



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

09 JUN 2022

DIVISION MEMORANDUM

No. 365 s. 2022

**CONDUCT OF THE MID-YEAR GRADING OF SCHOOLS FOR THE  
IMPLEMENTATION OF THE COMPREHENSIVE SCHOOL SAFETY INITIATIVE**

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

1. In compliance to RA 10121, DepEd Order No. 37 s. 2015, DepEd Order No. 21 s. 2015, DepEd Order No. 23, s. 2015, and DepEd Order No. 43 s. 2012, the Disaster Risk Reduction and Management Unit of the Office of the Schools Division Superintendent will conduct the Mid-Year Grading of Schools for the Implementation of the Comprehensive School Safety Initiative on June 17-30, 2022.
2. Attached herewith is the Guidelines on the Grading of Schools for the Comprehensive School Safety Initiative (Mid-Year 2022) and the Comprehensive School Safety Initiative Monitoring and Scoring Package for Schools for your reference.
5. Strict compliance of this memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent 



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**Disaster Risk Reduction and Management Unit**  
*Office of the Schools Division Superintendent*

**GUIDELINES ON THE GRADING OF SCHOOLS FOR THE COMPREHENSIVE  
SCHOOL SAFETY INITIATIVE**  
(Mid-Year 2022)

1. As part of the performance indicators included in the School Dashboard for the School Management, Monitoring & Evaluation and as a requirement in the implementation of Disaster Risk Reduction and Management Program in schools as provided for by RA 10121, DepEd Order No 37 s. 2015, DepEd Order No. 21 s. 2015, DepEd Order No. 23 s. 2015, and DepEd Order No. 43 s. 2012, the Disaster Risk Reduction and Management Unit of the Office of the Schools Division Superintendent will conduct the **Mid-Year Grading of Schools for the Comprehensive School Safety Initiative** from June 27 – 30, 2022.
2. The Grading will be conducted in two stages: 1) **documentary submission and grading**; and 2) **on-site/ online validation of practices**.
3. **FOR THE DOCUMENTARY SUBMISSION AND GRADING**, the following guidelines are hereby provided:
  - a. Schools will prepare a Disaster Risk Reduction and Management Program Implementation Portfolio with the following parts:
    - a.1. School Information
    - a.2. Enabling Environment
    - a.3. Safe Learning Facilities
    - a.4. School Disaster Management
    - a.5. Disaster Risk Reduction in Education
    - a.6. Other School Based-Initiated Programs Not Included in the CSSI Package
  - b. The DRRM Program Implementation Portfolio Means of Verification (MOVs) to be included in the submission shall be arranged according to the Comprehensive School Safety Initiative Monitoring and Scoring Package for Schools (See Attachment).
  - c. The DRRM Program Implementation Portfolio shall be submitted **on or before June 17, 2022, 3:00pm** at the Division Records Section for time stamping. It will then be forwarded to the Disaster Risk Reduction and Management Unit.
  - d. The Project Development Officer II for DRRM will facilitate documentary grading on **June 27 – 29, 2022**.
  - e. Graded CSSI Score Card will be released, together with the Division Certification, on July 1, 2022.



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4. **FOR ON-SITE/ ONLINE VALIDATION OF PRACTICES**, the following guidelines are provided:
  - a. On-site/ online validation of practices will only be conducted when:
    - a.1. an MOV is not certified or validated by the school head or proper division personnel
    - a.2. a practice or proof of implementation is not available for validation
5. The CSSI Score card and certification will only be released when all validation are already conducted by the Disaster Risk Reduction and Management Unit.



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# **COMPREHENSIVE SCHOOL SAFETY INITIATIVE MONITORING AND SCORING PACKAGE FOR SCHOOLS**

(Localized Package for DRRM, CCA and EiE Program Monitoring)

April 2022



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## FOREWORD

Disaster Risk Reduction and Management (DRRM) is an important element of the learning continuity principle of the Department of Education. It is a vital support service component in the governance of schools and in the continuous provision of school operations to the community regardless of the situation or the emergency. With this in mind, the need to have a comprehensive mechanism in monitoring its implementation to schools is indispensable and a mandate of existing laws to ensure safety in government learning institutions.

