



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

Office of the Schools Division  
Superintendent

OCT 13 2025

**MEMORANDUM**

No. 527, s. 2025

**IMPLEMENTATION OF DIVISION-WIDE HEALTH AND SAFETY INSPECTION AND  
SCHOOL DISINFECTION FOR INFLUENZA-LIKE ILLNESSES PREVENTION  
AND EARTHQUAKE 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 Heads / OICs  
Administrative Officer V  
All Others Concerned

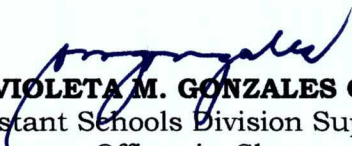
1. Pursuant to the Directive of the Department of Education – National Capital Region (DepEd NCR), all schools in the Division of Muntinlupa are instructed to implement health and safety measures to ensure the sanitation, structural soundness, and preparedness of schools in response to the recent earthquake events and the increasing incidence of influenza-like illnesses (ILI) among learners and personnel.
2. Relative to this, the Schools Division Office of Muntinlupa shall undertake a **Division-wide School Inspection and Disinfection Activity** on **October 13–14, 2025**, in coordination with all School Heads, the Division Engineer, the Division DRRM Officer, and the School Health and Nutrition Section under the School Governance and Operations Division.
3. This Division-wide initiative aims to:
  - a. Assess the structural integrity and safety of school facilities in preparation for seismic occurrences.
  - b. Ensure comprehensive cleaning and disinfection of all learning and working areas to prevent the spread of ILI.
  - c. Strengthen the implementation of health and emergency preparedness protocols.
  - d. Establish a continuous monitoring and reporting system to ensure accountability and readiness across all schools.
4. Attached with this Memorandum are the following Enclosures:
  - a. List of Roles and Responsibilities of Concerned Offices
  - b. School Health and Safety Inspection and Disinfection Report Template
  - c. School Building and Facility Inspection Checklist

527

NUM-2025-527

527

5. Schools must ensure safety of personnel conducting disinfection—avoid closed rooms, ensure cross ventilation, and use proper cleaning materials.
6. All inspection findings related to major structural issues must be reported immediately to the Division Engineer's Office.
7. Schools shall strictly follow the DepEd-DOH Joint Memorandum on School Cleanliness, Sanitation, and Disinfection and local government health protocols.
8. The School Governance and Operations Division will monitor compliance and provide technical support as needed. The Division Engineer and School Health and Nutrition Team shall visit the schools to assist the schools and to verify on-site compliance and documentation.
9. All expenses relative to the health and safety measures in the schools shall be charged to the School Maintenance and Other Operating Expenses (MOOE), subject to the existing government accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects  
HEALTH SAFETY SCHOOLS

MRAO/Memo/ IMPLEMENTATION OF DIVISION-WIDE HEALTH AND SAFETY INSPECTION AND SCHOOL  
DISINFECTION  
527 10/13//2025

## **ENCLOSURE 1**

### **LIST OF ROLES AND RESPONSIBILITIES OF CONCERNED OFFICES**

#### **Division Engineer and Technical Support Team**

- Coordinate with the City Engineering Department on the conduct of structural inspection and assessment of school buildings to ensure their safety and stability after recent seismic activities.
- Conduct structural and facility inspections, using the prescribed safety checklist;
- Identify and document cracks, defects, or any condition that may pose hazards;
- Provide immediate recommendations for repair, reinforcement, or isolation of unsafe areas;
- Submit a consolidated inspection report to the Schools Division Superintendent on or before October 16, 2025.

#### **Division DRRM Officer**

- Coordinate with the School DRRM Officers and facilitate the conduct of earthquake drills in schools and offices, in coordination with the City DRRMO;
- Provide technical assistance to schools on documentation, photo evidence, and hazard identification;
- Collate reports and ensure timely transmission to the DepEd NCR Regional Office.

#### **School Health and Nutrition Section**

- Supervise and monitor school-level disinfection activities to ensure compliance with DOH-recommended protocols;
- Provide technical guidance on the proper use of disinfectant solutions and protective equipment;
- Coordinate with school nurses and designated health focal persons for consistent implementation;
- Consolidate photo documentation and submit to the Regional School Health Division Unit as directed.

#### **School Heads and School DRRM Teams**

School Heads shall serve as overall in-charge of health and safety activities in their respective schools and ensure the following are conducted:

##### **1. Actual Cleaning and Disinfection**

- a. Organize the school-based disinfection team, composed of the school nurse, DRRM coordinator, utility workers, and volunteer personnel.
- b. Ensure thorough cleaning and disinfection of:
  - All classrooms, offices, laboratories, canteens, restrooms, and other learning spaces;

- Frequently touched surfaces (e.g., doorknobs, chairs, desks, handrails, light switches, faucets, and ICT equipment);
  - School furniture and equipment, ensuring materials are dry before use.
- c. Utilize DOH-recommended disinfectants, such as a 0.1% sodium hypochlorite solution (1 part bleach to 9 parts water) or 70% alcohol-based disinfectants.
  - d. Maintain adequate ventilation during and after cleaning operations.
  - e. Provide protective gear (masks, gloves, goggles, or aprons) to those performing disinfection.
  - f. Safely dispose of waste materials after cleaning following solid waste and chemical safety protocols.

## 2. **Structural Safety and Preparedness**

- a. Conduct initial visual assessment of classrooms and facilities for cracks, leaks, or structural damage.
- b. Report issues requiring technical verification to the Division Engineer's Office through the School DRRM focal person.
- c. Review and update the School DRRM and Health Preparedness Plans.

