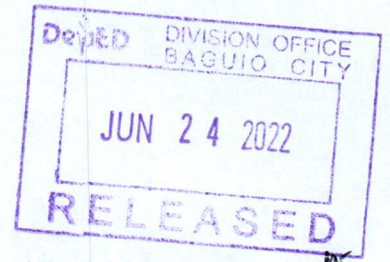




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



15 June 2022

DIVISION MEMORANDUM  
No. 182, s. 2022

**CALL FOR SUBMISSION OF SCHOOL BEST PRACTICES ON SCHOOL DISASTER  
RISK REDUCTION AND MANAGEMENT AND CLIMATE CHANGE ADAPTATION AND  
MITIGATION**

To : CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisors  
Public and Private Schoolheads  
School DRRM Coordinators  
Others Concerned

1. The Education Support Services Division (ESSD) will be conducting a documentation of school best practices on disaster risk reduction and management (DRRM) and climate change adaptation and mitigation (CCAM). The activity is a knowledge-sharing aimed to improve the implementation of the school disaster risk reduction and management program.
2. Interested schools are invited to submit a write-up of their best practices to the Division DRRM Coordinator following the guide indicated in Enclosure 1. Deadline of submission of best practices is on or before 15 September 2022.
3. Selected best practices shall be disseminated and shared to promote learning and sharing of experience. A series of Best Practices shall be published and posted in the official DepEd-CAR website for replication by other schools.
4. Immediate and wide dissemination of this Memorandum is required.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent





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Enclosure 1 to Division Memorandum 182, s. 2022

**Procedures for Identifying and Documenting Best Practices**

A. Criteria for selection of best practices

1. Effectiveness: The practice must work and achieve results that are measurable
2. Efficiency: The practice produced results with a reasonable level of resources and time
3. Relevance: The practice addresses issues on disaster risk reduction/ climate change
4. Possibility of duplication: the practice can be replicated by the school and by the community.

B. Format

1. The of the “Best Practice”  
Should be brief and reflect the practice being documented
2. Introduction:  
Provides the context and justification for the practice and address the following issues:
  - What is the problem being addressed?
  - Which population is being affected?
  - What is the impact of the problem to the school?
  - What objectives were being achieved?
3. Implementation of the Practice
  - What are the main activities carried out?
  - When and where were the activities carried out?
  - Who were the key implementers and partners?
  - What were the resource implications?
4. Result of the Practice
  - What were the concrete results (output and outcome)
  - Was an assessment of the practice carried out? If yes, what were the results
5. Lessons Learned
  - What worked well (Facilitating factors)
  - What did not work well (Hindering factors)
6. Conclusion
  - How have the results benefited the school
  - Why is it considered a “Best Practice”
  - What recommendation can be given for those intending to adopt the “Best Practice”
7. Further Reading
  - Provide a list of references that give additional information on the “Best Practice”

C. Write-up

The write-up shall not exceed 2, 000 words. It should be submitted as follows:

Font and font size: Bookman Old Style 12

Spacing: Double-line spacing

Prepared in Microsoft Word

Paper size: A4



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