



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
Anecito Siete St., Mantic, Tangub City



E-mail: [tangub.city@deped.gov.ph](mailto:tangub.city@deped.gov.ph) Website: [www.depedtangub.net](http://www.depedtangub.net) Telephone: (088) 545-0304 Telefax: (088) 395-3372

DEPED DIVISION OFFICE TANGUB CITY  
CITY OF TANGUB  
February 18, 2019  
DATE: 2-18-19

**DIVISION MEMORANDUM**  
No. 045, s. 2019

### ENSURING SAFETY IN SCHOOL

To: **Chief Education Supervisors (SGOD and CID)**  
**Education Program Supervisors**  
**District In-Charge**  
**Elementary and Secondary School Heads**  
All others concerned  
This Division

1. As we carry out the mission of the Department of Education which is “To protect and promote the right of every Filipino to a quality, equitable, culture-based and complete basic education”, the teachers, parents and community must work hand in hand to promote better learning outcomes by ensuring provision of child friendly safe and motivating learning environment.

2. With the above premise, this Office reiterates compliance of a number of issuances and guidelines as follows:

2.1 Executive Order No. 66 entitled “*Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices due to Typhoons, Flooding or other Weather Disturbances and Calamities*”.

Section 1. **Automatic Cancellation or Suspension of Classes and Work in Government Offices.** The following guidelines shall be followed for the automatic cancellation or suspension of classes in all public and private elementary, secondary and tertiary schools, as well as work in all government offices:

- a. When **Signal No. 1** is raised by PAGASA, classes at the pre-school level, in the affected area, shall be automatically cancelled or suspended.
- b. When **Signal No. 2** is raised by PAGASA, classes at the pre-school, elementary and secondary levels, in the affected area, shall be automatically cancelled or suspended.
- c. When **Signal No. 3** is raised by PAGASA, classes at the pre-school, elementary, secondary and tertiary levels, in the affected area, including graduate school, as well as work in all government offices, shall be automatically cancelled or suspended.

The PAGASA shall issue weather forecasts through various media outlets (radio and television), and the NDRRMC, not later than 10:00 PM of the previous day and 4:30 AM of the day of the intended cancellation of classes and work. In cases where there are classes and work in the morning and suspension of classes and work is only effective in the afternoon, PAGASA should issue the forecast not later than 11:00 AM of the said day.



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Section 2. **Localized Cancellation or Suspension of Classes and Work in Government Offices.** In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes and work in government offices may be implemented by local chief executives, as chairmen of the *Local Disaster Risk Reduction and Management Council (LDRRMC)* concerned, in coordination with PAGASA and the NDRRMC, specifically in flood-prone or high risk areas.

Announcement will be made not later than 4:30 AM of the day of the intended cancellation of classes and work, or not later than 11:00 AM for suspension of work and classes in the afternoon session, through diverse mass media, particularly radio and television, landline communications and other technologies for communication within the community or locality.

Section 3. **Cancellation and Suspension of Classes and Work in the Government during Other Calamities.** Classes in all levels in both public and private schools as well as work in the government offices may be cancelled or suspended in areas affected by disasters or calamities other than typhoons, such as but not limited to floods, earthquakes, tsunami and conflagration, upon the declaration by the President of a State of Calamity based on the recommendation of NDRRMC.

The concerned Local Disaster Risk Reduction and Management Office (LDRRMO) headed by the local chief executive shall be responsible for announcing the suspension of classes and work in the government offices in the affected areas in coordination with the NDRRMC, through all forms of mass media available under the circumstances.

Section 4. **Maintenance of Work Force.** In the event of cancellation or suspension of work in government offices due to any of the foregoing circumstances, particularly those directly involved in disaster risk reduction and management, shall maintain the operations of their respective offices to ensure the continuity of the delivery of services to the public.

The Heads of Offices shall determine which of their respective divisions or units, particularly those related to disaster risk reduction and management, shall maintain its operations.

2.2 As stipulated in DepEd Order No. 25, s. 2018, make up classes shall be conducted in lieu of class cancellations due to natural and man-made calamities.

2.3 As per Annex A of Enclosure No. 1 to DepEd Memorandum No. 66, s. 2018, re: School Safety and Preparedness Guide. School Heads may also identify other measures that may add-up to this list.

I. SAFE LEARNING FACILITIES

1. Facilitate the assessment of school electrical system to make necessary repairs and/ or upgrades to prevent fire incident.
2. Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc.



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3. Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water source, and other indigenous materials.
4. Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.
5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.
6. Cordon off and post safety signage for on-going construction, unfinished damaged and condemned buildings.
7. Secure cabinets and drawers and ensure that heavy objects are below head level.
8. Post safety measures in laboratories and workshops.
9. Prepare an evacuation/ exit plan and directional signage on every floor of the building.
10. Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies.
11. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.

## II. SCHOOL DISASTER MANAGEMENT

1. Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school.
2. Establish early warning mechanisms and inform all students and personnel on this.
3. Equip school with first aid kits, flashlights, megaphones and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed.
4. Identify alternative sources and/ or maintain supply of drinking water within the school.
5. Ensure that students, teachers, and personnel have identification cards with relevant information.
6. Create database of students with the contact details of their family.
7. Secure and safely store vital school records.
8. Coordinate with barangay officials on pedestrian safety of students.
9. Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.

