



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

August 14, 2024

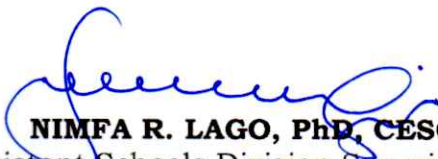
DIVISIONAL MEMORANDUM

No. *228* s. 2024

**CONDUCT OF COMPREHENSIVE SCHOOL SAFETY READINESS ASSESSMENT FOR
ELEMENTARY AND SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Secondary and Elementary School Heads
This Division

1. This Division shall conduct a Comprehensive School Safety Readiness Assessment to all elementary and secondary schools starting August 27, 2024, onwards giving importance for a secure learning environment vital in shaping a safe educational environment of the learners and faculty.
2. Attached is the CSSRA Monitoring Tool for reference.
3. For more information, inquiries, and clarification, contact Rhona M. Agustin, PDO II (DRRM) on 09383096265.
4. This Office desires immediate dissemination of this Memorandum.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the SDS



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COMPREHENSIVE SCHOOL SAFETY CHECKLIST ASSESSMENT TOOL FOR ELEMENTARY AND SECONDARY SCHOOLS
 School Year 2024 – 2025

Name of School: _____
 School Address: _____
 School Head: _____

District: _____

ENABLING ENVIRONMENT			
NO.	CRITERIA	YES	NO
1	Adopted/Adapted/Localized at least 3 existing policies relating to DRRM/CCA/EiE/ school safety.		
2	Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership, roles and responsibilities/functions.		
3	Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction, and rehabilitation and recovery.		
4	School budget supports regular DRRM activities.		
5	Conducted student-led school watching and hazard mapping (D.O. 23, s. 2015), and involved students in DRRM planning.		
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and School Improvement Plan (SIP).		
7	Data collection and consolidation of programs and activities on DRRM, covering the three pillars to monitor results and impact.		
8	Rapid Assessment of Damages Report (RADaR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area.		
9	100% completion of DRR related questions in the EMIS/BEIS.		
10	School has partnerships that could be tapped to support its DRRM programs and activities, including those during and after a disaster.		

PILLAR 1: SAFE LEARNING FACILITIES			
NO.	CRITERIA	YES	NO
1	School building/classroom components are according to DepEd and/or National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1)		
2	School conducted risk assessment of buildings, in coordination with the Education Facilities Division and with support of other agencies and partners.		
3	School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.).		
4	Undertaken regular inspection and repair of minor classroom (including facilities) damages.		
5	School heads are clear with the roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per Joint Memorandum Circular No. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR.		

PILLAR 2:			
NO.	CRITERIA	YES	NO
1	School has a contingency plan, i.e. Preparedness Plan turned into response actions when a disaster strikes.		
2	80% of the students and their families have accomplished the Family Preparedness Plan together (family evacuation, reunification) as per D.O. 27, series of 2015.		
3	School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency.		



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4	Hazard and evacuation maps are located in conspicuous places in the school.		
5	School has available, accessible, and adequate first aid kit in every instructional classroom.		
6	School has at least 2 necessary and functioning equipment, in case of a disaster (i.e. fire extinguisher, handheld/base radio, generator, etc.).		
7	School has conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)		
8	School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols.		
9	School has trained personnel to administer first aid to students and personnel.		
10	School has pre-identified spaces for putting up Temporary Learning Spaces/Shelters in the aftermath of a disaster or emergency.		
11	School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement).		
12	School has psychosocial interventions for personnel and students.		
13	School has trained teachers and other personnel who could provide psychosocial support to students.		
14	School has an evacuation plan and procedures.		
15	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents.		
16	School has conducted awareness and capacity building for families and learners.		
17	School participated in the different DRRM/CCA/EiE activities of the LGU.		

PART 3: DRR IN EDUCATION

NO.	CRITERIA	YES	NO
1	School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the national Curriculum Guide/MELCs.		
2	More than 75% students are actively participating in various DRRM/CCA/EiE activities.		
3	School has a DRRM/CCA/EiE capacity building plan for teachers and personnel.		
4	School head and personnel have participated at least 3 DRRM/CCA/EiE trainings from division or region or partners.		
5	At least more than 10 DRRM/CCA/EiE resource materials are available in the school.		
6	Presence of DRRM corner, with updated IEC materials posted in it.		

