



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

**Office of the Schools Division  
Superintendent**

JUL 11 2025

**MEMORANDUM**

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

To: OIC-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. Pursuant to DepEd Order No. 83, s. 2011, titled Disaster Preparedness Measures for Schools, this office is directed to monitor and provide technical assistance to the schools implementing their disaster mitigation strategies. Thus, the above captioned activity shall be done in partnership with the Muntinlupa City Department of Disaster Resilience and Management.
2. In relation to this, the said activity will be conducted on the month of July and August, 2025 in all 29 public schools in Muntinlupa.
3. Schools are invited to prepare the necessary documents for validation and using the monitoring tool for self-assessment to check the preparedness and resiliency of their respective schools.
4. Please refer to the following enclosure for reference.
  - a. Schedule of Activity
  - b. Roles and Responsibilities
  - c. Assessment Tool

  
**VIOLETA M. GONZALES**

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



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SAFETY EDUCATION      COMMUNICATIONS

ELK/DM/CONDUCT OF THE DIVISION DRRM MONITORING AND EVALUATION ON THE COMPREHENSIVE SCHOOL AND SAFETY PREPAREDNESS

302 /June 30, 2025

**Enclosure I:**

DAY	DATE	TIME	SCHOOL
1	July 21	8:30 AM – 10:00 AM	Sucat Elementary
		10:30 AM – 12:00 NN	Muntinlupa Business High School – Sucat Annex
2	July 25	8:30 AM – 10:00 AM	Sucat Senior High School
		10:30 AM – 12:00 NN	Sucat Zone 3 and 4
3	July 29	8:30 AM – 10:00 AM	Cupang Annex Elementary School
		10:30 AM – 12:00 NN	Filinvest Alabang Elementary School
4	July 30	8:30 AM – 10:00 AM	Muntinlupa Business High School
		10:30 AM – 12:00 NN	Buli Elementary School
5	August 5	8:30 AM – 10:00 AM	Cupang Senior High School
		10:30 AM – 12:00 NN	Cupang Elementary School
6	August 7	8:30 AM – 10:00 AM	Alabang Elementary School
		10:30 AM – 12:00 NN	Bayanan Unit I Elementary School
7	August 8	8:30 AM – 10:00 AM	Bayanan Main Elementary School
		10:30 AM – 12:00 NN	Alternative Learning System (ALS)
8	August 12	8:30 AM – 10:00 AM	FDeMesa Elementary School
		10:30 AM – 12:00 NN	Soldiers Hills Elementary School
9	August 14	8:30 AM – 10:00 AM	Putatan Elementary School
		10:30 AM – 12:00 NN	Lakeview Integrated School
10	August 15	8:30 AM – 10:00 AM	Muntinlupa Elementary School
		10:30 AM – 12:00 NN	Itaas Elementary School
11	August 19	8:30 AM – 10:00 AM	Muntinlupa National High School
		10:30 AM – 12:00 NN	Muntinlupa Senior High School
12	August 20	8:30 AM – 10:00 AM	Poblacion Elementary School
		10:30 AM – 12:00 NN	Poblacion National High School
13	August 21	8:30 AM – 10:00 AM	Victoria Homes Elementary School
		10:30 AM – 12:00 NN	Tunasan Elementary School
14	August 26	8:30 AM – 10:00 AM	Muntinlupa Science High School
		10:30 AM – 12:00 NN	Tunasan National High School



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Enclosure II:

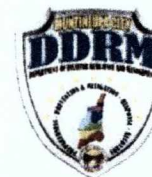
**DIVISION MONITORING TEAM**

<b>Name</b>	<b>Designation</b>	<b>Roles and</b>
EDUARDO L. KONDO	PDO-II, DRRM	Check and provide technical assistance for the preparedness of DRRM programs and activities using the assessment monitoring tool.
Engr. JERONE M. TAGAPAN	ENGINEER III	Check and provide technical assistance in the proper assessment of school facilities and structure.
KING SOLIDINI J. TORRES	PDO-I, YFD	Assist and provide technical assistance to schools in terms of child safety and security.
MA. ROMMA S. PAGADOR	PDO-I, YFD	Assist and provide technical assistance to schools in terms of child safety and security.

