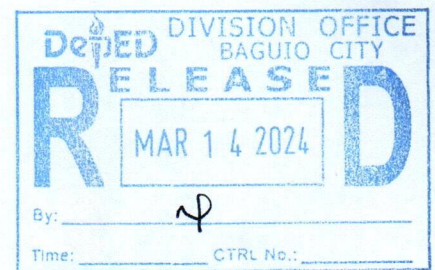




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



12 March 2024

**DIVISION MEMORANDUM**

No. **176-2024**

**REITERATION ON THE OBSERVANCE OF FIRE PREVENTION MONTH  
AND THE CONTINUING FIRE SAFETY AND AWARENESS PROGRAM**

To: Chief Education Supervisors  
Public Schools District Supervisors  
Public School Heads  
School DRRM Coordinators  
All Others Concerned

1. Complying with DepEd Memorandum DM-OUOPS-2024-04-01692 titled *"Reiteration on the Observance of Fire Prevention Month and the Continuing Fire Safety and Awareness Program,"* all schools in the Schools Division of Baguio City are to:
  - i. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
  - ii. Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;
  - iii. Ensure availability and functionality of fire safety equipment, fire alarm activation procedures, and public address system;
  - iv. Conduct quarterly fire and evacuation drills; and
  - v. Implement the Kiddie/Junior Fire Marshal in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum circular by and between DepEd and Department of the Interior and Local Government.
2. Furthermore, School DRRM Coordinators are to submit their reports through the link stated below using their Microsoft Office 365 Accounts.  
Link for Submission: **[tinyurl.com/SDOBAGUIOFirePrevention](https://tinyurl.com/SDOBAGUIOFirePrevention)**  
Deadline of Submission: **on or before April 1, 2024**
3. For further information, you may contact the Division Disaster Risk Reduction and Management Coordinator via email at [cliftone.bangseil@deped.gov.ph](mailto:cliftone.bangseil@deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent

SGOD/SMN/CKB



Address: 82 Military Cut-off Road, Baguio City  
Telephone/Fax: (074) 442-4326 / (074) 442-7819 | Email: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)  
Website: [www.depedpines.com](http://www.depedpines.com) | Facebook Page: [facebook.com/DepEdTayoBaguioCity](https://facebook.com/DepEdTayoBaguioCity)

"DepEd SDO Baguio City:  
*We Serve,  
We Care.*"





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2024- 04-01692**

**FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL  
 EDUCATION, BARMM  
 ALL REGIONAL DIRECTORS  
 ALL SCHOOLS DIVISION SUPERINTENDENTS  
 ALL REGIONAL AND DIVISION DRRM COORDINATORS  
 ALL PUBLIC SCHOOLS**

**FROM : *Revsee A. Escobedo*  
 ATTY. REVSEE A. ESCOBEDO  
 Undersecretary for Operations /**

**SUBJECT : Reiteration on the Observance of Fire Prevention Month and  
 the Continuing Fire Safety and Awareness Program**

**DATE : 6 March 2024**

Pursuant to Presidential Proclamation 115-A declaring the month of March as Fire Prevention Month, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS), hereby reiterates to all offices across all levels of the Department and schools the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program. This program was launched in schools through DepEd Order No. 72, s. 2012, with the aim to promote and intensify fire safety awareness, prevention, and preparedness among schools, personnel, staff, and learners nationwide.

Specifically, the "Continuing Fire Safety and Awareness Program", as prescribed by the DepEd Order thereof, hereby directs schools to:

- a. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
- b. Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;
- c. Ensure availability and functionality of fire safety equipment, fire alarm activation procedure, and public address system;
- d. Conduct quarterly fire and evacuation drills; and
- e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum circular by and between DepEd and Department of the Interior and Local Government.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
 Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
 Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 6





Furthermore, DepEd Order No. 28, s. 2016 “Strengthening the Fire Safety and Awareness Program”, contains provision that outline the specific roles and responsibilities of all DepEd personnel at all levels, including the proper implementation of fire safety protocols, the conduct of regular fire drills and exercises, and the establishment of safety committees to oversee safety and security measures.

Further, it emphasizes the need for continuous monitoring and evaluation of the program’s effectiveness to identify areas for improvement and ensure that safety standards are met. Hence, the DepEd Order No. 28, s. 2016, as attached, delivers a comprehensive framework for the successful implementation of the Strengthening the Fire Safety and Awareness Program in all DepEd schools and offices.

In addition, DepEd Order No. 53, s. 2022 emphasizes the importance of fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. This is to ensure that learners, teachers, and personnel are prepared in case of a fire emergency. The reiteration of this policy is crucial in promoting safety within the school premises.

For further information, you may contact the Disaster Risk Reduction and Management Service, 2<sup>nd</sup> Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

For information and appropriate action.

[DRRMS/AAMS]



## Annex A

### Guidelines on the Submission of Reports on the Conduct of Fire Prevention Month Celebration

All DepEd Regional Offices and Schools Division Offices should thoroughly follow the guidelines below.

#### For Schools Division Offices

1. The Division DRRM Coordinators must consolidate reports and pictures from School DRRM Coordinators, and shall accomplish the Reporting Template attached in **Annex B**. The Division DRRM Coordinators have the prerogative on the format or template and specific deadline for the schools to submit their report to the Division office. The Division DRRM Coordinators are requested to select schools with best practices.
2. Consolidated reports and pictures must be submitted by the Division DRRM Coordinators **to respective Regional DRRM Coordinators copy furnished their respective Schools Division Superintendent, and DRRMS through [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph)**.
3. The Division DRRM Coordinators shall keep a copy of the submitted report for future reference, as necessary.