Inspected by:

RHONA M. AGUSTIN

PDO II – DRRM

Date: _____

Annex A



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Annex A

Pillar 1: SAFE LEARNING FACILITIES (Under No. 1 criterion)

PHYSICAL FACILITIES				
NO.	CRITERIA FOR CHECKING	YES	NO	RECOMMENDATIONS
	SCHOOL BUILDING COMPONENTS <i>School building/classroom components is/are according to the DepEd and/or National Building Code approved/standard design and specifications.</i>			
1	Wall Finish			
	Flooring			
	Ceiling			
	Window/Ventilations			
	Corridor			
	2 - Doors per classroom			
	Railings/handrails/ramps			
	Standard room dimensions			
	Presence of emergency exits and signages			
	ANCILLARY FACILITIES <i>Provisions/presence of other instructional rooms and</i>			
2	School Health Clinic			
	Guidance and Counselling			
	School Canteen			
	Home Economics Building/Room			
	Science Laboratory Room/Building			
	OTHER FACILITIES			
3	Sports/recreational facilities (gym, basketball courts etc.)			
	Emergency exit gate/s			
	Waiting Shed within the school premises			
	Complete perimeter fence			
	Stage and open grounds			
	Covered pathwalks			
	Functional drainage system			
	Material Recovery Facility (MRF)			
	WASH FACILITIES <i>Adequate number and functional WASH Facilities</i>			
4	Water source			
	Toilets			
	Handwashing facilities			
	Drinking facilities			
	WASH for physically impaired			
	POWER AND TELECOMMUNICATION FACILITIES			
5	Proper installation of communication facility			
	Proper electrical wiring system and connections			



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SAFETY CHECK ON HEALTH AND ENVIRONMENT

SCHOOL SAFETY AND SECURITY			
<i>Presence/ Visibility of Warning Signs</i>			
1	Pedestrian lane markings/humps		
	Loading/unloading signs		
	Stop and Go signs		
	Signs for physically impaired		
	Signages on the observance of health protocols and protective measures		
	SECURITY		
	Presence of Identification Cards for students, and school personnel		
	Proper coordination with barangay officials/nearest police stations		
	Presence of telephone / cellphone hotlines (directory) in a conspicuous place in the school premises		
HEALTH AND ENVIRONMENTAL SAFETY			
2	Waste segregation/regular schedule for trash disposal especially infectious wastes such as used tissues		
	No possible areas/places for mosquitoes breeding, and presence of stray animals		
	With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school		
	Installation of Olyset Nets (Elementary level only)		



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SCHEDULE OF ONSITE ASSESSMENT

DATE	SCHOOL
August 27, 2024 (Tuesday)	<i>Morning</i> Andrea Costonera Elementary School Felipe Carreon Central School Sancho V. Capa Integrated School
	<i>Afternoon</i> Baybay Central School Sta. Cruz Elementary School Bacolod Elementary School
August 28, 2024 (Wednesday)	<i>Morning</i> Doña Consuelo Elementary School Gango Elementary School San Antonio Elementary School
	<i>Afternoon</i> San Antonio National High School Embargo Elementary School Gotocan Elementary School
August 29, 2024 (Thursday)	<i>Morning</i> Domingo Barloa Integrated School Labo Central School Mintalar Elementary School
	<i>Afternoon</i> Sangay Integrated School Labo National High School Antero Hinagdanan Elementary School
August 30, 2024 (Friday)	<i>Morning</i> Dalapang Elementary School Faustino Decena Elementary School Hilarion Ramiro Elementary School
	<i>Afternoon</i> Maximino Laurete Central School Roman Mabanag Elementary School Jose Lim Ho National High School
September 2, 2024 (Monday)	<i>Morning</i> Antero U. Roa Central School Capucao C Elementary School Pershing Tan Queto Elementary School
	<i>Afternoon</i> Tipan Elementary School Montol National High School Capucao Integrated School
September 3, 2024 (Tuesday)	<i>Morning</i> Guingona Integrated School



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	<i>Afternoon</i>	Gala Elementary School Guimad Elementary School Juan Acapulco Elementary School Cogon Integrated School Marcelino Regis Integrated School
September 4, 2024 (Wednesday)	<i>Morning</i> <i>Afternoon</i>	Gala National High School Balintawak Elementary School Cruz Lanzado Saligan Integrated School Dimaluna Integrated School Pulot Elementary School Pulot National High School
September 5, 2024 (Thursday)	<i>Morning</i> <i>Afternoon</i>	Malaubang Integrated School Bongbong Elementary School Diego Tuastomban Elementary School Gregorio Saquin Elementary School Labinay Elementary School Narciso Ledesma Central School
September 6, 2024 (Friday)	<i>Morning</i> <i>Afternoon</i>	Jacinto Nemeño Integrated School Sinusa Integrated School Labinay National High School Tabid National High School Maningcol Central School Misamis Annex Integrated School
September 9, 2024 (Monday)	<i>Morning</i> <i>Afternoon</i>	Ozamiz City National High School Ozamiz City Central School Catadman Elementary School Ozamiz City School of Arts and Trades



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