



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
A. Velez St, Cagayan de Oro City
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December 4, 2014

DIVISION MEMORANDUM

No ... 295,s. 2014

TO : DRRMO Focal Person
All Public Schools District Supervisor
Secondary and Elementary School Heads
School DRRM Coordinators

FROM : CHERRY MAE L. LIMBACO, Ph.D, CESO V
Schools Division Superintendent

RE : **PREEMPTIVE ADVISORY FOR SCHOOLS IN PREPARATION FOR
TYPHOON RUBY (HAGUPIT)**

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Per NDRRMO unnumbered memorandum dated December 3, 2014 re: Preemptive Advisory for Schools in preparation for typhoon Ruby (Hagupit), all District DRRM Focal Persons, All School Heads are advised to *prepare and take precautionary measures* as early as Thursday (December 4, 2014). Please take note of the following:

1. All PSDS, School Heads are reminded to work with their respective school communities and ensure that:
 - a. Computers and other electrical equipments are unplugged; and
 - b. Textbooks, school records, furnitures, and other important materials are moved to safe areas.
2. Additionally, the following measures should be undertaken as appropriate with the help of the local community or LGU:
 - a. secure roof beams with wires or heavy duty ropes;
 - b. board up jalousies and windows with plywood or other secure material;
 - c. prune trees especially adjacent to buildings and along electrical posts; and
 - d. secure all ongoing construction projects including supplies and materials
3. For schools that maybe designated by LGUs as evacuation centers, school heads should immediately contact their respective division offices via text message and identify the DepEd school coordinator and contact details.

While TY RUBY is inside the Philippine Area of Responsibility (PAR), all DRRM Focal Persons (Division, District and School) are advised to stay alert and to *monitor the effects of the typhoon*. You are likewise advised to report via SMS the status of their whereabouts and their condition every 8:00 AM and 5:00 PM. In Addition, you are advised to personally attend all local DRRM council meetings together with respective DRRM focal persons. *Everhyone should observe necessary class suspensions based on LGU announcements and EO No. 66,s.2012.*

Please be on standby for further announcements. Should there be any damage incurred, we will be adopting the prescribed procedures using the Revised Rapid Assessment of Damages Report (RADaR) Forms attached (please see annex A and B)

For more inquiries please call tel. nos. (TF) 02-637-4933 and 02-635-3764, or text mobile nos. 63-908-2630382 and 63-915-5153138. You may also e-mail DepEd DRRMO at drmo@deped.gov.ph.

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Department of Education
Revised Rapid Assessment of Damages Report (RADaR) 1
School-Level

Instructions to School Heads:

1. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
2. Submit the form as soon as possible through any of the following means:
 - a. E-mail to DRRMO Central Office via drmmo+reports@deped.gov.ph and respective Division Offices with the following format in the subject area: **RADAR1: <Name of incident>, <Region>, <Division>, <School ID>**
For example: RADAR1: Mario, Region I, Pangasinan I – Lingayen, 321118
RADAR1: Earthquake, Region VIII, Southern Leyte, 303473
 - b. Send via SMS/text message. The answers should be sent using the following format: **RADAR1,<Name of incident>,<School ID>,<Incurred damages because of incident (Yes/No)>, <Number of totally damaged classrooms>,<Number of classrooms with major damage (Cannot be repaired by school)>,<Number of classrooms with minor damage (Can all be repaired by school)>, <Number of makeshift classrooms needed (For class resumption)>,<Number of classrooms used for evacuation of families>,<Are there still evacuees after three days? (Yes/No)>,<Name of sender>, <Position>**
For example: RADAR1,Luis,102121,No,0,0,0,0,0,No,Orville Benigno,HT
RADAR1,Mayon Eruption,199991,No,0,0,0,4,4,Yes,Jose Garcia,MT
 Send it to 0908-2630382 (for SMART) or 0915-5153138 (for GLOBE). Incorrect entries shall not be processed. Kindly check the following before sending: Text the answers only; no need to text the questions. Do not put spaces between commas. Do not forget to write **RADAR1** and **SCHOOL ID** and please be reminded that you are responsible for all accurate/inaccurate submissions.
 - c. Fax a printed copy to DRRMO Central Office (02-637-4933) and respective Division Planning Office.
3. For inquiries about this form, contact DRRMO at 02-637-4933 and 02-635-3764.

Division _____
 School ID _____

Name of incident (Can be name of tropical cyclone, name of volcano or description of incident)	
Incurred damages because of incident (Yes/No)	
Number of totally damaged classrooms (Needs to be Replaced)	
Number of classrooms with major damage (Needs major repair that cannot be repaired by school)	
Number of classrooms with minor damage (Needs minor repair that can all be repaired by school)	
Number of temporary learning spaces (TLS) needed (For class resumption)	
Number of classrooms used for evacuation of families (From Day 1)	
Are there still evacuees after three days? (Yes/No)	

Submitted by:

Signature _____
 Full Name _____
 Position _____
 Date _____
 Contact Number _____



Department of Education
Revised Rapid Assessment of Damages Report (RADaR) 2
School-Level

Instructions to School Heads:

1. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
2. Submit the form as soon as possible through any of the following means:
 - a. E-mail to DRRMO Central Office via drmmo+reports@deped.gov.ph and respective Division Offices with the following format in the subject area: **RADAR2: <Name of incident>, <Region>, <Division>, <School ID>**
For example: RADAR2: Mario, Region I, Pangasinan I - Lingayen, 321118
RADAR2: Fire, NCR, Quezon City, 399999
 - b. Send via SMS/text message. The answers should be sent using the following format: **RADAR2, <Name of Incident>, <School ID>, <Number of deceased personnel>, <Number of injured personnel>, <Number of missing personnel>, <Number of displaced personnel>, <Number of damaged school furniture>, <Number of damaged textbooks>, <Number of damaged desktop computers>, <Name of Sender>, <Position>**
For example: RADAR2, Bush Fire, 300461, 0, 1, 0, 1, 23, 45, 0, Juan Dela Cruz, Principal
RADAR2, Luis, 102121, 0, 0, 0, 0, 0, 0, Orville Benigno, HT
 Send it to 0908-2630382 (for SMART) or 0915-5153138 (for GLOBE). Incorrect entries shall not be processed. Kindly check the following before sending: Text the answers only; no need to text the questions. Do not put spaces between commas. Do not forget to write **RADAR2** and **SCHOOL ID** and please be reminded that you are responsible for all accurate/inaccurate submissions.
 - c. Fax a printed copy to DRRMO Central Office (02-637-4933) and respective Division Planning Office.
3. For inquiries about this form, contact DRRMO at 02-637-4933 and 02-635-3764.

Division _____
 School ID _____

Name of incident (Can be name of tropical cyclone, name of volcano, or description of incident)	
Number of deceased personnel (DepEd teaching and non-teaching personnel)	
Number of injured personnel (DepEd teaching and non-teaching personnel)	
Number of missing personnel (DepEd teaching and non-teaching personnel)	
Number of displaced personnel (DepEd teaching and non-teaching personnel)	
Number of damaged school furniture (armchairs)	
Number of damaged textbooks	
Number of damaged desktop computers	

Submitted by:

Signature _____
 Full Name _____
 Position _____
 Date _____
 Contact Number _____