In the recent years, the Department of Education continuously strengthens the program management and implementation of the Disaster Risk Reduction and Management across all governance levels by institutionalizing mechanisms, programs, and activities through issuances and policies. In support to the Republic Act 10121, also known as the *Philippine Disaster Risk Reduction and Management System*, various issuances were issued by the Department such as DepEd Order No. 37 s. 2015 also known as the *Comprehensive Disaster Risk Reduction in Basic Education Framework*, the DepEd Order No. 21 s. 2015 also known as the *Information and Coordination Management Protocol*, the DepEd Order No. 23 s. 2015 also known as the *Family Earthquake Preparedness Homework*, the Regional Memorandum No. 14 s. 2015 (IV-A) also known as the *Standardization of Region/ Division/ School DRRM Team*, the DepEd Order No. 43 s. 2012 also known as the *Rules on Cancellation/ Suspension of Classes*, the Joint Memorandum Circular No. 1 s. 2013 also known as the *Guidelines on Evacuation Center Management*, and the DepEd Order No. 28 s. 2016 also known as the *Strengthening of the Fire Safety and Awareness Program*.

Through the creation of the Disaster Risk Reduction and Management Unit in the City Schools Division of the City of Tayabas on December 1, 2021, the Schools Division Office have started to progressively plant localized mechanisms to ensure quality implementation of the programs in compliance to mentioned policies institutionalized by the Department of Education. This CSSI package aims to integrate and implement the monitoring of schools' implementation of the Comprehensive School Safety Initiative (CSSI) which is also one of the major performance indicators of schools in complying to the Monitoring and Evaluation (M & E) requirement of their institutional compliance.

As a **compliance**, the DepEd Tayabas DRRMS commits to uphold the highest form of quality service to schools. As an **innovation**, this CSSI package aims to help the schools in ensuring effective and holistic implementation of their DRRM Programs. And lastly, as an **intervention**, this package aims to assist schools in identifying their gaps, strengths, weakness, opportunities, and threats in the implementation of the DRRM programs which they may use in improving, restructuring, or enhancing their levels of practices.

**Adrian D. Maaño**

*Project Development Officer II  
Disaster Risk Reduction and Management Unit*



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## COMPREHENSIVE SCHOOL SAFETY INITIATIVE (CSSI) Monitoring Sheet and Score Card

### PART I – School Information

|                            |  |
|----------------------------|--|
| School Name:               |  |
| School ID:                 |  |
| School District:           |  |
| School Address:            |  |
| School Head:               |  |
| School Contact No.:        |  |
| School Email Address:      |  |
| School DRRM Coor.:         |  |
| SDRRM Coor. Contact No.:   |  |
| SDRRM Coor. Email Address: |  |

### PART II – Enabling Environment

**Instructions: (For SDO PDO II)** Tick on the appropriate box based on documented evidence or means of verification as provided by the school personnel.

|                 |   |           |
|-----------------|---|-----------|
| Legend:         | Evident (with complete MOVs)  | 3 points  |
|                 | Moderately Evident (with proof of practice but lacking documentation) | 2 points  |
|                 | Not Evident (no proof of practice and documentation)                  | 1 point   |
| OVER-ALL POINTS | Maximum   | 57 points |
|                 | Minimum   | 11 points |

| No. | Criteria/ Indicators   | 3 | 2 | 1 | Remarks |
|-----|--|---|---|---|---------|
| 1   | Adopted/ Adapted/ localized existing policies related to DRRM/ CCA/ EiE in education/ school safety: |   |   |   |         |
|     | a. RA 10121 – Philippine Disaster Risk Reduction and Management System                               |   |   |   |         |
|     | b. DO 37 s. 2015 – Comprehensive DRR in Basic Education Framework                                    |   |   |   |         |
|     | c. DO 21 s. 2015 – Information and Coordination Management Protocol                                  |   |   |   |         |
|     | d. DO 23 s. 2015 – Student-led Hazard Mapping and SWOT   |   |   |   |         |
|     | e. DO 27 s. 2015 Family Earthquake Preparedness Homework   |   |   |   |         |
|     | f. RM 14 s. 2015 – Standardization of Region/ Division/ School DRRM Team                             |   |   |   |         |
|     | g. DO 43 s. 2012 – Rules on Cancellation/ Suspension of Classes                                      |   |   |   |         |
|     | h. JMC 1 s. 2013 – Guidelines on Evacuation Center/ Management                                       |   |   |   |         |



