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Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region X  
**DIVISION OF MISAMIS ORIENTAL**  
Cagayan de Oro City



**DATE:** July 3, 2014

**DIVISION MEMORANDUM No. 158 s. 2014**

**TO:** PS District Supervisors/In-Charged  
Elementary School Heads  
Secondary School Heads  
This Division

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

**SUBJECT:** Submission ASAP District Consolidated Report of School Risk Profile and District Consolidated Report of School Kits' Menu

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1. Pursuant to Addendum to DepEd Memorandum No. 32, s. 2014, re: Implementing Brigada Eskwela 2014.
2. Enclosed herewith is the **template** for your ready reference.
3. **Deadline of submission** of the report is **on or before July 8, 2014** and shall be **consolidated by district**.
4. Further the district consolidated report shall be submitted in **one (1) folder with label " District Consolidated Report of School Risk Profile and another one (1) folder with label "District Consolidated Report of School Kits' Menu.**
5. For more information, please contact Mr. Norberto E. Rosales, EPS/DPFC with cell number 09177948730.
6. For the information, guidance and compliance of all concerned.

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## ANNEX 1: Kits' Menu

School Provision	Minimum contents
a. emergency kits/bags for students	<ul style="list-style-type: none"> <li>✓ whistle</li> <li>✓ tips/handy reference</li> </ul>
b. Learner's kit	<ul style="list-style-type: none"> <li>✓ Notebook (50 leaves)</li> <li>✓ Pad Paper</li> <li>✓ Pencil</li> <li>✓ Ballpen</li> <li>✓ Crayon</li> <li>✓ Ruler</li> <li>✓ Small Scissor</li> <li>✓ Pencil Sharpener</li> <li>✓ Paste</li> <li>✓ Bag</li> </ul>
c. emergency kit for school	<ul style="list-style-type: none"> <li>✓ First Aid Kit</li> <li>✓ Contact numbers for emergencies</li> <li>✓ stretcher</li> <li>✓ flashlights/batteries</li> <li>✓ radio/batteries</li> <li>✓ Bell/Warning device</li> <li>✓ Whistle</li> <li>✓ Transistor Radio</li> <li>✓ Electrical Tape</li> <li>✓ Rope</li> </ul>
d. First Aid Kit	<ul style="list-style-type: none"> <li>✓ Burn ointment</li> <li>✓ Betadine</li> <li>✓ Band-Aid</li> <li>✓ Bandage</li> <li>✓ Gauze</li> <li>✓ Plaster Tape</li> <li>✓ Alcohol</li> <li>✓ Agua Oxynada</li> <li>✓ Bottled water</li> <li>✓ Gloves</li> <li>✓ Cotton</li> </ul>
e. teacher's kit	<ul style="list-style-type: none"> <li>✓ Manila Paper</li> <li>✓ Bondpaper Long ( cactus )</li> <li>✓ Pair of Scissors</li> <li>✓ Cartolina</li> <li>✓ Pilot Pen (Black and Red)</li> <li>✓ Pentel Pen (Black and Blue)</li> <li>✓ Bag</li> <li>✓ Ruler (12 inches)</li> <li>✓ Pencil</li> <li>✓ Pencil Sharpener</li> <li>✓ Lesson Plan Notebook</li> <li>✓ Class Record</li> </ul>
f. teacher's emergency kit	<ul style="list-style-type: none"> <li>✓ Whistle</li> <li>✓ Flashlight/ batteries</li> <li>✓ Boots</li> <li>✓ Raincoats/umbrella</li> <li>✓ Radio/ batteries</li> <li>✓ Emergency Hotline List</li> <li>✓ Evacuation Guide</li> </ul>

ENCLOSURE 3

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School Provision	Minimum contents
	✓ Toiletries ✓ Bottled water
g. Health and Hygiene kits	✓ Soap, toothpaste, toothbrush ✓ Sanitary pads for female high school students ✓ Drinking water (1 liter)