



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 21 2026

MEMORANDUM

GUIDELINES FOR SCHOOLS (PRE-) IDENTIFIED BY THE LOCAL GOVERNMENT UNITS (LGUs) AS EMERGENCY EVACUATION TEMPORARY CENTERS DURING EMERGENCIES OR DISASTERS

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

1. Pursuant to DepEd Order 33, s. 2021, "Schools-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, Other Weather-Related Disturbances, and Calamities", specifically on the use of schools as evacuation temporary centers for families and individuals affected by disasters, it was emphasized that it shall continue to be guided by Republic Act No. 10121, "Children's Emergency Relief and Protection Act, which stipulated in Section 4 that LGUs, " shall establish and identify safe locations as evacuation temporary centers for children and families", and in Section 5 that "only in cases where there is no other available space or structure which can be used as a general evacuation center may a school or development center be used as an evacuation center."
2. Relative hereto, should the LGUs request the use of your school premises as temporary evacuation centers, school heads are reminded of the following terms in RA 10821:
 - a. LGU shall coordinate with the school heads and respective Public School District Supervisors (PSDS) before schools may be used as temporary evacuation centers. A Memorandum of Agreement (MOA) shall be executed between the LGU and the school to be used as a temporary evacuation center.
 - b. Should the school be used, the LGU shall coordinate with the school head and ensure that gymnasiums, learning and activity centers, auditoriums, and other open spaces are utilized first; classrooms shall only be used as a last resort.
 - c. The use of school premises shall be as brief as possible. It shall only be up to three (3) to five (5) days for short-term displacement, fifteen (15) days for medium and long-term displacement, or until such time that respective LGUs can establish alternative transitional sites.
 - d. If the use is predicted to exceed fifteen (15) days, the affected LGU shall provide written documentation to the DepEd and the Department of the Interior and Local Government (DILG) on the following:
 - i. The name and location of the school;
 - ii. All alternative evacuation centers, transitional relocation sites, and /or permanent location sites for final site selection;



174



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

- iii. Measures being implemented to prevent interference or disruption of the school and educational activities of children, and
- iv. Timeline for the relocation of and plan of action for internally displaced persons to sites outside of schools.

3. Per the Implementing Rules and Regulations (IRR) of the RA 10821, Rule 5, in Section 4, LGUs are responsible for facilitating general cleaning, fumigation, utility payment, and repairs of schools used as evacuation centers (ECs). Damages incurred by the schools used as ECs shall be immediately reported by their respective school heads to the LGU for appropriate action.

4. All barangays in the respective districts are highly enjoined in coordinating with the Department of Disaster Resilience and Management Office to identify schools as evacuation centers (ECs). The Public Schools District Supervisor and the Division DRRM focal shall facilitate the realization of the said MOA.

5. Attached is a sample of the Memorandum of Agreement (MOA) [Enclosure 1] to be edited by the respective school head in terms of the name of the schools, number of classrooms to be used as an evacuation center, address, and signature of the concerned school head and barangay captain as part of the general MOA.

6. All draft MOAs should pass through the office of the Social Mobilization and Networking Unit, SGOD, and will be reviewed by the Division Legal Officer before finalization.

7. For technical assistance, you may contact Mr. Eduardo L. Kondo, Project Development Officer II, DRRM via email at eduardo.kondo001@deped.gov.ph or mobile number: 0966-524-0873

8. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI

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/DM/GUIDELINES FOR SCHOOLS (PRE-) IDENTIFIED BY THE LOCAL GOVERNMENT UNITS (LGUs) AS EMERGENCY EVACUATION TEMPORARY CENTERS DURING EMERGENCIES OR DISASTERS

174 /April 20, 2026

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

Enclosure 1

MEMORANDUM OF AGREEMENT

KNOWN ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is executed by and between the Department of Education – Schools Division Office of Muntinlupa, a government office under the Department of Education (DepEd), with the principal office at Centennial Avenue, Tunasan, Muntinlupa City, represented by the Schools Division Superintendent _____, hereinafter referred to as “DepEd”.

- and -

MUNICIPALITY OF _____, a Local Government Unit (LGU) created under the Philippines Laws, with the principal office at _____, Muntinlupa City represented herein by Hon. _____, Municipal Mayor, hereinafter referred to as “LGU”.