REPUBLIC OF THE PHILIPPINES  
**CITY GOVERNMENT OF MUNTINLUPA**  
 CITY OF MUNTINLUPA



**SCHOOLS DIVISION OFFICE**  
**SEARCH FOR THE MOST RESILIENT SCHOOLS IN MUNTINLUPA**  
**SCHOOL CATEGORY**  
 ASSESSMENT TOOLKIT



Public					Name of the School:
Category <i>(put a check)</i>	Small	Medium	Large	Mega	
Province: <b>NATIONAL CAPITAL REGION</b>					School ID:
Division: <b>Schools Division Office Muntinlupa</b>					School Head:
School District:					School DRRM Coordinator:
School Address:					Date Visited/Inspected:
Email:					<b>GENERAL SCORE:</b>
Contact Information:					

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**SCHOOLS DIVISION OFFICE**  
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**ASSESSMENT TOOLKIT**



	<b>CRITERIA</b>	<b>Means of Verification</b>	<b>Guidance for Points</b>	<b>Points</b>	<b>Score</b>	<b>Comments/Recommendations</b>
	<b>ENABLING ENVIRONMENT</b>					
1	Adopted/Adapted/localized at least 3 existing policies relating to Disaster Risk Reduction and Management (DRRM) Climate Change Adaptation and Mitigation (CCAM) and Peacebuilding in education	Screenshot or scanned copy of: a. School Memo organizing SDRRM Team b. Information and Communication Protocol c. Quarterly Drills d. Others	3 points - 3 or more policies adapted/localized  2 points – 2 policies adapted/localized  1 point – 1 policy adapted/localized  0 - no adapted/localized policy (irrelevant policy)			
2	Formed and functional School DRRM Team with the participation of the Supreme Student Government (SSG)/ Supreme Pupil Government (SPG) in the planning process, with school DRRM Coordinator and consisting of personnel from different school stakeholders with defined membership and roles and responsibilities/functions	Screenshot or scanned copy of: a. School Memo creating the organization b. SDRRM Team with duties and responsibilities c. SDRRM Organizational Structure	2 points - Presence of all components in the criteria  1 point - absence of even 1 component in the criteria  0 – no submission			
3	Has a Comprehensive School DRRM Plan. This includes DRRM, CCAM, and Peacebuilding measures covering risk assessment and risk reduction including rehabilitation and recovery	a. Approved Comprehensive School DRRM Plan	1 point - presence of all components in the criteria  0 point – no submission			

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4	The school budget supports regular DRRM activities	a. School Improvement Plan (SIP) b. Annual Implementation Plan (AIP) c. School DRRM Plan	2 points – approved budget allocation for DRRM activities identified in the DRRM Plan and AIP  1 point - approved budget allocation for DRRM activities identified any of the DRRM Plan and AIP  0 point – no budget allocation for DRRM activities identified in the DRRM Plan and AIP			
5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning	a. DepEd checklist of student-led school watching and hazard mapping b. Documentation of findings c. Photo documentation in the conduct of school-watching and hazard mapping	2 points - results of student-led school watching and hazard mapping are incorporated in AIP and School DRRM Plan with complete documentation  1 point – results of student-led school watching and hazard mapping are incorporated in AIP and School DRRM Plan with incomplete documentation  0 – no submission			

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6	Copies of the School Report Card (SRC) are presented and distributed to stakeholders	a. School Report Card b. Photo documentation (Presentation and distribution of SRC) c. Posted on Social media platform	2 points - complete School Report Card with photo documentation  1 point - incomplete School Report Card with photo documentation  0 - no submission			
7	Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist (Monitoring and Evaluation Tool)	a. DepEd Develop monitoring and evaluation tools for the 3 pillars with baseline information and progress reports	2 points - complete collected and consolidated data covering the 3 pillars  1 point incomplete collected data and not consolidated covering the 3 pillars  0 - no submission			
8	Rapid Assessment of Damages Report (RADaR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area or a Certificate of no damage/hazard experience signed by the School Division Office	a. RADaR Screenshot b. Mock RADaR text if the school did not experience any major hazards c. Certificate of no damage signed by the Schools Division Superintendent or his/her authorized representative	3 points - submitted RADaR within 72 hours after the onslaught of hazard  2 points - submitted RADaR beyond 72 hours after the onslaught of hazard  0 - no submission			(for DepEd)

