



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Cassiang, Malaybalay City

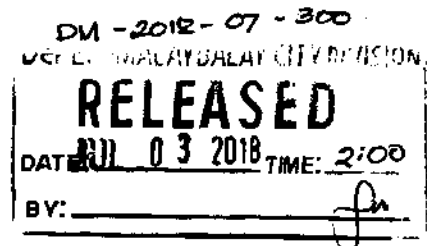
Telefax: (088) 314-0094 email: Malaybalay.city@gmail.com



DIVISION MEMORANDUM

No. 300, s. 2018

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
This Division



FROM:  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: July 2, 2018

SUBJECT: FIRE SAFETY AWARENESS AND DRILL EVALUATION

1. Relative to the observance of the 2018 National Disaster Resilience Month, this Office will conduct Fire Safety Awareness and Drill Evaluation on July 5, 2018 (Thursday) 9:00 a.m. – 12:00 p.m. at Division Office Multipurpose Hall.
2. The activity aims to (a) give fire safety awareness to the personnel of the Division and (b) evaluate the fire preparedness of the Division.
3. Participants to this activity are the SGOD, CID, and OSDS personnel.
4. Snacks and meals shall be charged against the DRRM Fund Support subject to usual accounting and auditing rules and regulations.
5. Should there be queries, contact this Office through the **DRRM hotline number: 0917 115 6864.**

Encl: Fire Safety Awareness and Drill Evaluation Program

Copy Furnished: Records Unit | DRRM
TO BE POSTED IN THE WEBSITE

Enclosure to Division Memo No. 300, s. 2018 re: Conduct of Fire Safety Awareness and Drill Evaluation

PROGRAM

July 5, 2018 at Division Office Multipurpose Hall

TIME	NO. OF MINUTES	ACTIVITIES	PERSON IN-CHARGE
7:00 – 8:00	1 hour	Arrival and registration of participants	
Opening Program			
8:00 – 8:45	45 min	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Provincial Hymn • Division Hymn • Safety Measures 	AVP Program Officer
		Welcome and Opening Remarks	Lorenzo O. Capacio, EdD CES, SGOD
		Message	Rebonfamil R. Baguio Schools Division Superintendent
8:45 – 10:45	2 hours	Fire Safety Awareness Incident Command Planning	BFP Personnel
10:45 – 11:00	15 min	Health break and preparation for the Drill	
11:00 – 11:30	30 min	Fire Drill, Fire Safety Inspection of the Division Office, and Evaluation	BFP Personnel
Closing Program			
11:30 – 12:00	30 min	Preparation for the Closing Program	Program Officer
		Closing Message	Ralph T. Quirog CES, CID
		Distribution of Certificates and Pictorials	Program Officer
12:00		LUNCH	