



**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

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November 7, 2013

**DIVISION MEMORANDUM**  
No. 712 s. 2013

052  
Deped MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: 11/7/13 Time: 2:36 PM  
By: alt. Anzellic

**PREPARATION FOR TYPHOON YOLANDA**  
(Per Communication dated November 6, 2013)

TO : Promotional Staff  
Public Schools District Supervisors  
School Heads (Elementary and Secondary)  
Section Heads  
All Others Concerned

1. For information and guidance of all concerned, this Office hereby disseminates the herein communication dated November 6, 2013 from the Honorable Undersecretary Rizalino D. Rivera of the Department of Education *re: Preparations for Typhoon YOLANDA*, which is self-explanatory.
2. For widest dissemination.

  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

Encl.:  
As stated

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Tanggapan ng Pangalawang Kailihim  
Office of the Undersecretary  
for Regional Operations

Republika ng Pilipinas  
*(Republic of the Philippines)*  
**KAGAWARAN NG EDUKASYON**  
*(DEPARTMENT OF EDUCATION)*  
DepEd Complex, Meralco Avenue, Pasig City

DepED - X  
DepEd Office - CDO City  
NOV 15 2013  
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**DepED**  
DEPARTMENT OF EDUCATION

Direct line: 633-7203  
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ADVANCED COPY

6 November 2013

**TO: Regional Directors  
Schools Division Superintendents  
School Heads**

**FROM: Undersecretary Rizalino D. Rivera**

**SUBJECT: Preparations for Typhoon YOLANDA**

8  
NOV 15 2013  
11/16/13

Please take necessary precautions for Typhoon Yolanda.  
Below are reminders for Regional Directors, SDSs and School Heads:

**All DepEd Offices**

1. Be informed. Monitor weather news through television, radio, or social media.
2. Keep constant communication. (e.g. extra battery for emergency)
3. Stockpile food, water, and medicine.
4. Prepare first aid and survival kits.
5. Secure DepEd properties. Relocate textbooks, furniture, computers, and other important properties to higher grounds. Unplug computers and all other electrical devices.
6. Activate Emergency Operation Centers. (EOCs)
7. Coordinate with LGUs for suspension/resumption of classes.

**Regional Office**

1. Consolidate the reports from the Divisions on the following: damages in physical facilities (school buildings, classrooms, furniture, water & sanitation facilities)
2. Submit reports immediately to the DRRMO and PFSED, DepEd Central Office
3. Remind divisions to coordinate with all schools for their status and damage report.

**Division Office**

1. Remind school heads to coordinate with barangay leaders for possible evacuation areas. If schools will be used for evacuation, open them for evacuees. Inform DRRMO which schools are used as evacuation center and the number of families occupying the center.
2. Remind DRR focal person to gather data for RADAR reports and to keep in touch with the DRRMO.
3. Remind Division Engineer/s and the Physical Facilities Coordinator to gather data on physical facility damages and to constantly keep in touch with the Physical Facilities and Schools Engineering Division (PFSED) and DRRMO.
4. Coordinate with all school heads and collect reports regarding the status of all schools and submit them immediately to the Regional Office for consolidation.



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#### Schools

1. Notify division office if school is used as evacuation center.
2. Collect reports on the following:
  - a. Damages to physical facilities (school buildings, classrooms, furniture, water & sanitation facilities),
  - b. Number of students and teachers affected.
  - c. Identify immediate needs.
3. Submit to Division Office for consolidation.

Keep in touch with your Regional Office and Division Offices. Provided below is the contact detail of DRRMO, DepEd Central Office:

Email: [drmodeped@gmail.com](mailto:drmodeped@gmail.com)  
Mobile No. 0915 515 3138 and 0915 515 3140  
Landline (02) 635 3764  
Fax No. (02) 637 4933

For reports on damages to physical facilities, please contact PFSED, Central Office through these numbers:

Landline: (02) 638 7110  
(02) 637 6464  
(02) 633 7263

**Stay alert. Be informed. Be ready to respond.**

Thank you and keep safe.