



Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
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November 2, 2016

DIVISION MEMORANDUM
NO. 40S. 2016

**TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY / SECONDARY SCHOOL HEADS
SCHOOL DRRM COORDINATORS
TEACHERS**

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

**RE: GUIDELINES on DISASTER PREPAREDNESS and CANCELLATION OR
SUSPENSION OF CLASSES DUE TO TYPHOONS, FLOODING, OTHER
WEATHER DISTURBANCES, AND CALAMITIES**

1. DepEd Division of Misamis Oriental issues this **MEMORANDUM** to establish the system of coordination and information management and provide guidance to DepEd field offices, schools and DRRM coordinators on their respective roles and functions relative to DRRM implementation.

2. **DepEd Order No. 21, s. 2015, SCHOOLS** shall be the primary source of data as DepEd's frontline service provider to the learners being the primary stakeholders.

With the leadership of the **SCHOOL HEADS**, herewith is the minimum list of roles and responsibilities that schools should endeavor in order to establish a culture of safety:

- a. Ensure the establishment of an Early Warning System (i.e. bulletin board for weather advisories, bell/siren emergency signal among others);
- b. Conduct an annual student-led risk identification and mapping within and around the school premises to ensure a safe environment that is conducive to teaching and learning;
- c. Maintain close coordination with local DRRM Council on the conduct of preparedness activities and on response needs, among others;
- d. Provide capacity building for teachers, non-teaching staff and learners on DRRM;

- e. Maintain, disseminate, and post relevant and updated emergency hotlines in strategic locations throughout the school;
- f. Posting of safety and preparedness measures and evacuation plans;
- g. Conduct disaster preparedness measures, including but not limited to quarterly multi-hazard drills applicable to the school's identified hazard drills applicable to the school's identified hazard such as earthquake, fire and flood;
- h. Maintain the safekeeping of vital school records and learning materials;
- i. Organize school DRRM team to support the implementation of preparedness and response measures;
- j. Ensure the availability of updated baseline education data of the school;
- k. Integrate DRRM in regular school programs and activities and school improvement plans (SIP);
- l. Pre-identify possible Temporary Learning Spaces (TLS) and alternate delivery modes of education;
- m. Monitor the effects of hazards, including the use of the school as evacuation center;
- n. Track all school personnel during disasters and/or emergencies;
- o. Prepare and submit reports on the effects of any hazard;
- p. Conduct rapid assessment after every hazard and submit the **REVISED RADaR** (See Annex A and B) within 72 hours via SMS;
- q. Facilitate immediate resumption of classes to track learners;
- r. Monitor recovery and rehabilitation interventions being implemented in the school.

3. **DepEd Order no. 43, s. 2012**, the **SCHOOL HEAD** may serve as the **SCHOOL DRRM COORDINATOR** but shall appoint an alternate among other school personnel to assist in the implementation of DRRM.

- a. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator;
- b. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
- c. Ensure the conduct of an annual student-led risk identification and mapping;
- d. Communicate notable results of risk assessment and other disaster preparedness activities to the SDO (Schools Division Office);
- e. Serve as the point person for collaboration and coordination with local DRRM council and other partner organizations;

- f. Ensure that emergency hotlines are maintained, updated and posted;
 - g. Ensure the availability of baseline data of the school;
 - h. Spearhead relevant and necessary capacity building activities for the school;
 - i. Report to the SDO any hazard affecting the school operations such as flood, conflict, fire and among others;
 - j. Submit situation reports and provide real-time updates to the SDO;
 - k. Accomplish and submit the **REVISED RADaR** (see attachments) within 72 hours after any hazard or emergency via SMS
 - l. Track and report the progress of recovery and rehabilitation initiatives to the SDO;
 - m. Report and update the SDO on the demobilization of evacuation centers in schools;
4. In compliance thereof, the following guidelines shall be observed by all concerned regional, division and school officials of both public and private schools:

a. Automatic Cancellation/Suspension of Classes

All concerned DepEd officials and personnel are directed to observe the weather bulletins of the Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA) announced through various media outlets (radio, television, and internet).

When **Signal No. 1** is raised by PAGASA, **public and private preschool and kindergarten classes** in the affected areas shall be automatically cancelled or suspended.

When **Signal No. 2** is raised by PAGASA, **public and private preschool, kindergarten, elementary and secondary classes** in the affected areas shall be automatically cancelled or suspended.

When **Signal No. 3** is raised by PAGASA, **work in all DepEd offices** in the affected areas shall be automatically cancelled or suspended.

