



Office of the City Schools  
Division Superintendent

Republic of the Philippines  
Department of Education  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



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February 8, 2019

**DIVISION MEMORANDUM**

No. 110, series of 2019

**DIVISION LEVEL GAWAD KALASAG CY 2019 SEARCH FOR EXCELLENCE IN DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) AND HUMANITARIAN ASSISTANCE**

TO: Division Chiefs (CID & SGOD)  
Public Schools District Supervisors  
Elementary, Junior and Senior High School Heads  
Division DRRM Coordinator  
Division Personnel Concerned

1. Pursuant to Republic Act 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010, the national government and the local government units together with stakeholders aims to strengthen the capacity on Disaster Risk Reduction and Management and to build disaster resilient communities, to institutionalize arrangements and measures to reduce disaster risks, including projected climate risks, and to enhance disaster preparedness and response capabilities at all levels.

2. In this regard, schools are encouraged to join the Division Level Gawad KALASAG CY 2019 Search for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance. The portfolio/documents shall be submitted at the Schools Division Office (SDO), attention: Reyzen O. Monserate, Division DRRM Coordinator. The deadline of submission will be on **March 1, 2019**. Attached is the Comprehensive School Safety Checklist for the Gawad Kalasag.

3. There will be a desk evaluation to all entries by the Evaluation and Selection Committee. Only top 3 schools for elementary and secondary will be validated on March 12 and 13, 2019.

4. In view of the conduct of the contest, the following are the members of the Evaluation and Selection Committee for the Gawad Kalasag CY 2019 Search for Excellence in DRRM – Division Level:

|                      |                            |
|----------------------|----------------------------|
| i. Helen Franconas   | -Division Engineer III     |
| ii. Reyzen Monserate | -Division DRRM Coordinator |
| iii. Elezer D. Mateo | -EPS II (SMM&E)            |
| iv. CDRRMC Staff     |                            |

5. The committee is hereby directed to evaluate and validate the entries and to select Division winning entries. Only top 2 schools for elementary and secondary will be the official entries for the Regional Level.

6. The awarding of Division winners of the said event will be on July, 2019 during the National Disaster Resilience Month (NDRM).

Encls: As stated

References: Unnumbered Regional Memorandum

To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE      DRRM      GAWAD KALASAG

ROM: Division Level Gawad KALASAG CY 2019 Search for Excellence in DRRM and Humanitarian Assistance  
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4. Transportation and other allowable expenses of the Division Personnel will be charged to local funds subject to the existing accounting and auditing rules and regulations.
5. The Division DRRM Coordinator shall render technical assistance to the winning schools and submit the Division entries to the Office of the Civil Defense (OCD) XI, Davao City.
6. Immediate dissemination of this Memorandum is desired.

*WEP*  
**WINNIE E. BATON, EdD**

Officer-In-Charge

Office of the Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
19-28337  
DATE: FEB 11 2019 TIME: 11:28 AM  
BY: *[Signature]*

Encls: As stated  
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REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

**Comprehensive School Safety Guidance Notes**  
**Primary and Secondary Schools Category**  
**Gawad KALASAG CY 2018**

| CRITERIA                    |                                                                                                                                                                   | GUIDANCE FOR POINTS                                                                                                                                                                                        |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Enabling Environment</b> |                                                                                                                                                                   | <b>23</b>                                                                                                                                                                                                  |
| 1                           | Adopted/Adapted/localized at least 3 existing policies relating to DRRM/CCA/EiE in education/school safety                                                        | 3 or more policies adapted/localized = 3<br>1-2 policies adapted/localized = 1                                                                                                                             |
| 2                           | Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions | Presence of all component in the criteria = 2<br>Absence of even 1 component in the criteria = 0                                                                                                           |
| 3                           | Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction, and rehabilitation and recovery              | Presence of all component in the criteria = 1<br>Absence of even 1 component in the criteria = 0                                                                                                           |
| 4                           | School budget supports regular DRRM activities                                                                                                                    | Presence of budget allocated for DRRM activities = 2<br>Absence of budget allocation for DRRM activities = 0                                                                                               |
| 5                           | Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning                                                   | Students involved in both = 2<br>Students involved in either the student-led school watching and hazard mapping or DRRM planning = 0                                                                       |
| 6                           | Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and SIP                                                            | Incorporated in both the DRRM Plan and SIP = 4<br>Incorporated only in the DRRM Plan = 1                                                                                                                   |
| 7                           | Data collection and consolidation on programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist                                  | Presence = 2<br>Absence = 0                                                                                                                                                                                |
| 8                           | Rapid Assessment of Damages Report (RADAR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area                            | Submission within 72 hours after onslaught of hazard, either through SMS or other means of communication = 3<br>Submission beyond 72 hours after onslaught of hazard, either through SMS or other means of |