## 3. **Health and Safety Reinforcement**

- a. Reiterate to personnel and learners the importance of proper handwashing, cough etiquette, and personal hygiene.
- b. Remind symptomatic staff or learners to stay home and seek medical attention.
- c. Ensure availability of handwashing stations and sanitation supplies in strategic locations.
- d. Display health and earthquake safety reminders or posters in classrooms and corridors.
- e. Ensure the availability and accessibility of hard hats in all classrooms and offices for use during earthquake drills and actual emergencies.

## 4. **Documentation and Reporting**

- a. Complete the School Health and Safety Inspection and Disinfection Report immediately after completion of activities.
- b. Submit at least five (5) clear photographs showing the disinfection process and areas covered (before, during, and after).  
<https://bit.ly/M07-HEALTH-SAFETY-DOCUMENTATION>
- c. Upload the photos to the school's designated folder through this link:

**ENCLOSURE 2:**

**SCHOOL HEALTH AND SAFETY INSPECTION AND DISINFECTION REPORT**

**School Name:** \_\_\_\_\_

**School ID:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Date Conducted:** \_\_\_\_\_

**Name of School Head:** \_\_\_\_\_

**Name of School DRRM Coordinator:** \_\_\_\_\_

**Name of School Nurse / Health Focal Person:** \_\_\_\_\_

**A. GENERAL INFORMATION**

<b>Item</b>	<b>Details</b>
Date and Time of Inspection	
Inspection Team Present	
Total Number of Classrooms	
Total Number of Classrooms Disinfected	
Date(s) of Disinfection	
Person(s)-in-Charge of Disinfection	

**B. DISINFECTION DETAILS**

<b>Area / Room</b>	<b>Date Cleaned</b>	<b>Cleaning Agents Used</b>	<b>Responsible Personnel</b>	<b>Remarks (Condition / Observations)</b>
Classrooms				
Faculty Room / Offices				
Laboratories				
Restrooms				
Canteen/Feeding Area				

<b>Area / Room</b>	<b>Date Cleaned</b>	<b>Cleaning Agents Used</b>	<b>Responsible Personnel</b>	<b>Remarks (Condition / Observations)</b>
Covered Court / Multi-Purpose Hall				
Other Areas (specify)				

**C. HEALTH AND SANITATION PRACTICES**

<b>Indicator</b>	<b>Yes / No</b>	<b>Remarks / Evidence</b>
Handwashing stations are functional and supplied with soap and water		
Restrooms are clean, sanitized, and operational		
Cleaning personnel used protective equipment (mask, gloves, etc.)		
Proper ventilation observed during disinfection		
Waste materials properly disposed of		
Health reminders and posters displayed		

**D. STRUCTURAL AND SAFETY OBSERVATIONS (For Minor Defects Only)**

(For major findings, use the School Building and Facility Inspection Checklist and report to the Division Engineer)

<b>Area / Structure</b>	<b>Observed Issue (e.g., crack, leak, obstruction)</b>	<b>Immediate Action Taken</b>	<b>Needs Division Assistance (Yes/No)</b>

**E. DOCUMENTATION**

Submit at least five (5) photographs documenting the following:

- Before, during, and after disinfection
- Cleaning personnel in action
- Ventilation setup or waste disposal
- Any structural concern observed

---

**F. SUMMARY AND CERTIFICATION**

We certify that the above information is true and correct and that the disinfection and inspection activities were conducted in accordance with DepEd and DOH guidelines.

<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
School Head			
School Nurse / Health Focal			
School DRRM Coordinator			
Representative, Division Team (if present)			

**References:**

- DepEd Order No. 21, s. 2015 – *Disaster Risk Reduction and Management Coordination and Information Management Protocol*
- DepEd DRRM Manual (2023 Edition) – *Standard Forms and Checklists for School Safety and Structural Inspection*
- DOH Department Memorandum No. 2020-0157 – *Guidelines on Cleaning and Disinfection in Various Settings, Including Schools, in the Context of COVID-19 and ILLI Prevention*
- Schools Division Office of Muntinlupa Public Service Continuity Plan 2025

**ENCLOSURE 3:**

**SCHOOL BUILDING AND FACILITY INSPECTION CHECKLIST**

*(To be accomplished by the School DRRM Team and validated by the Division Engineer)*

**School Name:** \_\_\_\_\_

**Date of Inspection:** \_\_\_\_\_

**Inspected By:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**A. STRUCTURAL SAFETY**

<b>Inspection Item</b>	<b>Condition (✓)</b>	<b>Remarks / Observations</b>	<b>Action Needed</b>
Classroom walls and columns are free from major cracks	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair <input type="checkbox"/> Unsafe		
Ceilings and roofs show no visible sagging or leaks	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair <input type="checkbox"/> Unsafe		
Beams, posts, and joints are intact	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair <input type="checkbox"/> Unsafe		
No obstruction or falling hazards in classrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pathways, stairs, and exits are free from blockage	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Electrical wirings and fixtures are secured and covered	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair		
Perimeter fence and gates are stable	<input type="checkbox"/> Good <input type="checkbox"/> Needs Repair		

Other observations:

---

**B. NON-STRUCTURAL AND ENVIRONMENTAL SAFETY**

Inspection Item	Condition (✓)	Remarks / Observations	Action Needed
Furniture and cabinets properly anchored	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Fire extinguishers, alarms, and first-aid kits available and functional	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Evacuation maps and signage are visible	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Surrounding area is clean and free of debris	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Hazardous materials (paint, fuel, chemicals) safely stored	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**C. RECOMMENDATIONS / ACTION PLAN**

Observed Issue	Recommended Action	Responsible Person	Target Date

**Prepared by:**

(Signature) \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Reviewed/Validated by:**

(Signature) \_\_\_\_\_

Name: ENGR. JERONE M. TAGAPAN

Designation: Division Engineer