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9	100% completed of DRR-related questions in the Education Management Information System (EMIS) and Enhanced Basic Education Information System (EBEIS)	a. Education Management Information (School level) b. Enhanced Basic Education Information System (DepEd Databased)	2 points - 100% completion DRRM related questions in the EMIS and EBEIS  1 point - 99% to 50% completion of DRRM-related questions in the EMIS and EBEIS  0 - Below 50% completion of DRRM-related questions in the EMIS and EBEIS			(for DepEd)
10	The school has established partnerships that could be tapped to support its DRRM programs and activities, including those during and after a disaster	a. Signed Memorandum of Agreement/ Understanding with partners	1 point - Presence of approved MOA/MOU for partnerships  0 - no submission			
<b>TOTAL POINTS</b>				<b>24</b>		

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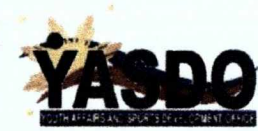
**SCHOOLS DIVISION OFFICE**  
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	<b>CRITERIA</b>	<b>Means of Verification</b>	<b>Guidance for Points</b>	<b>Points</b>	<b>Score</b>	<b>Comments/Recommendations</b>
	<b>Pillar 1: Safe Learning Facilities</b>					
1	School building/classroom components follow DepEd and National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points)	a. Engineering report from LGU and Schools Division Office  b. Certification from the Bureau of Fire Protection that the school building/classroom met the safety requirements	31 points - Strict compliance with the DepEd and National Building Code, Standards, and Specifications  15 points - 50 % compliance with the DepEd and National Building Code, Standards, and Specifications			
2	The school DRRM Team conducted a risk assessment of school facilities, coordinating with the division engineer and other partner agencies and stakeholders. Appropriate action on the findings is included in the Annual Implementation Plan and School DRRM Plan.	a. Certificate on/report regarding the conducted risk assessment of school facilities  b. Highlighted results are included in AIP and School DRRM Plan	2 points – submitted certificate/reports regarding the conduct of risk assessment of school facilities included in AIP and School DRRM Plan  0 – no submission			

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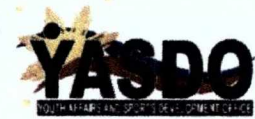


	<b>CRITERIA</b>	<b>Means of Verification</b>	<b>Guidance for Points</b>	<b>Points</b>	<b>Score</b>	<b>Comments/Recommendations</b>
3	Signed MOA for roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per Joint Memorandum Circular No. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR, if applicable. <i>If not applicable, the school head is knowledgeable and oriented on JMC No. 1 and RA 10821.</i>	a. Presence of MOA, if the school was used as an evacuation center  b. If not used as EC, the school head must present a certificate of training/attendance/document ation report on JMC No. 1 and RA 10821	1 point – signed MOA regarding to the use of school as evacuation center  0 – no submission			
<b>TOTAL POINTS</b>				<b>34</b>		

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	CRITERIA	Means of Verification	Guidance for Points	Points	Score	Comments/Recommendations
	<b>Pillar 2: School Disaster Risk Management</b>					
1	The school has a hazard-specific Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes or emergency (at least 3 hazards)	a. DepEd Contingency Plan	3 points - approved contingency plans (at least 3 hazards)  2 points - approved contingency plans (at least 2 hazards)  1 point - approved contingency plans (at least 1 hazard)  0 - no submission			
2	100% of students and their families have accomplished the Family Preparedness Plan as per DO No. 27, series of 2015	a. Accomplish the Family Preparedness Plan	3 points - 100% of students accomplished as per criteria  2 points - 80% to 99% of students accomplished as per criteria  1 point - 50% to 79% of students accomplished as per criteria  0 - Below 50% of students accomplished as per criteria			