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|                                                  |                                                                                                                                                                                                                                                                                                                              |                                                                                                                |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|                                                  |                                                                                                                                                                                                                                                                                                                              | communication = 1                                                                                              |
| 9                                                | 100% completion of DRR related questions in the EMIS/EBEIS                                                                                                                                                                                                                                                                   | 100% completion = 2<br>Less than a 100% completion = 0                                                         |
| 10                                               | School has partnerships that could be tapped to support its DRRM programs and activities, including those during after a disaster                                                                                                                                                                                            | Presence of current partnerships = 2<br>Absence of partnership = 0                                             |
| <b>Pillar 1: Safe Learning Facilities</b>        |                                                                                                                                                                                                                                                                                                                              | <b>35</b>                                                                                                      |
| 1                                                | School building/classroom components are according to DepEd and/or National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for scoring)                                                                                                                          | See Guidance on DepEd Minimum Standards for points (29 POINTS)                                                 |
| 2                                                | School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners                                                                                                                                                                       | Presence as per the criteria = 2<br>Absence = 0                                                                |
| 3                                                | School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.)                                                                                                                                                                                                     | Undertaken appropriate action = 2<br>Absence of any appropriate action = 0                                     |
| 4                                                | Undertaken regular inspection and repair of minor classroom (including facilities) damages                                                                                                                                                                                                                                   | Presence = 1<br>Absence = 0                                                                                    |
| 5                                                | School Heads are clear with the 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 | Presence = 1<br>Absence = 0                                                                                    |
| <b>Pillar 2: School Disaster Risk Management</b> |                                                                                                                                                                                                                                                                                                                              | <b>30</b>                                                                                                      |
| 1                                                | School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes                                                                                                                                                                                                                   | Presence = 3<br>Absence = 0                                                                                    |
| 2                                                | 80% of students and their families have accomplished the Family Preparedness Plan together (family evacuation, reunification), as per DO No. 27, series of                                                                                                                                                                   | 80% of students accomplished as per criteria = 3<br>Less than 80% of students accomplished as per criteria = 1 |



|    |                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                    |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | 2015                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                    |
| 3  | School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency                                                                                                | Presence of both = 2<br>Absence of 1 or both = 0                                                                                                                                                                                                                   |
| 4  | Hazard and evacuation maps are located in conspicuous places in the school                                                                                                                                             | Presence = 1<br>Absence = 0                                                                                                                                                                                                                                        |
| 5  | School has available, accessible, and adequate first aid kit in every instructional classroom                                                                                                                          | Presence and accessibility with basic content = 1<br>Basic Content: alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first aid book, gloves<br>Absence of any of the criteria = 0 |
| 6  | School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)                                                                        | Presence of at least 2 equipment as per criteria = 1 (if fire extinguisher is one of them, should follow BFP minimum standards; otherwise, it is not considered)<br>Less than 2 = 0                                                                                |
| 7  | School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)                                                   | If drills dealt with at least 3 hazards in total (each drill being hazard-specific), and as per criteria = 3<br>If drills dealt with 1-2 hazards in total (each drill being hazard-specific) and as per criteria = 1                                               |
| 8  | School has established 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 | Presence = 2<br>Absence = 0                                                                                                                                                                                                                                        |
| 9  | School has trained personnel to administer first aid to students and personnel                                                                                                                                         | Presence = 1<br>Absence = 0                                                                                                                                                                                                                                        |
| 10 | School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency                                                                                         | Presence = 1<br>Absence = 0                                                                                                                                                                                                                                        |
| 11 | School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)                                                               | Presence = 2<br>Absence = 0                                                                                                                                                                                                                                        |
| 12 | School has psychosocial interventions for personnel and students                                                                                                                                                       | Presence = 1<br>Absence = 0                                                                                                                                                                                                                                        |