## III. DISASTER RISK REDUCTION IN EDUCATION

1. Identify a storage area for safekeeping of vital schools records, textbooks, teaching manuals, computers, and other school equipment.

### 2.4 Division Memorandum No. 172, s. 2018 entitled Provision of Safety Measures in Schools and Offices

- the schools and offices are expected to specify, assess and identify areas prone to accident and hazards/ risks within or near the work place like the sea, rivers, road or high-ways, construction site, dilapidated buildings, playing grounds, digging sites, water and electrical facilities and some breeding areas of mosquitoes to take necessary precautions, control, eliminate or minimize the risks.
- It is also expected that entrance and exits of the schools and offices are safe against intruders and harmful elements.



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- The schools and offices are obliged to conduct information, education, and communication campaign to raise awareness and to ensure internal and external stakeholders for school's safety measures. This activity shall be well-documented as a support to the implementation of School Disaster Risk Reduction Management (DRRM).
- Whenever there is occurrence of risk or accident, a provision of First – Aid shall be conducted or immediate notification to proper authorities for assistance. An Incident Report shall be submitted to this Office immediately through Mr. Arniel B. Mehoy, the Division DRRM Coordinator with the following guidelines:
  1. Indicate the date, time and exact location of the incident
  2. Name of the injured/ involved and relevant contact details recorded
  3. Name/s of the witness/es
  4. What injuries sustained
  5. Medical treatment administered or emergency services involved
  6. Detail of the activity being undertaken at the time of the incident
  7. Details of notifier of accident, time and date
  8. Documentations/ pictorials of the actual incident
  9. Photocopy of Police Blotter
  10. Other additional information if there is/ are

2.5 Moreover, as per Division Memorandum No. 268, s. 2018 entitled Ensuring Safety of the Learners and Teachers in the School Premises. This Office reminds the supervisors, school heads and teachers to take the following steps to strengthen our campaign for Safety First Policy in schools as follows:

- a. Supervised recess shall not only be applicable to Kindergarten and SPED pupils but to all learners in the elementary and secondary levels as well.
- b. Teachers who are taking their lunch in the school are encouraged to eat with their learners in the classroom.
- c. There must be worthwhile lunch break activities inside the school to ensure that learners are interested to stay within the school premises during lunch break and not anywhere else.
- d. Schools must have perimeter fence and a gate whether concrete, wood or bamboo as long as it serves the purpose of enclosing the school and avoiding learners to go out during class hours and recess time.
- e. Schools must strictly comply with the regular earthquake and fire drills.
- f. School Heads must closely coordinate with the School Health and Nutrition Section regarding the health and sanitation programs of the government. Strict precautions shall be taken seriously with the involvement of health personnel, parents and community especially on the administration of medicines and vaccines.
- g. Schools are advised to integrate in their teaching appropriate activities and lessons to promote development and enhancement of emotional and spiritual aspects among the learners.
- h. There must be regular teacher-parents conference with major agenda on promoting safety, well-being and quality learning of the learners.
- i. Learners must be constantly reminded by the school head, teachers, school DRRMC, parents and community in ensuring safety of themselves and their classmates, school mates and teachers.



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- j. Make-up classes and extension of class hours must be agreed upon by the school head, teachers, parents, school governing council and barangay officials, putting high emphasis on the safety of the learners.
  - k. School Heads and teachers must ensure the involvement of the parents and community in ensuring safety of the learners.
  - l. School head must constantly monitor punctuality and attendance of the teachers all throughout the class day. Log booking and use of functional and accurate biometrics must be strictly adhered upon.
  - m. Schools must partner with the barangay officials, civilian volunteers and barangay peace and order volunteers to ensure utmost safety of the learners and teachers inside the school, while crossing the road and upon coming to school and going home.
  - n. If the school head is absent or out for official business, there must be officer of the day to ensure safety of the learners and teachers and smooth operation of the school. The designation order must be signed by the school head.
  - o. Whenever the teacher is absent or is out on official time/ business, the school head or another teacher assigned by the school head must take charge of the class. Otherwise, the learners and parents shall be informed ahead not to let their children come to school on that day when their teacher is absent.
3. Moreover, this Office reiterates Division Memorandum No. 37, s. 2017
- reiterating DepEd Order No. 9, s. 2005 entitled ***“Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith”***, as a guideline on all non-curricular activities that results to disruption of classes such as Family Day, Valentine’s Day, School Fiesta and the like.
  - Furthermore, it is emphasized that suspension of classes that constitutes a disruption shall be avoided and shall be made up by another school day outside of the school calendar. Schedule of make-up classes must be submitted to this Office so that the Buddy Supervisor/ District In-Charge will be able to monitor/ supervise the activity.
4. Immediate and wide dissemination of this Memorandum to all concerned is desired.

**JEAN G. VELOSO, CESO VI**  
OIC - Schools Division Superintendent

JGV/ abm/ 02/04/19

Reference: As stated

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

CLASSES SAFETY POLICY ATTENDACE LEARNERS SCHOOLS