The Barangay Disaster Risk Reduction Management Council (BDRRMC), a barangay under LGU with office address at _____, Muntinlupa City, represented by its Barangay Chairman _____, hereafter referred to as “BDRRMC”.

WITNESSETH

WHEREAS, _____ School was identified by the DDRMC/BDRRMC as one of the temporary evacuation centers in case a calamity occurs in Barangay _____.

WHEREAS, Joint Memorandum Circular No. 1, dated May 6, 2013, signed by DepEd, DSWD, DILG, and DOH, entitled “Guidelines on Evacuation Center Coordination and Management.” The Circular mandates that **“Schools shall not be the primary choice and option for evacuation centers. However, in events where schools need to be utilized, the local government units, with support from the national government agencies, shall establish transitional shelters to house the evacuees for an extended time. Usage of schools should be up to three (3) days for short-term displacement, medium, and long-term, which is up to fifteen (15) days or until such time the respective LGU can establish alternative transitional sites..”**



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

WHEREAS, Republic Act No. 10821, entitled “Children’s Emergency Relief and Protection Act,” which stipulates in Section 4 that LGU **“shall establish and identify safe locations as evacuation centers for children and families”**, and in Section 15 that **“crises where there is no other available place or structure which can be used as general evacuation center may a school or child development center be used as an evacuation center.”**

WHEREAS, per the Implementing Rules and Regulations (IRR) of the Republic Act 10821 or the “Children’s Emergency Relief and Protection Act of 2016,” Rule 5 Section 4, LGUs are responsible for the facilitation of general cleaning, fumigation, payment of utilities, and repair of schools used as evacuation centers. Damages incurred by schools used as evacuation centers shall be immediately reported by their respective school heads to the LGU for appropriate actions. Repairs and/or replacement of damaged facilities and materials of damage to schools used as evacuation centers shall be immediately undertaken to ensure the safety and well-being of internally displaced persons; such repairs and replacement shall be monitored by the school head and the Schools Division Superintendent in coordination with the LGU. LGUs shall also provide clean-up kits.

WHEREAS, DepEd Order No. 33, s. 2021, known as “School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, Other Weather-Disturbances and Calamities,” school personnel shall focus on providing educational services, particularly education continuity for children in affected communities; they shall be assigned as camp managers.

NOW THEREFORE, for and in consideration of the foregoing premises and the terms and conditions herein set forth, the parties hereby agree as follows:

Section 1: Roles and Responsibilities

1.1 Local Government Unit (LGU) and Barangay

1.1.1 LGU and Barangay are enjoined to render full assistance and cooperation, mobilize the necessary resources, and undertake critical, urgent, and appropriate responses and measures on time in any hazards or disasters.

1.1.2 LGU and Barangay take charge of the management and maintenance of the school used as an evacuation center or quarantine/isolation facility under the supervision of the municipal health officer and in accordance with the applicable MEMORANDUM OM-OSEC-2020-002 and other applicable laws, rules, and guidelines.



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

- 1.1.3 LGU and Barangay shall deploy their personnel trained under the camp coordination and camp management (CCCM) to secure IDPs, maintain peace and order, and ensure the cleanliness of the school environment before, during, and after the evacuation period.
- 1.1.4 Provide/repair an appropriate number of facilities for internally displaced people (IDPs), like comfort rooms, handwashing facilities, water, and electricity.
- 1.1.5 Pay the utilities and damages incurred during the evacuation period.
- 1.1.6 LGU and Barangay shall already pre-identify the specific names/families, be it by purok or zone, who will occupy the pre-identified school gymnasium, corridors for modular tents, and classrooms to be used as temporary evacuation centers with a maximum of 15 IDPs, especially for common disasters /calamities like typhoon where high risk and vulnerable groups are mostly affected and pre-identified to ensure smooth flow of evacuation procedure and establish responsibly and accountability among IDPs, and for fast easy tracking of constituents in certain community.
- 1.1.7 LGU and Barangay seek first clearance before the classroom is used as a temporary evacuation center, and account for/list all learning materials used in the classroom turned over to the SDRRM Coordinator before and after to ensure that everything is back to normal.

