



DIVISION MEMORANDUM

No. 208 s. 2017

**To: Schools Governance and Operations Division Chief and Staff
Curriculum Implementation Division Chief and Staff
Public Elementary and Secondary School Heads
This Division**

From: EDILBERTO L. OPLENARIA, CESO VI DepEd-MALAYBALAY CITY DIVISION
DIC - Schools Division Superintendent

Date: April 19, 2017

**Subject: SAFETY AND PREPAREDNESS MEASURES DURING THE
SUMMER BREAK**

2017-04-20
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: APR 20 2017 Time: 10:45
By: [Signature]

1. In reference to DepED Memorandum No. 159, s. 2015 entitled **Safety and Preparedness Measures During the Holiday Season**, this Office enjoins all schools to secure all properties, learning materials and other important records from any possible occurrence of hazards such as earthquake, flood, and fire during the summer break.
2. All are advised to do the following:
 - a. Anchor the facilities built at ground level by guy wire to strengthen the stability of the structures;
 - b. Store learning materials, teachers' manuals, vital records and equipment (fax, laptops, photocopiers, TVs, VCRs, among other machines) in a safe place, preferably on an elevated room to ensure protection from rain or flood;
 - c. Turn off and unplug electrical equipment and appliances;
 - d. Ensure that windows and doors are locked, especially the storage rooms to protect the schools and offices from burglary;
 - e. Prepare the classrooms for possible use as evacuation centers and ensure that the staff-in-charge of the keys are accessible;
 - f. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property;
 - g. Coordinate with parents living within the school vicinity for the monitoring of any situation concerning the school;
3. Furthermore, School Heads and School DRRM Coordinators should keep monitoring weather updates and should maintain communication lines open.

4. Immediate reporting of any untoward incident through the Division's DRRM Hotline Numbers: **09177135043 (Globe)** or **09102793775 (Smart)** should be observed to provide necessary support.

5. For compliance.

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