



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

12 MAR 2024

No. *162* S. 2024

**Reiteration on the Observance of Fire Prevention Month  
and the Continuing Fire Safety and Awareness Program**

**TO:** Public Schools District Supervisors  
All School Heads  
All District DRRM Technical Members  
*All Others Concerned*

1. Pursuant to Presidential Proclamation 115-A declaring the month of March as Fire Prevention Month and DepEd Order No. 70, s. 2012 which aims to promote and intensify fire safety awareness, prevention, and preparedness among schools, personnel, staff, and learners nationwide, hereby directs schools to:
  - a. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
  - b. Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;
  - c. Ensure availability and functionality of fire safety equipment, fire alarm activation procedures, and public address system;
  - d. Conduct quarterly fire and evacuation drills; and
  - e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum Circular by and between DepEd and the Department of the Interior and Local Government.
2. In addition, DepEd Order No. 53, s. 2022 emphasizes the importance of fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. This is to ensure that learners, teachers, and personnel are prepared in case of a fire emergency. The reiteration of this policy is crucial in promoting safety within the school premises.
3. Enclosed in this reiteration (see attachments) are the Guidelines on the Submission of Reports on the Conduct of Fire Prevention Month Celebration, for reference.
4. Immediate dissemination of this Memorandum is desired.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent



## **DISTRICT LEVEL REPORT ON THE CONDUCT OF FIRE PREVENTION MONTH**

(to be accomplished by the District DRRM Technical Member)

**I. Data on the conduct of Fire Prevention Month Celebration**

Total no. of schools that conducted activities in relation to Fire Prevention Month		
No. of Learners Participated	Male	Female
Total no. of Elementary Learners		
Total no. of Secondary Learners		
No. of Personnel Participated	Male	Female
Total no. of Elementary Personnel		
Total no. of Secondary Personnel		
Grand Total		

**II. Documentation**

Attach three (3) to five (5) photo documentation of activities conducted during Fire Prevention Month Celebration. See sample photo documentation below:



*Caption: Describe the photo/s above in two (2) to three (3) sentences*

*Sample Caption:*

**Pagasa Elementary School conducted various activities in observance of Fire Prevention Month, including fire safety drills and lectures on fire safety and prevention. These activities aimed to raise awareness of the importance of fire safety and prevention in the school community, promote a culture of safety, and ensure the readiness of school personnel, and learners in the event of a fire emergency.**

Attachment to Division Memorandum No. \_\_\_\_, s.2024

The following guidelines is set for the photo documentation of activities during the conduct of the Fire Prevention Month Celebration:

1. Photo of the activities during the conduct of the Fire Prevention Month Celebration may be used in information and communication materials of the Department, as may be requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The recommended minimum specifications for photo documentation are as follows:
  - a. File format: JPG or PNG
  - b. Dimensions: 4:3 ratio
  - c. Orientation: Landscape
4. Upload photo documentation to designated folder in the OneDrive link (Only the District DRRM Technical Member can access) on or before March 31, 2024: **<https://bit.ly/DepEdMisOrFirePreventionMonth2024>**

## **Standard Outline for the DISTRICT-level Write-up on the Conduct of Fire Prevention Month**

### **I. Introduction**

*This section introduces the overall conduct of Fire Prevention Month Celebration in the District and provides a brief overview of its purpose and objective.*

### **II. Actual Conduct of the Activity**

*This section describes the district-level conduct of activities in summary. It includes a step-by-step account of what transpired during the activity, the roles and responsibilities of the participants, the tools and equipment used, and the safety measures that were put in place.*

### **III. Observations and Evaluation**

*This section provides an assessment of the conduct of activities in schools and its effectiveness. It describes overall observations made during the conduct of activities in schools, including strengths and weaknesses, and evaluates how well the activities achieved the Fire Prevention Month objectives. This can also include feedback from schools about their experience.*

### **IV. Follow-up Actions and Recommendations**

*This section provides a plan of action based on the observations and evaluations of the overall district conduct of the celebration. It includes recommendations for future activities and can also outline the action steps that will be taken to implement these recommendations.*

### **V. Conclusion**

This section provides a summary of the activity and its outcomes. It reflects on the lessons learned from the overall conduct of the celebration and its significance in achieving the overall goal of fire safety and prevention. It concludes by highlighting the importance of such activities in promoting a culture of safety and preventing fire-related incidents.

Prepared by:

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**District DRRM Technical Member**

Reviewed and Approved by:

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**Public Schools District Supervisors / DIC**



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2024- 04-0692**

**FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL  
EDUCATION, BARMM  
ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL REGIONAL AND DIVISION DRRM COORDINATORS  
ALL PUBLIC SCHOOLS**

*Escobedo*  
**FROM : ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations /*

**SUBJECT : Reiteration on the Observance of Fire Prevention Month and  
the Continuing Fire Safety and Awareness Program**

**DATE : 6 March 2024**

Pursuant to Presidential Proclamation 115-A declaring the month of March as Fire Prevention Month, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS), hereby reiterates to all offices across all levels of the Department and schools the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program. This program was launched in schools through DepEd Order No. 72, s. 2012, with the aim to promote and intensify fire safety awareness, prevention, and preparedness among schools, personnel, staff, and learners nationwide.

Specifically, the "Continuing Fire Safety and Awareness Program", as prescribed by the DepEd Order thereof, hereby directs schools to:

- a. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
- b. Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;
- c. Ensure availability and functionality of fire safety equipment, fire alarm activation procedure, and public address system;
- d. Conduct quarterly fire and evacuation drills; and
- e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum circular by and between DepEd and Department of the Interior and Local Government.



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Furthermore, DepEd Order No. 28, s. 2016 "Strengthening the Fire Safety and Awareness Program", contains provision that outline the specific roles and responsibilities of all DepEd personnel at all levels, including the proper implementation of fire safety protocols, the conduct of regular fire drills and exercises, and the establishment of safety committees to oversee safety and security measures.

Further, it emphasizes the need for continuous monitoring and evaluation of the program's effectiveness to identify areas for improvement and ensure that safety standards are met. Hence, the DepEd Order No. 28, s. 2016, as attached, delivers a comprehensive framework for the successful implementation of the Strengthening the Fire Safety and Awareness Program in all DepEd schools and offices.

In addition, DepEd Order No. 53, s. 2022 emphasizes the importance of fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. This is to ensure that learners, teachers, and personnel are prepared in case of a fire emergency. The reiteration of this policy is crucial in promoting safety within the school premises.

For further information, you may contact the Disaster Risk Reduction and Management Service, 2<sup>nd</sup> Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [drmmo@deped.gov.ph](mailto:drmmo@deped.gov.ph).

For information and appropriate action.

[DRRMS/AAMS]



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