1.2 School Disaster Risk Reduction & Management Committee (SDRRMC)

- 1.2.1 SDRRM ensures that keys of pre-identified classrooms to be used for evacuation centers are readily available anytime in the custody of either the school security personnel, the Parents Teachers Association (PTA) president, or anyone entrusted and designated to keep the keys safely.
- 1.2.2 Post the names of individual IDPs on the door occupying the designated classrooms as temporary evacuation centers.



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

1.3 DepEd (SDO) and LGU/Barangay

- 1.3.1 The LGU / Barangay and SDO shall jointly pre-identify classrooms to be used as temporary evacuation centers.
- 1.3.2 The LGU / Barangay and SDO shall jointly conduct an inventory, accompanied by the school DRRM coordinator and class adviser, of classroom status, equipment, and other valuable items inside the classrooms before and after the evacuation period.
- 1.3.3 The LGU / Barangay and SDO shall jointly read the water and electrical bills of the school before and after the evacuation period to determine the difference in the consumption for appropriate charging of excess to the LGU and or Barangay as stated in the MOA.
- 1.3.4 The LGU / Barangay and SDO shall jointly monitor, assess, and make a daily report as to the findings during the monitoring.
- 1.3.5 The LGU / Barangay and SDO shall conduct a joint final inspection of classrooms used as temporary evacuation centers after evacuation to ensure that damages to structures and loss of some items/equipment can be determined, addressed, replenished, repaired, and back to their status before it was used as temporary ECs.

Section 2: **Terms.** This Memorandum of Agreement (MOA) shall be effective when Signed by the concerned authorities and still in effect within and during the incumbency of the Schools Division Superintendent and Municipal The Mayor is the principal signatory of this MOA unless revised. revoked, and or canceled in a proper forum.

Section 3: **Capacity and Authorization.** The parties herein warrant that they have the capacity, power, and requisite authorization to enter into this agreement.

Section 4: **Separability Clause.** Should any part of this agreement be judicially declared null and void, such nullity shall not affect the validity of the remaining provision hereof.



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

Section 5: **Breach of Contract.** The violation or omission of any of the provisions of this Agreement shall be grounds for cancellation or rescission of the same without the need for legal or court action.

IN WITNESS WHEREOF, both parties have signed hereto this Memorandum of Agreement on this _____ day of _____, 2026 at _____, Muntinlupa City.

Department of Education (Schools Division Office)

Schools Division Superintendent

Local Government Unit (LGU)

Municipal Mayor Chairperson

WITNESSES

Department Disaster Resilience and Management

Barangay Chairman

Public Schools District Supervisor

Division DRRM

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Evidence of identity	Date/Place Issued

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consists of six (6) pages of this page wherein this acknowledgment is written and signed by the parties and their instrumental witness on each page hereof.





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

WITNESS MY HAND AND SEAL, this _____ day of _____, 2025, in the municipality/city of Muntinlupa, National Capital Region, Philippines.

Doc No. _____

Page No. _____

Book No. _____

Series of 2025

Enclosure 2: List of Schools Used as Temporary Evacuation Site

Barangay	School Priority Option 1	School Priority Option 2	School Priority Option 2	LGU-Social Worker
Tunasan	Tunasan Elementary School	Tunasan National Senior High School	Tunasan Junior High School	Cristina Gonzaludo 0991-424-6718
Poblacion	Muntinlupa Elementary School	Itaas Elementary School	Muntinlupa National High School	Venus Padua 0933-210-2761
Putatan	Putatan Elementary School	Soldiers Hills Elementary School		Caridad Molo 0936-956-5305
Bayanan	Bayanan Unit I Elementary School	Alternative Learning System		Annievi A. Aman 0942-921-1118
Alabang	Alabang Elementary School	Pedro E. Diaz High School		Regine Rosales 0917-932-5210
Cupang	Cupang Elementary School	Cupang Senior High School		Shallie Carl Iwes 0905-293-8863
Buli	Buli Elementary School			Arlyn Diaz 0977-850-8904
Sucat	Sucat Elementary School	Bagong Silang Elementary School		Alam Sta. Maria 0906-334-1162