#### For Regional Coordinators

1. The Regional DRRM Coordinators must consolidate, and compile photo documentation reports submitted by the Division DRRM Coordinators and **upload them to their designated folder through this OneDrive link: <http://tinyurl.com/DepEdFirePreventionMonth2024>**.
2. The Regional DRRM Coordinators must submit a regional-level write-up using the standard outline provided in **Annex C**.
3. The regional-level write-up together with the consolidated report must also be submitted by the Regional DRRM Coordinators to the DRRMS via email [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) copy furnished their respective Regional Directors not later than **12 April 2024 EOB**.
4. Regional DRRM Coordinators should use the naming convention below for email subject: **[CY 2024 Fire Prevention Month Celebration] Report\_<Region>**

In addition, the Regional DRRM Coordinators shall select schools or SDOs that exhibit best practices in the field. The selected schools or SDOs will be featured in the DRRMS final report which aims to showcase successful demonstrations of Fire Prevention Month implementation for others to learn from and replicate. It is a positive step towards encouraging and recognizing good practices in disaster preparedness and response, which can lead to more effective and resilient communities in the face of disasters.



**Annex B**

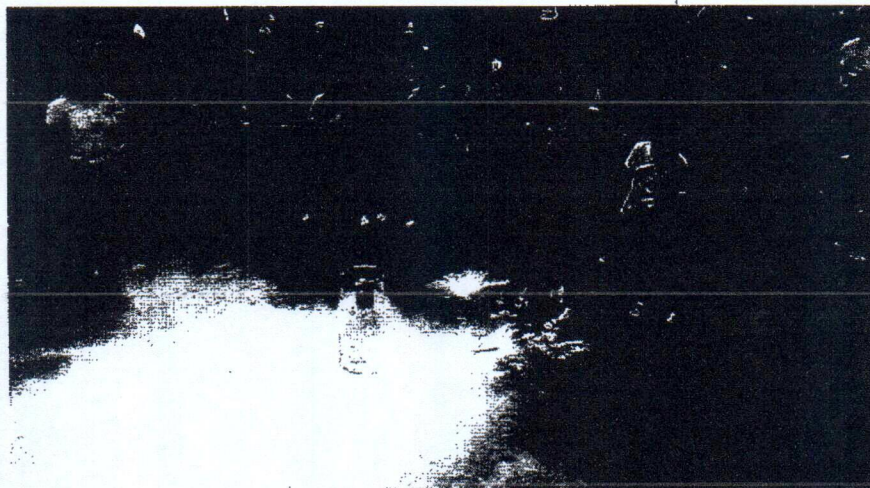
**Division Level Report on the Conduct of Fire Prevention Month**

I. Data on the conduct of Fire Prevention Month Celebration

<b>Total no. of schools that conducted activities in relation to Fire Prevention Month</b>		
<b>No. of Learners Participated</b>	<b>Male</b>	<b>Female</b>
Total no. of Elementary Learners		
Total no. of Secondary Learners		
<b>No. of Personnel Participated</b>	<b>Male</b>	<b>Female</b>
Total no. of Elementary Personnel		
Total no. of Secondary Personnel		
<b>Grand Total</b>		

II. Documentation

Attach three (3) to five (5) photo documentation of activities conducted during Fire Prevention Month Celebration. See sample photo documentation below:



*Caption: Describe the photo/s above in two (2) to three (3) sentences*

*Sample caption:*

***Pagasa Elementary School conducted various activities in observance of Fire Prevention Month, including fire safety drills and lectures on fire safety and prevention. These activities aimed to raise awareness of the importance of fire safety and prevention in the school community, promote a culture of safety, and ensure the readiness of school personnel, and learners in the event of a fire emergency.***



The following guidelines is set for the photo documentation of activities during the conduct of the Fire Prevention Month Celebration schools and DepEd offices:

1. Photo of the activities during the conduct of the Fire Prevention Month Celebration may be used in information and communication materials of the Department, as may be requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The recommended minimum specifications for photo documentation are as follows:
  - a. File format:       JPG or PNG
  - b. Dimensions:       4:3 ratio
  - c. Orientation:       Landscape
4. Upload photo documentation to designated folder in the OneDrive link:  
<http://tinyurl.com/DepEdFirePreventionMonth2024>.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: [oure@deped.gov.ph](mailto:oure@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	5 of 6





## Annex C

### Standard Outline for the Regional-level Write-up on the Conduct of Fire Prevention Month

#### I. Introduction

*This section introduces the overall conduct of Fire Prevention Month Celebration in the Region and provides a brief overview of its purpose and objective.*

#### II. Actual Conduct of the Activity

*This section describes the regional-level conduct of activities in summary. It includes a step-by-step account of what transpired during the activity, the roles and responsibilities of the participants, the tools and equipment used, and the safety measures that were put in place.*

#### III. Observations and Evaluation

*This section provides an assessment of the conduct of activities in schools and its effectiveness. It describes overall observations made during the conduct of activities in schools, including strengths and weaknesses, and evaluates how well the activities achieved the Fire Prevention Month objectives. This can also include feedback from schools about their experience.*

#### IV. Follow-up Actions and Recommendations

*This section provides a plan of action based on the observations and evaluations of the overall regional conduct of the celebration. It includes recommendations for future activities and can also outline the action steps that will be taken to implement these recommendations.*

#### V. Conclusion

*This section provides a summary of the activity and its outcomes. It reflects on the lessons learned from the overall conduct of the celebration and its significance in achieving the overall goal of fire safety and prevention. It concludes by highlighting the importance of such activities in promoting a culture of safety and preventing fire-related incidents.*