



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
82 Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM
No. 329, s. 2018

August 10, 2018

PREEMPTIVE MEASURES FOR MONSOON RAINS

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
School DRRM Coordinators

- 1) In anticipation of Monsoon Rains, all School Heads and SDRRM Focal Persons are advised to prepare and take the following precautionary measures:
 - a. Make sure that computers and other electrical equipment are unplugged.
 - b. Move textbooks, school records, furniture, and other important materials safer areas.
 - c. Convene the school DRRM team
 - d. Board up jalousies and windows with plywood or other secure material;
 - e. Secure all ongoing construction projects including supplies and materials
 - f. Secure roof beams of buildings made of light materials with heavy duty ropes and/or other secured materials
 - g. Prune trees which are along electrical posts and adjacent to buildings.
 - h. Preposition materials such as emergency supplies/equipment for possible immediate use.
 - i. Assign personnel as a custodian of keys in case school is used for evacuation.
 - j. Report damages due to Monsoon Rains to SDO DRRM Coordinator.
- 2) For schools that may be designated by LGUs as evacuation centers, school heads shall contact the Division DRRM Coordinator via text/call Mr. Karim Javar through 09194377356(Smart /09564199724(Globe).
- 3) School Damages should be reported using the RaDAr Forms and with pictures and an incident report.
- 4) Immediate dissemination of this memorandum is desired.


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Schools Division Superintendent