|                                   |                                                                                                                |                                                                          |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 13                                | School has trained teachers and other personnel who could provide psychosocial support to students             | Presence = 1<br>Absence = 0                                              |
| 14                                | School has an evacuation plan and procedures                                                                   | Presence = 2<br>Absence = 0                                              |
| 15                                | School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents | Presence = 2<br>Absence = 0                                              |
| 16                                | School has conducted awareness and capacity building for families and learners                                 | Four or more = 3<br>Less than 4 = 1                                      |
| 17                                | School participated in the different DRRM/CCA/EiE activities of the LGU                                        | Presence = 1<br>Absence = 0                                              |
| <b>Pillar 3: DRR in Education</b> |                                                                                                                | <b>12 POINTS</b>                                                         |
| 1                                 | School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the national Curriculum Guide  | Integrated in 4 or more subjects = 5<br>Integrated in 2-3 subjects = 3   |
| 2                                 | More than 75% of students are actively participating in various DRRM/CCA/EiE activities                        | More than 75% of students = 1<br>Less than 75% of students = 0           |
| 3                                 | School has a DRRM/CCA/EiE capacity building plan for teachers and personnel                                    | Presence = 1<br>Absence = 0                                              |
| 4                                 | School Head and personnel have received at least 3 DRRM/CCA/EiE trainings from division or region or partners  | At least 3 DRRM/CCA/EiE trainings as per criteria = 3<br>Less than 3 = 1 |
| 5                                 | At least more than 10 DRRM/CCA/EiE resource materials are available in the school                              | Presence = 1<br>Absence = 0                                              |
| 6                                 | Presence of DRRM corner, with updated IEC materials posted in it, in every classroom                           | Presence = 1<br>Absence = 0                                              |
| <b>TOTAL POINTS</b>               |                                                                                                                | <b>100</b>                                                               |



**NDRRMC GAWAD KALASAG: COMPREHENSIVE SCHOOL SAFETY CRITERIA (PILLAR 1, NO. 1)**  
**DEPARTMENT OF EDUCATION**

| Criteria for Checking                                                                                                                                    |                                                                                                                                  | GUIDANCE FOR POINTS |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>PILLAR 1: SAFE LEARNING FACILITIES (Under no. 1 criteria)</b>                                                                                         |                                                                                                                                  |                     |
| <b>1.0) School Building Components</b>                                                                                                                   |                                                                                                                                  |                     |
| <i>School building / classroom components is/are according to the DepEd and/or National Building Code approved/ standard design and specifications *</i> |                                                                                                                                  |                     |
| <i>Academic or Instructional Rooms</i>                                                                                                                   |                                                                                                                                  |                     |
| a. Wall finish                                                                                                                                           | Presence of all components (10), following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 5 |                     |
| b. Flooring                                                                                                                                              | Presence of 8-9 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 4      |                     |
| c. Ceiling                                                                                                                                               | Presence of 6-7 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 3      |                     |
| d. Window/ Ventilations                                                                                                                                  | Presence of 4-5 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 2      |                     |
| e. Roofing                                                                                                                                               | Presence of 2-3 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 1      |                     |
| f. Corridor                                                                                                                                              | Absence of all/any                                                                                                               |                     |
| g. 2-Doors per classroom;                                                                                                                                |                                                                                                                                  |                     |
| h. Railings/ handrails/ ramps                                                                                                                            |                                                                                                                                  |                     |
| i. Standard room dimensions                                                                                                                              |                                                                                                                                  |                     |

Note:  
any item not following the DepEd Minimum Standard

|                                                                              |                                                                   |                                                                                |
|------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------|
|                                                                              | j. Presence of emergency fire exits and signages                  | Specifications for a-i and b-f. Minimum standard for j shall not be considered |
| <b>2.0 Ancillary Facilities</b>                                              |                                                                   |                                                                                |
| Provisions / presence of other instructional rooms and ancillary facilities. |                                                                   |                                                                                |
|                                                                              | a. School Health Clinic                                           | Presence of all facilities (5) = 2                                             |
|                                                                              | b. Guidance and Counselling                                       | Presence of 3-4 facilities = 1                                                 |
|                                                                              | c. School Canteen                                                 | Presence of 1-2 facilities = 0<br>Presence of all facilities (5) = 2           |
|                                                                              | d. Home Economics Building/ Room                                  |                                                                                |
|                                                                              | e. Science Laboratory Room/Bldg.                                  | Presence of 3-4 facilities = 1                                                 |
| <b>3.0 Other Facilities</b>                                                  |                                                                   |                                                                                |
|                                                                              | a. Sports/ recreational facilities ( gym, basketball courts etc.) | Presence of all facilities (6) = 2                                             |
|                                                                              | b. Emergency exit gate/s                                          | Presence of 4-5 facilities = 1                                                 |
|                                                                              | c. Waiting Shed within the school premises:                       | Presence of 1-3 facilities = 0<br>Presence of all facilities (6) = 2           |
|                                                                              | d. Complete perimeter fence                                       |                                                                                |
|                                                                              | e. Stage and open grounds                                         |                                                                                |
|                                                                              | f. Covered pathwalks inside the school                            | Presence of 4-5 facilities = 1                                                 |
| <b>4.0 WASH Facilities</b>                                                   |                                                                   |                                                                                |



