



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent


AUG 05 2024

OFFICE MEMORANDUM

**CONDUCT OF THE DIVISION DRRM MONITORING ON THE
COMPREHENSIVE SCHOOL AND SAFETY PREPAREDNESS**

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

1. This Office announces the conduct of the above - captioned activity from August to September 2024, from 8:00 AM – 12:00 NN in the 28 public schools as part of the DRRM monitoring strategies, pursuant to DepEd Order No. 83, s. 2011, "Disaster Preparedness Measures for Schools".
2. Attached with this Memorandum are the schedule and the monitoring checklist, for reference.
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/ CONDUCT OF DIVISION DRRM MONITORING ON THE COMPREHENSIVE SCHOOL AND SAFETY PREPAREDNESS

259 /August 2, 2024

UN-2024-259



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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**SCHOOLS DIVISION OFFICE MUNTINLUPA
COMPREHENSIVE SCHOOL AND SAFETY PREPAREDNESS MONITORING**

DAY	DATE	TIME	SCHOOLS
1	August 6	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Sucacat Elementary SchoolSucacat Senior High SchoolMuntinlupa Business High SchoolSucacat Annex
2	August 7	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Sucacat Zone 3 and 4Bagong Silang ES
3	August 8	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Cupang Annex ESFlinvest Alabang ES
4	August 13	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Buli ESMuntinlupa Business HS
5	August 14	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Cupang Senior HSCupang ES
6	August 15	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Alabang ESBayanan Unit I ES
7	August 20	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Alternative Learning System (ALS)Bayanan Main ES
8	August 22	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">FDeMesa ESSoldiers Hills ES
9	August 23	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Putatan ESLakeview Integrated ES
10	August 27	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Muntinlupa ESItass ES
11	September 3	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Muntinlupa National HSMuntinlupa Senior HS
12	September 4	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Poblacion ESPoblacion National HS
13	September 5	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Victoria Homes ESTunasan ES
14	September 6	<ul style="list-style-type: none">8:30-10:00 AM10:30 AM -12:00 NN	<ul style="list-style-type: none">Muntinlupa Science HSTunasan National HS

SCHOOLS DIVISION OFFICE MUNTINLUPA
Comprehensive School and Safety Preparedness
Checklist

Objective:

This tool aims to assess and evaluate if the school is implementing the goals of the Comprehensive School Health, Safety and Preparedness measures.

SCHOOL ID: _____ **SCHOOL NAME:** _____

SCHOOL HEAD: _____ **DepEd Email:** _____

SCHOOL DRRM Officer: _____ **DepEd Email:** _____

SCHOOL NURSE: _____ **DepEd Email:** _____

DATE ACCOMPLISHED: _____

• **Instruction:**

- Complete the following table objectively based on your actual assessment on school practices
- Put check (✓) to the column if the maximum point reach, if not, put a score that corresponds for your observation base on the range scale *if you have directly observed/have not observed each given indicator, specify the MOVs, and indicate your remarks*

Monitoring Scale:

	INTERPRETATION	Rating Scale Range	INDICATORS
RATING SCALE	Very high Extent (VHE)	5.0 – 4.1	Outstanding Extent. Excellent content, scope and relevance of the indicators were functionally evident in schools
	High Extent (HE)	4.0 – 3.1	Very Satisfactory Extent. Very good content, scope and relevance of the indicators were functionally evident in schools
	Moderate Extent	3.0- 2.1	Moderately satisfactory extent. Very good content, scope and relevance of the indicators were functionally evident in schools
	Low Extent (LE)	2.0 – 1.1	Satisfactory Extent. Standard content, scope and relevance of the indicators were functionally evident in schools
	Very low Extent (VLE)	1.0 – 0.1	Unsatisfactory Extent. Poor content, scope and relevance of the indicators were not functionally evident in schools

SCHOOLS DIVISION OFFICE MUNTINLUPA
Comprehensive School and Safety Preparedness
Checklist

I.	Safe Learning Facilities	(CSHSP) Checklists Indicators					Mode of Verification (MOVs)/Remarks
		5	4	3	2	1	
	Requirements						
1.	Facilitation of the assessment of school electrical system and inspection by registered electrician						
2.	Conduct of hazard mapping and coordinating efforts to address issues and concerns relative thereof						
3.	Installation of appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other readily available safety materials						
4.	Absence of obstruction along corridors/pathways and sharp, protruding objects that may cause harm to students						
5.	Cordoning-off and posting of safety signage for ongoing construction, or unfinished, damaged, and condemned buildings.						
6.	Presence of secured cabinets and drawers, ensuring that heavy objects are below head level						
7.	Posted and Updated safety measures in laboratories and work areas						
8.	Presence of evacuation/exit plan and directional signage on every floor of the building						
9.	Identified evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies						
10.	Pruned trees to avoid entanglement from electrical wirings and to avoid potential harm to life and property						
11.	Presence of functional school clinics, DRRM office, guidance office and other pertinent service offices in school						
12.	Availability of the trained and oriented support staff or utility service for the maintenance and operations of the facilities						
13.	Presence of the appropriate lighting systems and primary or alternate source of power/energy in case of emergencies and disasters						
14.	Presence of emergency lights in case of emergencies and power outage						
15.	Presence of Clean, maintain and functional rest rooms and latrines for learners, school personnel and clientele						
16.	Provision of fund support to the School Health and Safety and Disaster Preparedness Program Activities and Programs in schools						