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|    |   |  |  |  |  |
|----|---|--|--|--|--|
|    | i. DO 28 s. 2016 Strengthening the Fire Safety and Awareness Program  |  |  |  |  |
| 2  | Assigned a School DRRM Focal Person with designated paper/ letter signed by the School Head and furnished the DRRMS   |  |  |  |  |
| 3  | Formed School DRRM Team consisting of personnel from different offices; with defined membership roles and responsibilities anchored in RM 14 s. 2015          |  |  |  |  |
| 4  | School budget supports regular DRRM programs and activities as reflected in the annual plan/ budget   |  |  |  |  |
| 5  | Integrated DRRM in the Enhanced School Improvement Plan/ Learning Continuity Plan   |  |  |  |  |
| 6  | Conducted student-led school watching and hazard mapping (DO 23 s. 2015) and involved students in DRRM Planning   |  |  |  |  |
| 7  | Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and Enhanced School Improvement Plan/ Learning Continuity Plan |  |  |  |  |
| 8  | Data collection and consolidation of programs and activities on DRRM, covering the three pillars to monitor results and impact exist                          |  |  |  |  |
| 9  | Rapid Assessment of Damages Report (RADAR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area                        |  |  |  |  |
| 10 | 100% completion rate of DRRM related questions in EMIS/ EBIES   |  |  |  |  |
| 11 | School has partnerships that could be tapped to support its DRRM programs and activities including those after a disaster                                     |  |  |  |  |

**Sub-Category Computation**

Total Points: \_\_\_\_\_

Equivalent Percentage: \_\_\_\_\_



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### Part III – Safe Learning Facilities

**Instructions: (For SDO PDO II)** Tick on the appropriate box based on documented evidence or means of verification as provided by the school personnel.

|                 |   |           |
|-----------------|---|-----------|
| Legend:         | Evident (with complete MOVs)  | 3 points  |
|                 | Moderately Evident (with proof of practice but lacking documentation) | 2 points  |
|                 | Not Evident (no proof of practice and documentation)                  | 1 point   |
| OVER-ALL POINTS | Maximum   | 27 points |
|                 | Minimum   | 9 points  |

| No. | Criteria/ Indicators  | 3 | 2 | 1 | Remarks |
|-----|---|---|---|---|---------|
| 1   | School buildings were properly inventoried  |   |   |   |         |
| 2   | School conducted risk assessment of buildings in coordination with Physical Facilities Coordinator  |   |   |   |         |
| 3   | Unsafe school buildings were documented and identified  |   |   |   |         |
| 4   | School has taken appropriate actions to unsafe school buildings (e.g. upgraded, retrofitted, repaired, non-usage, etc.)   |   |   |   |         |
| 5   | Conducted regular inspection and maintenance of facilities at least once every six months   |   |   |   |         |
| 6   | Undertaken regular repair of classrooms including other facilities  |   |   |   |         |
| 7   | Roles and responsibilities for maintenance are defined, documented, and assigned  |   |   |   |         |
| 8   | School head has identified classrooms/buildings to be used as an evacuation center in times of disaster   |   |   |   |         |
| 9   | School heads are clear with roles and functions of school in camp management vis-à-vis the LGU and DSWD as per JMC 1 s. 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding Implementing Rules and Regulations (IRR) |   |   |   |         |

### Sub-Category Computation

Total Points: \_\_\_\_\_  
 Equivalent Percentage: \_\_\_\_\_



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# Part IV – School Disaster Management

**Instructions: (For SDO PDO II)** Tick on the appropriate box based on documented evidence or means of verification as provided by the school personnel.

|                 |   |           |
|-----------------|---|-----------|
| Legend:         | Evident (with complete MOVs)  | 3 points  |
|                 | Moderately Evident (with proof of practice but lacking documentation) | 2 points  |
|                 | Not Evident (no proof of practice and documentation)                  | 1 point   |
| OVER-ALL POINTS | Maximum   | 51 points |
|                 | Minimum   | 17 points |

| No. | Criteria/ Indicators  | 3 | 2 | 1 | Remarks |
|-----|---|---|---|---|---------|
| 1   | School has Contingency Plan i.e. Preparedness Plan turned into response actions when disaster strikes.  |   |   |   |         |
| 2   | School has available, accessible, and adequate first aid kit in every instructional rooms.  |   |   |   |         |
| 3   | School has at least two (2) necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/ base radio, generator, etc.)  |   |   |   |         |
| 4   | School has identified spaces for putting up Temporary Learning Spaces/ Shelters in the aftermath of 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 Homework Plan; and has reported completion to Division Office and 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 and students.   |   |   |   |         |
| 11  | School DRRM Plan and SIP/ BE LCP integration were reviewed annually.  |   |   |   |         |
| 12  | School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols. |   |   |   |         |
| 13  | School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs,  |   |   |   |         |



