



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent


AUG 01 2024

MEMORANDUM

**REITERATION OF THE PREPAREDNESS FOR RESPONSE MEASURES IN  
CONNECTION WITH THE COMBINED EFFECTS OF SOUTHWEST MONSOON  
AND SUPER TYPHOON**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public and Private Elementary and Secondary School Principals / OICs  
All Others Concerned

1. Attached is Regional Memorandum No. 004, s. 2024 dated July 25, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. The availability of DepEd Provident Fund loans for affected personnel is highlighted in the issuance, subject to justification for extreme emergency and submission of relevant documentary requirements.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated  
References: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

SAFETY EDUCATION      COMMUNICATIONS

ELK/ REITERATION OF THE PREPAREDNESS FOR RESPONSE MEASURES IN CONNECTION WITH  
THE COMBINED EFFECTS OF SOUTHWEST MONSOON AND SUPER TYPHOON

249 /July 30, 2024

UN-2024-249



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Republic of the Philippines  
Department of Education

JUL 25 2024

MEMORANDUM  
No. **004**, s. 2024

To: Regional Directors Concerned  
Schools Division Superintendents Concerned  
Regional and Division DRRM Coordinators Concerned  
(Regions I, II, III, IV-A, IV-B, V, VI, VIII, CAR, and NCR)  
All Others Concerned

**REITERATION OF THE PREPAREDNESS FOR RESPONSE MEASURES  
IN CONNECTION WITH THE COMBINED EFFECTS OF SOUTHWEST  
MONSOON AND SUPER TYPHOON CARINA**

1. In light of the combined effects of Southwest Monsoon and Super Typhoon Carina, all field offices concerned shall implement the following **preparedness and response measures** as indicated in DepEd Order (DO) No. 033, s. 2021 titled School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and Other Weather-Related Disturbances and Calamities, and DO 21, s. 2015 titled Disaster Risk Reduction and Management Coordination and Information Management Protocol, to ensure the safety and resilience of learners and personnel:

- a. Activate warning systems to disseminate advisories;
- b. Coordinate with the local government unit (LGU) on the cancellation or suspension of classes and work;
- c. Secure weak parts of school buildings;
- d. Prune/trim trees;
- e. Clean and clear all drainage systems;
- f. Switch off electrical lines;
- g. Safeguard and transfer important resources to higher floors; and
- h. Submit the Rapid Assessment of Damages Report (RADaR) within 72 hours in the aftermath of the hazard. While the Disaster Risk Reduction and Management Service (DRRMS) recognized the challenges in reporting the damages in the said application, the schools shall submit an offline RADaR in editable MS Excel file format to their respective schools division offices (SDOs) to be submitted to DRRMS. The timely and accurate submission of RADaRs will be the basis of DRRMS to assess the impact of disasters on schools and to provide immediate and appropriate assistance.

2. Moreover, should LGU request the **use of schools as evacuation centers**, all school heads shall adhere to the following measures:

- a. Execute a Memorandum of Agreement with the LGU and the school on using the school as an evacuation center outlining the roles and responsibilities of LGU, school, and community members/occupants. LGUs should facilitate general cleaning,

SDO-CITY OF MUNTINLUPA

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Date 7/29/24  
Time 9:25 am

fumigation, payment of utilities, and repair of schools used as evacuation centers;

- b. Gymnasiums, learning and activity centers, auditoriums, and other open spaces shall be utilized first; classrooms shall only be used as a last resort; and
- c. The use of school premises shall be as brief as possible (not more than 15 days).

3. Furthermore, cognizant of the possible impact and devastation caused by the recent typhoon to DepEd personnel and their families, the Office of the Secretary wishes to highlight the availability of the DepEd Provident Fund in times of calamities, including typhoons. Particularly, pursuant to DO 37 s. 2018 titled Amendment and Additional Provision to DepEd Order Nos. 36, s. 2007 and 37, s. 2018 (Prescribing the Maximum Loanable Amount and Delegation of Approving Authorities under DepEd Provident Fund Program), the following **Provident Fund loans** are available to affected DepEd personnel:

- a. Multi-Purpose Loan (MPL) - up to P100,000; and
- b. Additional Loans - Up to P200,000 for extreme emergency cases including calamities like typhoons, or payment of hospital bills of DepEd Personnel or member of his/her family within the third civil degree of consanguinity/affinity, or death of a member of the borrower's family within the third civil degree of consanguinity/affinity.

4. To qualify, a justification for an extreme emergency is required and net take-home pay must not fall below the P5,000 threshold after loan deductions. The documentary requirements are as follows:

- a. Accomplished application form, stating among others, the specific purpose for which the loan will be used; and
- b. Latest pay slip/payroll indicating monthly salary deductions.

5. Provident Fund chapters are directed to actively assist and facilitate the loan application process for affected personnel, ensuring accessibility and support throughout the procedure.

6. Finally, in order to provide adequate and comprehensive insurance protection to socio-economically important government assets against perils such as typhoons, floods, storm surges, earthquakes, and volcanic eruptions, the Bureau of Treasury has implemented the **National Indemnity Insurance Program (NIIP)**. For 2024, the NIIP, insured under the Government Service Insurance System (GSIS), has piloted DepEd's school buildings with an approximate value of 800 Billion Pesos, encompassing 132,862 school buildings nationwide. The list of the school buildings insured under the NIIP can be accessed through this link: <https://tinyurl.com/yev7t25n>

In this regard, regional and schools division officials are directed to promptly submit required documents and proof to support claims for school buildings insured under the NIIP.

7. All concerned central, regional, division, and school officials and personnel of public schools and Community Learning Centers shall adhere to all provisions in the abovementioned policies stipulated in this Memorandum.

8. For more information, please contact:

**Disaster Risk Reduction and Management Service**

Department of Education Central Office

DepEd Complex, Meralco Avenue, Pasig City

Telephone Numbers: (02) 8635-3764 or 8637-4933

Email Address: [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph)

9. Immediate dissemination of and strict compliance with this Memorandum is desired.



**SONNY M. ANGARA**

Secretary

DRRM JAPA - MIA Evaluation of the Preparedness for Response Measures  
0276 - July 24, 2024