| Adequate number and functional WASH facilities   |  |                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Water source                                  |  | Presence of all facilities (5), following the DepEd Minimum Standard Specifications = 3<br><br>Presence of 4 facilities, following the DepEd Minimum Standard Specifications = 2<br><br>Presence of 3 facilities, following the DepEd Minimum Standard Specifications = 1<br><br>Presence of 1-2 facilities, following the DepEd Minimum Standard Specifications = 0 |
| b. Toilets                                       |  |                                                                                                                                                                                                                                                                                                                                                                      |
| c. Handwashing facilities                        |  |                                                                                                                                                                                                                                                                                                                                                                      |
| d. Drinking facilities                           |  |                                                                                                                                                                                                                                                                                                                                                                      |
| e. WASH for physically impaired                  |  |                                                                                                                                                                                                                                                                                                                                                                      |
| 5.0 Power and Telecommunication Facilities       |  |                                                                                                                                                                                                                                                                                                                                                                      |
| a. Proper installation of communication facility |  | LGU/NTC Minimum standard = 1<br>Not following the LGU/NTC minimum standard = 0                                                                                                                                                                                                                                                                                       |
| b. Proper electrical wiring system & connections |  | BFP Minimum Standard = 1                                                                                                                                                                                                                                                                                                                                             |
| Sub-TOTAL                                        |  | 14                                                                                                                                                                                                                                                                                                                                                                   |

| Criteria for Checking                     |  | GUIDANCE FOR POINTS         |                             |
|-------------------------------------------|--|-----------------------------|-----------------------------|
| II. SAFETY CHECK ON HEALTH & ENVIRONMENT  |  |                             |                             |
| 1.0 School Safety and Security            |  |                             |                             |
| Presence/visibility of Warning Signs      |  |                             |                             |
| a. Pedestrian lane markings/humps         |  | Presence = 1<br>Absence = 0 | Presence = 1<br>Absence = 1 |
| b. Loading/Unloading Signs                |  | Presence = 1<br>Absence = 0 | Presence = 1<br>Absence = 1 |
| c. Stop and Go Signs in appropriate place |  | Presence = 1<br>Absence = 0 | Presence = 1<br>Absence = 1 |

|                                     |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |
|-------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
|                                     | d. Signs for the physically impaired                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Presence = 1<br>Absence = 1<br>Absence = 0 |
| Security                            |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |
| a.                                  | Presence of Identification Cards for students, parents/guardians and school security              | Absence of Identification cards for parents and guardians and/or security personnel = 0<br>Visibility of Identification Cards of parents/guardians, students and security personnel = 1<br>Absence of Identification cards for parents and guardians and/or nearest Police stations (any of the two mentioned) = 1<br>No proof = 0<br>Proof showing the coordination with Barangay officials and/or nearest Police stations (any of the two mentioned) = 1<br>Presence = 1<br>Absence = 1<br>Absence = 0 |                                            |
| b.                                  | Proper coordination with Barangay Officials/ nearest Police stations                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |
| c.                                  | Presence of telephone hotlines directory posted in conspicuous places in the school premises      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |
| d.                                  | Absence of electrical post or other hazardous structures or facilities inside the school premises | Absence = 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                            |
| 2.0 Health and Environmental Safety |                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                            |
| a.                                  | Waste segregation/Regular schedule for trash disposal                                             | No segregation even with regular trash disposal = 0<br>Presence of waste segregation = 1 point                                                                                                                                                                                                                                                                                                                                                                                                           |                                            |
| b.                                  | No possible areas /places for mosquitoes breeding, bats and presence of astray animals            | No possible areas = 1<br>ordinance regarding the use of prohibited drugs, cigarettes, alcohol and school vandalism = 1 point                                                                                                                                                                                                                                                                                                                                                                             |                                            |
| c.                                  | With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school           | No document as proof = 0<br>School document showing clear and strict implementation of ordinance regarding the use of prohibited drugs, cigarettes, alcohol and school vandalism = 1 point                                                                                                                                                                                                                                                                                                               |                                            |



|              |                                                                                   |                                                                                                                                                                         |
|--------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | d. Safety measures during school activities (sports, laboratory experiments etc.) | Plan showing the implementation of safety measure during school activities and other school related experiments = 1 point<br>No plan indicating the safety measures = 0 |
|              | e. Transportation means during emergency cases                                    | Document as proof of having a specific vehicle designated for use during emergency cases = 1<br>No document/proof = 0                                                   |
|              | f. Implementing health programs/projects                                          | More than 4 programs/projects - 2 points<br>Less than 4 programs/projects - 1                                                                                           |
| Sub-TOTAL    |                                                                                   | 15                                                                                                                                                                      |
| TOTAL POINTS |                                                                                   | 29                                                                                                                                                                      |