MEMBERS OF THE PRESIDENT  
**CITY GOVERNMENT OF MUNTINLUPA**  
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	<b>CRITERIA</b>	<b>Means of Verification</b>	<b>Guidance for Points</b>	<b>Points</b>	<b>Score</b>	<b>Comments/Recommendations</b>
3	The school has a student-family reunification plan that is clearly disseminated to students, teachers, and parents	a. Accomplish the Reunification Plan b. Approved Narrative Report	2 points – approved reunification plan with complete narrative reports  1 point – incomplete reunification plan or narrative reports  0 – no submission			
4	The school has established a school personnel and learners tracking system/protocol in the event of a disaster and/or emergency	a. School personnel tracking system b. Learners tracking system	2 points – complete documentation of school personnel and learners tracking system  1 point – incomplete documentation of school personnel and learners tracking system  0- No submission			
5	Hazard and evacuation maps are located in conspicuous places inside the school campus	a. Hazard Map b. Evacuation Map	1 point – availability of Hazard and Evacuation Maps  0 – no submission			

MEMBERS OF THE FIRE FORCE  
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	CRITERIA	Means of Verification	Guidance for Points	Points	Score	Comments/Recommendations
6	The school has available, accessible, and adequate first aid kits in every instructional and non-instructional room	a. Presence of First Aid kit  <i>Basic Content:</i> alcohol, cotton, scissors, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first-aid book, gloves	1 point – availability of First Aid Kits  0 – no available First Aid Kits			
7	The school has at least 3 essential and functional pieces of equipment in case of a disaster and/or emergency	a. Presence of: <ul style="list-style-type: none"> <li>• Fire Extinguisher</li> <li>• Fire alarm</li> <li>• Handheld/ Base radio</li> <li>• Siren/bell</li> <li>• Localized Emergency Warning System</li> <li>• others</li> </ul>	1 point – availability of at least three (3) essential and functional equipment in case of disaster and/or emergency  0 – no available equipment			



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	CRITERIA	Means of Verification	Guidance for Points	Points	Score	Comments/Recommendations
8	The school conducted hazard-specific drills (at least 3 hazards) with the participation of different stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)	a. Post- Activity Reports with photos b. Certificate of Participation	3 points – conducted three (3) or more hazard-specific drills (at least 3 hazards) with proper documentation  2 points – conducted two (2) or more hazard-specific drills (at least 3 hazards) with proper documentation  1 point – conducted one (1) or more hazard-specific drills (at least 3 hazards) with proper documentation  0 – no submission			
9	The school has established a 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 (to at least 3 hazards)	a. Functional Early Warning System	2 points – availability of functional early warning systems  0 – no submission			
10	The school has a ready go-bag in every classroom with a proper label on its content	a. Presence of a Go-bag in every classroom with the minimum required number of specific content	1 point – availability of Go-Bag in every classroom with minimum required number of specific content  0 – no available Go-Bag in every classroom			

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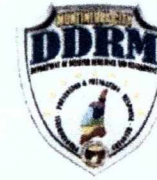


	<b>CRITERIA</b>	<b>Means of Verification</b>	<b>Guidance for Points</b>	<b>Points</b>	<b>Score</b>	<b>Comments/Recommendations</b>
11	The school has a pre-identified space for putting up Temporary Learning Spaces / Shelters (TLS) in the aftermath of a disaster and/or emergency	a. If within the school's vicinity: part of the contingency plan containing the identified open space  b. If outside the school: Approved MOA with the LGU	1 point – availability of approved MOU/MOA and/or enough space for putting up TLS  0 – no submission			
12	The school has ready resumption strategies and alternative delivery modes (ADMs) to ensure education continuity (strategies, materials, focal persons to implement)	a. Approved School DRRM Plan  b. Approved Annual Implementation Plan	2 points – availability/ documentation of ADMs  0 – no submission			
13	The school has psychosocial interventions for personnel and students. If not applicable, certification of no hazard/disaster experience to enable psychosocial interventions.	a. Training Certificates of school personnel and learners from authorized partners  b. Photo documentation	1 point – list of personnel and learners from authorized partners with training certificates  0 – no submission			