Depending on signal numbers declared at 10:00 p.m. and 4:30 a.m. of the following day, classes in appropriate levels for the whole day are deemed automatically cancelled/suspended.

Afternoon classes in the appropriate levels in areas with signal numbers declared at 11:00 a.m. that day are likewise automatically cancelled/suspended.

Teaching personnel handling cancelled or suspended classes are likewise allowed to leave their stations in consideration of the work they will need to undertake during **MAKE-UP CLASSES**.

Heads of private schools shall exercise discretion on their teaching personnel handling cancelled or suspended classes.

b. Localized Cancellation/Suspension of Classes and Work

In the absence of typhoon signal warnings from PAGASA, localized cancellation/suspension of classes in both public and private schools and work in government offices may be implemented by **LOCAL CHIEF EXECUTIVES** in their capacity as chairpersons of the Local Disaster Risk Reduction and Management (LDRRMC).

Concerned local DepEd and private school officials are directed to establish effective lines of communications with their respective local government units (LGUs).

Any decision to cancel or suspend classes must come from the local government. A school head (SH) may only cancel or suspend classes in cases where urgent action is needed to prevent loss of life or bodily harm.

As stated in Section 2 of EO No. 66, LGU officials are expected to announce cancellation or suspension not later than 4:30 a.m. for whole day cancellation or suspension, or not later than 11:00 a.m. for afternoon cancellation or suspension.

For this purpose, regional, division and school officials are hereby directed to communicate local situation with their respective counterpart local chief executive.

c. Responsibility of Parents

The DepEd still maintains that parents have the ultimate responsibility for determining whether their children should go to school, even if no order for cancellation/suspension of classes has been issued, if they feel that traveling to or from school will place their children at risks.

Parents are advised to check for media advisories coming from PAGASA, NDRRMC, RDRRMCs, LDRRMCs or the Office of the President itself.

Parents and teachers are reminded that the required number of school days for the school year shall be considered especially in holding make-up classes to offset the days when classes are cancelled/suspended. These make-up classes shall be held on Saturdays or on weekdays beyond the originally set school calendar in both public and private schools.

School officials, members of the DRRMCs in schools designated as evacuation centers are requested to render service even when classes are suspended. They shall coordinate with the local government official on rules, orders, and guidelines prescribed for evacuation centers.

5. Immediate dissemination of and compliance with this memorandum is directed.

CLL/sgod_ckr


Department of Education
**Revised Rapid Assessment of Damages Report 1 (RADaR 1) as of January 2015
School-Level Form**
Instructions to School Heads:

1. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
2. Send via text message (SMS) to Globe/Smart. The answers should be sent using the following format:
RADAR1,<Name of incident>,<EBEIS School ID>,<Incurred damages because of incident? (Yes/No)>,<Number of totally damaged classrooms>,<Number of classrooms with major damage>,<Number of classrooms with minor damage>,<Number of temporary learning spaces needed for resumption of classes>,<Number of deceased personnel>,<Number of injured personnel>,<Number of missing personnel>,<Number of displaced personnel>,<Number of classrooms used for evacuation of families>,<Are there still evacuees after three days? (Yes/No)>,<Full name of sender>,<Designation>
For example: RADAR1,Luis,102121,No,0,0,0,0,0,0,0,0,0,0,Orville Benigno,HT
RADAR1,Mayon Eruption,199991,No,0,0,0,0,0,0,0,4,4,Yes,Jose Garcia III,MT

Send it to 09152053244 (Central Office) and 09178992245 (Division Office) . **Invalid text messages, and forms sent via e-mail or fax shall not be processed.** Kindly check the following before sending: (1) Only the answers are typed, no need to input questions; (2) No spaces between commas; and, (3) **RADAR1** and **SCHOOL ID** is indicated. By sending this form via SMS, please note that the sender is certifying that the information sent is true and accurate. Any inaccurate and incorrect information shall be the responsibility of the sender.

Instructions to Divisions:

A link to the consolidated RADaR shall be given to divisions so that they can check the RADaR1 data sent by school heads. Divisions are in-charge of ensuring all affected schools send RADaRs via SMS and shall be responsible for schools without reports. Only divisions with DepEd e-mail accounts can access and check the RADaR submissions of schools. For divisions without DepEd e-mail accounts, kindly inquire with your ICT Coordinators on how to register for a DepEd e-mail account.

