient design, and						
			resilient construction						
Priority for Action 2	Monitoring of safe school site selection, design and construction	14	New school construction is monitored for compliance with:						
			safe school site selection						
			safe school design						
			safe school construction						

Name and Signature of School Head:

Date Signed:



Brgy. Pitol, Tayabas City

(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph

<https://depedtayabas.com/>

PILLAR 2: DISASTER RISK MANAGEMENT									
Related Sendai Framework for DRR (SFDRR) Priorities	Global Comprehensive School Safety (CSS) TARGETS	DepEd DRRMS CSS INDICATORS (Based on DepEd's DRRM Policies and School DRRM Manual)		BASELINE (2021)		TARGETS/ PLANS (2022-2024)	PROGRESS (2022)	PROGRESS (2023)	PROGRESS (2024)
				YES	NO				
Priority for Action 4	Existence of national and sub-national plans for preparedness and response, educational continuity, and protection of education sector investments	1	School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes (This could be a separate section/chapter in the DRRM Plan)						
		2	School has available, accessible, and adequate first aid kit in every instructional classroom						
		3	School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)						
		4	School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster						
		5	School has ready resumption strategies and alternative delivery modes to ensure education continuity						





		6	School has ensured that students completed the Family Earthquake Preparedness Plan; and school has reported completion to DepEd DRRM at the Central Office						
		7	School has established a school personnel tracking system/protocol in the event of a disaster						
		8	School has trained personnel to administer first aid to students and personnel						
		9	School has psychosocial interventions for personnel and students						
		10	School has trained teachers and other personnel who could provide psychosocial support to students						
Priority for Action 4	Annual review of school disaster risk reduction and management measures (e.g. as part of school-based management and/or school improvement)	11	School DRRM Plan and SIP with DRRM integration are reviewed annually						
		12	Conducted Brigada Eskwela to ensure school safety and preparedness measures are in place as per DO						
		13	Students, teachers, parents and other stakeholders participated in Brigada Eskwela						
Priority for Action 4	Conduct of regular simulation drill, at all levels, to practice response	14	School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC),						



	preparedness and to review response plans (i.e. Contingency Plan)		considering national and LGU warning systems and protocols						
		15	School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)						
		16	# of students who participated in the drills						
		17	School has an evacuation plan and procedures						
		18	School has a student-family reunification plan that is clearly disseminated to students, teachers and parents						
Priority for Action 3	Needs assessment, strategy, and implementation plan to develop staff and student capacity for participation in school based DRRM	19	School Head has received DRRM training from division or region or partners						
		20	School DRRM Team has received DRRM training from division or region or partners (indicate how many)						
		21	School has conducted awareness and capacity building for families and learners						
		22	School participated in the different DRRM/CCA/EiE activities of the LGU						

**Name and Signature of School Head:**

**Date Signed:**



Brgy. Poto, Tayabas City

(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph

<https://depedtayabas.com/>





PILLAR 3: RISK REDUCTION AND RESILIENCE EDUCATION									
Related Sendai Framework for DRR (SFDRR) Priorities	Global Comprehensive School Safety (CSS) TARGETS	DepEd DRRMS CSS INDICATORS (Based on DepEd's DRRM Policies and School DRRM Manual)		BASELINE (2021)		TARGETS/ PLANS (2022-2024)	PROGRESS (2022)	PROGRESS (2023)	PROGRESS (2024)
				YES	NO				
Priority for Action 3	Integration of common risk reduction and resilience messages in the curriculum	1	School has integrated key DRR and CCA concepts in the curriculum based on the National Curriculum Guide						
		2	Year when DRR and CCA integration in the curriculum started						
		3	Grade levels and subjects where DRR and CCA been integrated						
			Skills and competencies of students are assessed through measurable learning and risk reduction (RR) outcomes						
Priority for Action 3	Intergration of risk reduction and resilience in extra-curricular activities	4	Percentage of students actively participating in various DRRM/CCA/EiE activities						
Priority for Action 3	Capacity building for and personnel on risk reduction and resilience education	5	School has a DRRM capacity building plan for teachers and school personnel						
		6	Number of personnel trained on DRRM and/or CCA						
		7	School has available and accessible quality and up-to-date DRRM materials						




		8	Presence of DRRM corner, with updated IEC materials posted in it, in every classroom						
Priority for Action 3	Monitoring and Evaluation	9	School carries out monitoring and evaluation to assess sustainable implementation						

