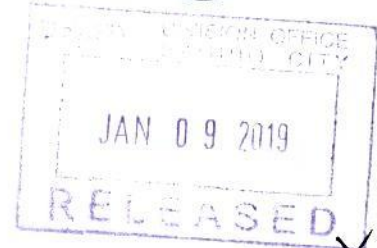




Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City
Telefax # 442-7819



DIVISION MEMORANDUM

No. OK s. 2019

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

Subject: **“SIRIB KUBONG 2018” Search for the Most Functional School in Disaster Risk Reduction and Management Implementation.**

Date: January 8, 2019

DepEd’s membership to the National DRRM Council (NDRRMC), the Department is also committed to implement DRRM in basic education with in the following thematic areas: Prevention and Mitigation, Preparedness, Response, and Recovery and Rehabilitation.

With the issuance of a policy (DO 37 s. 2015), the framework is expected to guide schools in assessing, planning and implementing specific prevention, and mitigation, preparedness, response and recovery and rehabilitation interventions.

Schools Division of Baguio and DepEd Central DRRM System funded a series of capability training echoed down to School DRRM coordinators to implement DRRM programs in the schools. As a way to gauge the level of DRRM operation to the schools, **“SIRIB KUBONG”** search for the most functional school in DRRM implementation will measure which schools are highly ready to respond and manage risk in the school.

Attached with this memo is the Comprehensive School Safety DRRM ASSESSMENT TOOL and the National DRRM Comprehensive School Safety Guidance Notes as the criteria and selection of the **“SIRIB KUBONG”** search for the most functional school in DRRM implementation 2018.

For inquiries or clarification send or call Mr. Elyzaldy Karim L. Javar (Division DRRM Coordinator) at 09564199724 / 09194377356.

Wide dissemination of this Memorandum is desired

FEDERICO P. MARTIN, ED., D. CESO V
Schools Division Superintendent



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Schedules and Activities for “SIRIB KUBONG 2018”.

- February 8, 2019 Submission of the “Sirib Kubong” DRRM Portfolio
February 11, 2019 Desk evaluation and screening of complete MOVES for each criterion in the Comprehensive School Safety DRRM ASSESSMENT TOOL
February 13-14, 2019 Ocular validation of secondary and elementary schools with Sirib Kubong DRRM portfolio
February 19, 2019 Announcement of winners through a memo will be released.
February 22, 2019 Awarding of Winners at Division Office 3rd floor. Multipurpose Hall

Winners and Prizes

	Elementary	Secondary
“Sirib Kubong 2018” Most Functional School in DRRM Implementation	Cash Award; Ph 8,000.00 Trophy	Cash Award; Ph 8,000.00 Trophy
1 st Runner Up	Cash Award; Ph 6,500.00 Trophy	Cash Award; Ph 6,500.00 Trophy
2 nd Runner Up	Cash Award; Ph 5,000.00 Trophy	Cash Award; Ph 5,000.00 Trophy

Note: **Cash** prizes will be for procurement of DRRM materials or equipments.



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Department of Education
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Comprehensive School Safety
DISASTER RISK REDUCTION AND MANAGEMENT ASSESSMENT TOOL
Department of Education

Name of School:	School District:
School ID:	Date Visited/Inspected:
Division:	Visited/Inspected by:
Type of School (encircle): Small /Medium /Large /Mega	
School Address:	

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

	Pillar 1: Safe Learning Facilities			35		
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, for corresponding points)			29		
2	School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners			2		
3	School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.)			2		
4	Undertaken regular inspection and repair of minor classroom (including facilities) damages			1		
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			1		

	Pillar 2: School Disaster Risk Management			30		
1	School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes			3		
2	80% of students and their families have accomplished the Family Preparedness Plan together (family evacuation, reunification), as per DO No. 27, series of 2015			3		
3	School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency			2		
4	Hazard and evacuation maps are located in conspicuous places in the school			1		
5	School has available, accessible, and adequate first aid kit in every instructional classroom			1		
6	School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)			1		
7	School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)			3		
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			2		
9	School has trained personnel to administer first aid to students and personnel			1		
10	School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency			1		

11	School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)			2		
12	School has psychosocial interventions for personnel and students			1		
13	School has trained teachers and other personnel who could provide psychosocial support to students			1		
14	School has an evacuation plan and procedures			2		
15	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents			2		
16	School has conducted awareness and capacity building for families and learners			3		
17	School participated in the different DRRM/CCA/EiE activities of the LGU			1		

	Pillar 3: DRR in Education			12		
1	School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the national Curriculum Guide			5		
2	More than 75% of students are actively participating in various DRRM/CCA/EiE activities			1		
3	School has a DRRM/CCA/EiE capacity building plan for teachers and personnel			1		
4	School Head and personnel have received at least 3 DRRM/CCA/EiE trainings from division or region or partners			3		
5	At least more than 10 DRRM/CCA/EiE resource materials are available in the school			1		
6	Presence of DRRM corner, with updated IEC materials posted in it, in every classroom			1		

SUMMARY SHEET

CRITERIA	POINTS	Remarks/Recommendation
I. Enabling Environment	23	
II. Pillar 1: Safe Learning Facilities	35	
III. Pillar 2: School Disaster Risk Management	30	
IV. Pillar 3: DRR in Education	12	
TOTAL	100	

RATING SCHEME

Excellent	91-100%
Very Good	81-90%
Good	71-80%
Needs Improvements	61-70%

INSPECTED BY:

Name:
Position:
Agency:
Date



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

Comprehensive School Safety Guidance Notes
Schools Category
Gawad KALASAG CY 2017

CRITERIA		GUIDANCE FOR POINTS
Enabling Environment		23
1	Adopted/Adapted/localized at least 3 existing policies relating to DRRM/CCA/EiE in education/school safety	3 or more policies adapted/localized = 3 1-2 policies adapted/localized = 1
2	Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions	Presence of all component in the criteria = 2 Absence of even 1 component in the criteria = 0
3	Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction, and rehabilitation and recovery	Presence of all component in the criteria = 1 Absence of even 1 component in the criteria = 0
4	School budget supports regular DRRM activities	Presence of budget allocated for DRRM activities = 2 Absence of budget allocation for DRRM activities = 0
5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning	Students involved in both = 2 Students involved in either the student-led school watching and hazard mapping or DRRM planning = 0
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and SIP	Incorporated in both the DRRM Plan and SIP = 4 Incorporated only in the DRRM Plan = 1
7	Data collection and consolidation on programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist	Presence = 2 Absence = 0
8	Rapid Assessment of Damages Report (RADAR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area	Submission within 72 hours after onslaught of hazard, either through SMS or other means of communication = 3 Submission beyond 72 hours after onslaught of hazard, either through SMS or other means of communication = 1

Telefax: NDRRMC Opcen +63 (2) 911-1406; 912-2665; 912-5668; NDRRMC Secretariat +63 (2) 912-0441; 912-0459;
Office of the Administrator, Office of Civil Defense +63 (2) 912-2424
Email: dopcen@ndrrmc.gov.ph Website: www.ndrrmc.gov.ph

9	100% completion of DRR related questions in the EMIS/EBEIS	100% completion = 2 Less than a 100% completion = 0
10	School has partnerships that could be tapped to support its DRRM programs and activities, including those during after a disaster	Presence of current partnerships = 2 Absence of partnership = 0
Pillar 1: Safe Learning Facilities		35
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, for scoring)	See Guidance on DepEd Minimum Standards for points (29 POINTS)
2	School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners	Presence as per the criteria = 2 Absence = 0
3	School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.)	Undertaken appropriate action = 2 Absence of any appropriate action = 0
4	Undertaken regular inspection and repair of minor classroom (including facilities) damages	Presence = 1 Absence = 0
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	Presence = 1 Absence = 0
Pillar 2: School Disaster Risk Management		30
1	School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes	Presence = 3 Absence = 0
2	80% of students and their families have accomplished the Family Preparedness Plan together (family evacuation, reunification), as per DO No. 27, series of 2015	80% of students accomplished as per criteria = 3 Less than 80% of students accomplished as per criteria = 1
3	School has established a school personnel and learners tracking system/protocol in the event of a disaster	Presence of both = 2 Absence of 1 or both = 0

	or emergency	
4	Hazard and evacuation maps are located in conspicuous places in the school	Presence = 1 Absence = 0
5	School has available, accessible, and adequate first aid kit in every instructional classroom	Presence and accessibility with basic content = 1 Basic Content: alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first aid book, gloves Absence of any of the criteria = 0
6	School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)	Presence of at least 2 equipment as per criteria = 1 (if fire extinguisher is one of them, should follow BFP minimum standards; otherwise, it is not considered) Less than 2 = 0
7	School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)	If drills dealt with at least 3 hazards in total (each drill being hazard-specific), and as per criteria = 3 If drills dealt with 1-2 hazards in total (each drill being hazard-specific) and as per criteria = 1
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	Presence = 2 Absence = 0
9	School has trained personnel to administer first aid to students and personnel	Presence = 1 Absence = 0
10	School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency	Presence = 1 Absence = 0
11	School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)	Presence = 2 Absence = 0
12	School has psychosocial interventions for personnel and students	Presence = 1 Absence = 0
13	School has trained teachers and other personnel who could provide psychosocial support to students	Presence = 1 Absence = 0
14	School has an evacuation plan and procedures	Presence = 2 Absence = 0
15	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents	Presence = 2 Absence = 0
16	School has conducted awareness and capacity building for families and learners	Four or more = 3 Less than 4 = 1
17	School participated in the different DRRM/CCA/EiE activities of the LGU	Presence = 1 Absence = 0

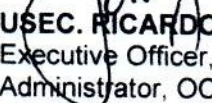
Pillar 3: DRR in Education		12 POINTS
1	School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the national Curriculum Guide	Integrated in 4 or more subjects = 5 Integrated in 2-3 subjects = 3
2	More than 75% of students are actively participating in various DRRM/CCA/EiE activities	More than 75% of students = 1 Less than 75% of students = 0
3	School has a DRRM/CCA/EiE capacity building plan for teachers and personnel	Presence = 1 Absence = 0
4	School Head and personnel have received at least 3 DRRM/CCA/EiE trainings from division or region or partners	At least 3 DRRM/CCA/EiE trainings as per criteria = 3 Less than 3 = 1
5	At least more than 10 DRRM/CCA/EiE resource materials are available in the school	Presence = 1 Absence = 0
6	Presence of DRRM corner, with updated IEC materials posted in it, in every classroom	Presence = 1 Absence = 0
TOTAL POINTS		100

Approved and Adopted by the Joint NSC/RSCs on 08 December 2016.

Noted:


Edgardo J. Oilet, MNSA
Project Officer, Gawad KALASAG

CONFORME:


USEC. RICARDO B. JALAD
Executive Officer, NDRRMC/
Administrator, OCD