For inquiries about this form, contact DRRMO at (02) 637-4933 and/or (02) 635-3764.

Division: _____

#	QUESTIONS	ANSWERS
1	Name of incident (Can be name of tropical cyclone, name of volcano or description of incident)	
2	EBEIS SCHOOL ID	
3	Incurred damages because of incident? (Indicate Yes/No only)	
4	Number of academic classrooms that are <u>totally</u> damaged (damaged academic classrooms that cannot be used)	
5	Number of academic classrooms with <u>major</u> damage (damaged academic classrooms needing major repair and cannot be repaired by school)	
6	Number of academic classrooms with <u>minor</u> damage (damaged academic classrooms needing minor repair that can all be repaired by school)	
7	Number of temporary learning spaces (TLS) needed for immediate class resumption	
8	Number of deceased DepEd teaching and non-teaching personnel	
9	Number of injured DepEd teaching and non-teaching personnel	
10	Number of missing DepEd teaching and non-teaching personnel	
11	Number of displaced DepEd teaching and non-teaching personnel	
12	Number of academic classrooms used for evacuation of families (all academic classrooms used since Day 1)	
13	Are there still evacuees after three days? (Indicate Yes/No only)	

By sending this RADaR via SMS, I hereby certify that the information sent is true and accurate.

(14) **Full Name** of sender _____ Date _____

(15) **Designation** of sender _____ Contact Number _____



Department of Education

Revised Rapid Assessment of Damages Report 2 (RADaR 2) as of January 2015 School-Level Form

Instructions to School Heads:

1. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
2. Send via text message (SMS) to Globe/Smart. The answers should be sent using the following format:
RADAR2,<Name of Incident>,<School ID>,<Number of damaged school furniture (armchairs)>,<Number of damaged copies of learning materials/textbooks used for instruction>,<Number of damaged sets of computer equipment used for instruction>,<Full name of sender>,<Designation>

**For example: RADAR2,Bush Fire,300461,23,45,0,Juan Dela Cruz Jr,Principal
RADAR2,Luis,102121,0,0,0,Orville Benigno,HT**

Send it to 09152053244 (Central Office) and 09178992245 (Division Office). Invalid text messages, and forms sent via e-mail or fax shall not be processed. Kindly check the following before sending: (1) Only the answers are typed, no need to input questions; (2) No spaces between commas; and, (3) **RADAR2** and **SCHOOL ID** is indicated. By sending this form via SMS, please note that the sender is certifying that the information sent is true and accurate. Any inaccurate and incorrect information shall be the responsibility of the sender.

Instructions to Divisions:

A link to the consolidated RADaR shall be given to divisions so that they can check the RADaR2 data sent by school heads. Divisions are in-charge of ensuring all affected schools send RADaRs via SMS and shall be responsible for schools without reports. Only divisions with DepEd e-mail accounts can access and check the RADaR submissions of schools. For divisions without DepEd e-mail accounts, kindly inquire with your ICT Coordinators on how to register for a DepEd e-mail account. **Divisions are advised to make the necessary detailed assessment for reports received under RADaR2.** They are also advised to send the consolidated detailed assessment to respective DepEd Offices (cc: drmo@deped.gov.ph).

For inquiries about this form, contact DRRMO at (02) 637-4933 and/or (02) 635-3764.

Division: _____

#	QUESTIONS	ANSWERS
1	Name of incident (Can be name of tropical cyclone, name of volcano or description of incident)	
2	EBEIS SCHOOL ID	
3	Number of damaged school furniture (armchairs) that needs to be replaced for use of learners (<i>Additional information on damaged teachers' tables and chairs, tables and chairs for Kinder, and/or desktops shall be consolidated by respective divisions. Divisions shall endorse the detailed assessment to respective DepEd offices for proper intervention.</i>)	
4	Number of copies of learning materials/textbooks used for instruction that were damaged because of incident (<i>Detailed information on number of copies needed for instruction per grade level and subject area shall be consolidated by respective divisions. Divisions shall endorse the detailed assessment to respective DepEd offices for proper intervention.</i>)	
5	Number of sets of computer equipment used for instruction that were heavily damaged because of incident (<i>Detailed information on type of equipment damaged shall be consolidated by respective divisions. Divisions shall endorse the detailed assessment to respective DepEd offices for proper intervention.</i>)	

By sending this RADaR via SMS, I hereby certify that the information sent is true and accurate.

(6) Full Name of sender _____ Date _____

(7) Designation of sender _____ Contact Number _____