**Name and Signature of School Head:**


**Date Signed:**



 Brgy. Poto, Tayabas City

 (042) 710-0329 or 797-0773

 tayabas.city@deped.gov.ph

 <https://depedtayabas.com/>



Enclosure 2 – List of participants

School	Name of SDRRM Coordinator
ALSAM ES	Shella R. Pasacsac
BUSAL ES	Novie Jenelee Zeta
DAPDAP IS	Marissa D. Yacaba
DOMOIT ES	Jay Mark C. Pabelonia
EAST PALALE ES	Nalinda R. Casio
EUGENIO FRANCIA ES	Lyra R. Nanez
FROILAN E. LOPEZ ES	George Vehnex P. Sabornido
GIBANGA ES	Leuvin D. Naynes
ILASAN ES	Maricel J. Magtibay
IPILAN-ALITAO ES	Lester S. Salumbides
KALUMPANG ELEMENTARY SCHOOL	Ginalyn C. Sales
KATIGAN-ALUPAY ES	Sherwen T. Ferreras
LAKAWAN ES	Larmen Joy S. Malto
LALO ES	Mark Kevin P. Ranillo
LAWIGUE ES	Edellyn B. Matre
MALAO-A/ CALANTAS ES	Jundee C. Rivadinera
MASIN ELEMENTARY SCHOOL	Haeizel C. Jasmin
MATE ES	Kris Anne A. Capistrano
NORTH PALALE ELEMENTARY SCHOOL	Sarah Jane C. Romero
PANDAKAKE ES	Rhona R. Reyes
POTOL ES	Carmena L. Lagonero
SOUTH PALALE ES	Ashley Loraine C. Cabuyao
TAYABAS EAST CENTRAL SCHOOL	Victorino Y. Cabanas Jr.
TAYABAS WEST CENTRAL SCHOOL 1	Inrico A. Jalbuena
TAYABAS WEST CENTRAL SCHOOL II	Rainier Roie M. Rea
TAYABAS WEST CENTRAL SCHOOL III	Lester R. Gob
TAYABAS WEST CENTRAL SCHOOL IV	William V. Rondilla
VALENCIA ES	Romana T. Jabola
WAKAS ES	Fritzie C. Pareja
WEST PALALE ES	Manolito C. Plasuelo
BUENAVENTURA ALANDY NHS	Ronaldo Navajas
LUIS PALAD INTEGRATED HIGH SCHOOL	Isabelo P. Cuarto
ROSARIO QUESADA MEM. NHS	Ruel A. Cabuyao
WEST PALALE NATIONAL HIGH SCHOOL	Roderick M. Baasis



Brgy. Potol, Tayabas City

(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>





Enclosure 3 – Program Matrix

**PLANNING, PRESENTATION AND EVALUATION ON THE  
COMPREHENSIVE SCHOOL SAFETY**

September 7, 2021  
(8:00 to 5:00pm)

Time	Activity	Facilitator
<b>Opening Program</b>		
8:00 -8:30 am	National Anthem	AVP
	Prayer	AVP
	CALABARZON March	AVP
	Tayabas Hymn	AVP
	Roll Call of Participants	Joan Kathleen Brizuela EPS II
	Welcome Remarks	Antonio P. Faustino, Jr. OIC-ASDS
	Inspirational Message	Gerlie M. Ilagan, CESO VI OIC - SDS
8:30 am - 12:00 nn	Presentation and Evaluation of Comprehensive School Safety (2021 Baseline)	
12:00 to 1:00pm	Lunch Break	
1:15 to 3:00 pm	Workshop on the preparation of 3-year targets/ plans	
3:00 to 4:45 pm	Presentation of Output and Open Forum	
4:45 pm to 5:00pm	Closing Program	Edwin R. Rodriguez, Ed. D. SGOD Chief



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



*Enclosure 4 – Technical Working Committee*

**Technical Working Committee (TWC)**

September 7, 2021

**Over all Chairperson:** Gerlie M. Ilagan, CESO VI  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

**Co- chairpersons:** Antonio P. Faustino, Jr. – OIC ASDS  
Edwin R. Rodriguez, Chief - SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Nicole May R. Lagar	<ul style="list-style-type: none"> <li>• Prepares Activity Design and other Activity Package requirements.</li> <li>• Coordinates with SEPS-HRTD on other activity requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SEPS-HRTD.</li> </ul>
Over-all Management including (Logistics) L&D	Luzviminda E. Saludaes	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>• Leads the debriefing sessions.</li> </ul>
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Resource Speakers/Facilitators	Nicole May R. Lagar	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics</li> <li>• Facilitate/s workshop</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>
Support Staff/s	Jayron J. Baer	<ul style="list-style-type: none"> <li>• Take/s pictures from the opening until closing programs.</li> </ul>



Brgy. Potoi, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



		<ul style="list-style-type: none"> <li>• Ensure/s that attendance forms are properly and completely accomplished.</li> <li>• Assist/s the session facilitators/s</li> <li>• Ensure/s that visual presentations are properly set-up</li> <li>• Manage/s unexpected system glitches.</li> </ul>
Certificate	Jerome A. Javin	<ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> <li>• Ensure the availability of fund</li> <li>• Allocate fund when appropriate</li> </ul>
Moderator	Joan Kathleen Brizuela	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the Program</li> </ul>