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|    |   |  |  |  |  |
|----|---|--|--|--|--|
|    | community, PTA, Alumni, and others.)  |  |  |  |  |
| 14 | School has an evacuation plan and procedures.   |  |  |  |  |
| 15 | School has student-family reunification plan that is clearly disseminated to students, teachers, and parents. |  |  |  |  |
| 16 | School has conducted awareness and capacity building for families and learners.                               |  |  |  |  |
| 17 | School participated in the different DRRM/ CCA/ EiE activities of the LGU/ SDO.                               |  |  |  |  |

**Sub-Category Computation**

Total Points:

Equivalent Percentage:




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## Part V – Disaster Risk Reduction in Education

**Instructions: (For SDO PDO II)** Tick on the appropriate box based on documented evidence or means of verification as provided by the school personnel.

|                 |   |           |
|-----------------|---|-----------|
| Legend:         | Evident (with complete MOVs)  | 3 points  |
|                 | Moderately Evident (with proof of practice but lacking documentation) | 2 points  |
|                 | Not Evident (no proof of practice and documentation)                  | 1 point   |
| OVER-ALL POINTS | Maximum   | 24 points |
|                 | Minimum   | 8 points  |

| No. | Criteria/ Indicators   | 3 | 2 | 1 | Remarks |
|-----|--|---|---|---|---------|
| 1   | School has integrated key DRRM/ CCA/ EiE concepts in at least 4 subjects based on the national curriculum guide as shown in lesson plans.        |   |   |   |         |
| 2   | Grade levels and subjects integrates DRRM and CCA in co-curricula activities.  |   |   |   |         |
| 3   | More than 75% of the students participates in various DRRM, CCA and EiE activities as reflected in official attendance sheets of the activities. |   |   |   |         |
| 4   | School has a DRRM/ CCA/ EiE capacity building plan for teachers and personnel.   |   |   |   |         |
| 5   | School Head and personnel have received at least 3 DRRM / CCA/ EiE trainings from the Division or Region in the past three (3) years.            |   |   |   |         |
| 6   | At least more than 10 DRRM/ CCA/ EiE resource materials are available in school.   |   |   |   |         |
| 7   | Presence of DRRM corner/ center in the school with updated IEC materials.  |   |   |   |         |
| 8   | School carries out monitoring and evaluation to assess sustainable implementation of DRRM Program in the School Level.                           |   |   |   |         |

## Sub-Category Computation

Total Points: \_\_\_\_\_  
 Equivalent Percentage: \_\_\_\_\_



## SCORE CARD SUMMARY

## I. CSSI Grade

| Key Areas                            | Raw Score | Percentage | Level of Practice |
|--------------------------------------|-----------|------------|-------------------|
| Enabling Environment                 |           |            |                   |
| Safe Learning Facilities             |           |            |                   |
| School Disaster Management           |           |            |                   |
| Disaster Risk Reduction in Education |           |            |                   |

|         |            |                   |
|---------|------------|-------------------|
| Legend: | 50% - 60%  | Beginning Level   |
|         | 61% - 70%  | Emerging Level    |
|         | 71% - 80%  | Developing Level  |
|         | 80% - 90%  | Developed Level   |
|         | 91% - 100% | Outstanding Level |

## II. Agreements per Area

|                                      |  |
|--------------------------------------|--|
| Enabling Environment                 |  |
| Safe Learning Facilities             |  |
| School Disaster Management           |  |
| Disaster Risk Reduction in Education |  |

This is to certify that the above score card is the school's performance for the month of \_\_\_\_\_ as assessed by the DRRMS.

Certified by:

Conforme:

**ADRIAN D. MAAÑO**

Project Development Officer II

\_\_\_\_\_  
Signature Over Printed Name  
School Head



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