SCHOOLS DIVISION OFFICE MUNTINLUPA
Comprehensive School and Safety Preparedness
Checklist

II.	School Disaster Management	(CSHSP) Checklists Indicators					Mode of verification (MOVs)/Remarks
		5	4	3	2	1	
	Requirements						
1	Posted directory of emergency contact numbers of relevant government agencies and offices in various areas of the school						
2	Established early warning mechanisms which are known by all students and personnel						
3	Presence of first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies <i>(Ensure that these items can be easily located and assessed.)</i>						
4	Identified alternative sources and/or maintained supply of drinking water within the school						
5	Provision of identification cards with relevant emergency information for the students, teachers, and personnel, (Family reunification Plan)						
6	Database of students and their family contact details						
7	Vital school records that are secured and stored in safe locations						
8	Coordination with Barangay officials on pedestrian safety of students						
9	Documentation and anecdote of previous emergencies, disasters accidents experienced by students and personnel within the school to improve prevention and mitigation measures						
10	School first aid kits are available, accessible, and adequate in strategic place sin classrooms and offices						
11	Availability and presence of Functional/evident School DRRM Plans <ul style="list-style-type: none"> • DRRM Action Plan per year 						
12	Conduct the annual School Risk Assessment activity <ul style="list-style-type: none"> • School Hazard Activity • Hazard hunter app Risk Assessment report 						
13	Availability and presence of Functional/evident School Contingency Plans such as: <ul style="list-style-type: none"> • Earthquake (the Big One) and the likes 						
14	Presence and availability of functional and operational School DRRM Team and organizational Structure (ICS format)						
15	Availability of the sufficient management of DRRM Logistics supplies materials and trained/oriented personnel for the utilization and storage housekeeping of the materials <ul style="list-style-type: none"> • DRRM (Megaphones, safety hats, vest, two-way radios, emergency lights, fire extinguishers and the likes) • PPE or Pinoy Pandemic Essentials (Face mask, Face shields, alcohols, soap, hand wash, air purifiers, disinfectant, and the likes) • DRRM Safety Signages and IEC materials 						
16.	Provision of fund support to the School Health and Safety and Disaster Preparedness Program Activities and Programs in schools						

SCHOOLS DIVISION OFFICE MUNTINLUPA
Comprehensive School and Safety Preparedness
Checklist

III.	Mental Health Support and Learning Continuity Education	(CSHSP) Checklists Indicators					Mode of verification (MOVs)/Remarks
		5	4	3	2	1	
	Requirements						
1.	Presence of a storage area for safekeeping of vital school records, textbooks, teaching manuals, computers, and other school equipment						
2.	Provision of MHPSS-PFA Interventions in the aftermath of disasters by equipped DepEd Personnel						
3.	Established MHPSS response, deployment, and referral protocols						
4.	Conduct the annual Mental health and Psychosocial Support Program Activities and Programs in schools for learners, teachers, and school personnel						
5.	Conduct the baseline data: data driven research / program need assessment activity on Mental Health and Psychosocial support service for learners, teachers, and school personnel						
6.	Provision of Fund support to the Mental health and Psychosocial Support and learning Continuity education Program, Activities and Programs in schools						
7.	Presence of School Learning continuity Plan in case of disruptions of classes and disasters						
8.	Provision of Temporary learning sites and shelters for the education in emergencies						
9.	Provision of Alternative learning modalities such as Blended Learning, Distance learning and Hybrid learning						
10.	Provision of Fund support to the limited Face to Face Classes and distance learning modalities logistics supplies and other essentials						

References:

- Safety Seal Certification Checklist (DILG)
- DepEd Order No. 14, s. 2021 – Guidelines on the Required Health Standards in the Basic Education Offices and Schools
- DepEd Basic Education Learning Continuity Plan
- DepEd Order No. 37, s. 2015 – The Comprehensive Disaster Risk Reduction and Management in Education Framework
- DepEd Memorandum No. 053, s. 2020 – Joint Implementing Guidelines in the 2020 Brigada Eskwela and Oplan Balik Eskwela Relative to the COVID-19 Situation
- SDO Muntinlupa City School Health, Safety, and Preparedness Checklist by Eduardo Kondo PDO II
- DepEd Memorandum No. 071, s. 2021 – Preparation for the Pilot Face to Face, Expansion, and Transition to New Normal
- DepEd Memorandum No. 001, s. 2020 – Conduct of School Safety Assessment in preparation for the conduct of Pilot Implementation on Face-to-Face Modality
- DepEd Order No. 12, s. 2021 – Adoption of Basic Education Learning Continuity Plan for school in light of the Covid-19 pandemic

SCHOOLS DIVISION OFFICE MUNTINLUPA
Comprehensive School and Safety Preparedness
Checklist

FOR ONSITE VALIDATION NOTED DURING INSPECTION

	Strength	Rooms/Needs for enhancement
GENERAL OBSERVATIONS:		

RECOMMENDATION:

	Strength	Rooms/Needs for enhancement
GENERAL RECOMMENDATIONS:		

PRESENTED BY:

INSPECTED BY:

Principal/ School Head

NAME(S):

SDRRMC Coordinator

POSITION(s):

Alternate Focal Person

Date: _____