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15	The school has an evacuation plan/route and procedures (to at least 3 hazards)	a. Evacuation Map b. Evacuation protocol	2 points – available evacuation map / route at highly conspicuous places  0 – no submission			
16	The school has conducted awareness and capacity building for families (included during the Parents & Teachers Association Assembly) and learners	a. Photo Documentation b. Narrative Report c. Attendance sheet	2 points – complete documentation with certificates and attendance  0 – no submission			
17	The school participated in the different DRRM, CCAM, and Peacebuilding activities of the LGU	a. Narrative Report b. Certificate of Attendance and/ or participation	2 points – complete documentation with certificates and attendance  0 – no submission			
18	The school has designated DRRM focal to represent in Local Disaster Risk Reduction and Management Committee LDRRMC in their respective LGUs	a. School DRRM Plan b. The appointment order signed by the school head	Presence of approved Office Order or any equivalent document = 1  Absence of proof = 0			To remove this criteria since the Schools Division Superintendent is the only member of Local DRRM Council
<b>TOTAL POINTS</b>				<b>29</b>		



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	<b>Pillar 3: DRRM in Education</b>				13	
1	The school has integrated key DRRM, CCAM and Peacebuilding concepts in at least 4 subject areas based on the Basic Education Curriculum Guide	a. Lesson Plan b. Daily Lesson Log c. Activity Worksheets	5 points – integrated in 4 or more subject areas 4 points – integrated in 3 subject areas 3 points – integrated in 2 subject areas 2 points – integrated in 1 subject areas 0 – no submission			
2	100% of students are actively participating in various DRRM, CCAM and Peacebuilding activities	a. Approved Narrative Report b. Photo Document c. Certificate of Attendance and/or Participation	1 point – signed reports regarding to the participation of students in various DRRM, CCAM and Peacebuilding activities  0 – no submission			
3	The school has a DRRM, CCAM, and Peacebuilding activities for school personnel	a. Project proposals b. Approved training plan c. Gantt Chart	1 point – approved training plan and other project proposals  0 – no submission			



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4	School Head, teaching, and non-teaching personnel have received at least 3 DRRM, CCAM, and Peacebuilding training from the Department of Education and other partners Certificate of Attendance and/or Participation	a. Photo Documentation b. Activity Report	3 points – List of personnel with at least three (3) DRRM, CCAM, and Peacebuilding training and complete documentation  2 points – List of personnel with at least two (2) DRRM, CCAM, and Peacebuilding training and complete documentation  1 point – List of personnel with at least one (1) DRRM, CCAM, and Peacebuilding training and complete documentation  0 – no submission			
5	Availability of at least more than 10 learning materials each of the DRRM, CCAM, and Peacebuilding in the school library	a. Modules b. Worksheet c. Books d. Booklets e. Flyers f. Posters g. Brochures	1 point – at least 10 updated learning materials for DRRM, CCAM, and Peacebuilding in the school library  0 point – less than 10 learning materials for DRRM, CCAM, and Peacebuilding in the school library			



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6	Presence of a DRRM corner in every classroom, with updated IEC materials	a. Classroom DRRM Information Board that contains the following: - Name of teacher, ID Number, and Contact Information - Name of Learner, ID Number, and parents/guardian contact number - Emergency hotlines b. Information, Education, and Communication learning materials c. First Aid kit d. Go Bag	2 points – availability of DRRM corner in every classroom, with updated IEC materials = 2  0 – no available DRRM corner in every classroom, with updated IEC materials			

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**Summary Sheet**

Criteria for Checking	MAX SCORE	ACTUAL SCORE	Remarks, Recommendations, and Suggestions
<b>I. ENABLING ENVIRONMENT</b>	23		
<b>II. PILLAR 1: SAFE LEARNING FACILITIES</b>	33		
<b>III. PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT</b>	30		
<b>IV. PILLAR 3: DRR IN EDUCATION</b>	14		
<b>TOTAL</b>	<b>100</b>		

Adjectival Rating	Percentage
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%

**Validated by:**

<b>Name</b>	
<b>Position/Designation</b>	
<b>Department/Office/Agency</b>	
<b>Signature</b>	
<b>Date</b>	