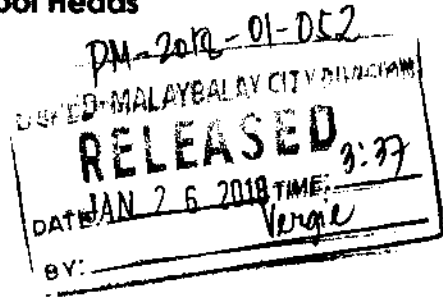**DIVISION MEMORANDUM**

No. _____052_____, s. 2018

To: **Chief Education Supervisors and Staff, SGOD and CID**
Public Elementary and Secondary School Heads
School DRRM Coordinators
This Division

From: EDILBERTO L. OPLENARIA, CESO VI
OIC – Schools Division Superintendent

Date: **January 26, 2018**

DM-2018-01-052
DepED-MALAYBALAY CITY DIVISION
RELEASED
DATE JAN 2 6 2018 TIME:
BY:

Subject: SUBMISSION OF ACCOMPLISHED GAWAD KALASAG: COMPREHENSIVE SCHOOL SAFETY CHECKLIST

1.   Gawad KALASAG (KAlamidad a Sakuna LAbanan SAriling Galing ang Kaligtasan) is an annual activity of National Disaster Risk Reduction and Management Council (NDRRMC) of which the Department of Education is a member. It is an acitivity that seeks to recognize individuals, non-government organizations, private sector and government organizations in their disaster management initiatives. In preparation for this year's Search for Gawad KALASAG best implementing Schools, this Office enjoins all School Heads to accomplish the herein Gawad KALASAG: Comprehensive School Safety Checklist.

2.   Accomplished forms shall be submitted to this Office, **attention: Jimdandy S. Lucine, Project Development Officer II (DRRM)**, on or before **January 30, 2018**.

3.   For compliance.

Encl: As stated

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

GAWAD KALASAG: COMPREHENSIVE SCHOOL SAFETY CHECKLIST
SELF-ASSESSMENT TOOL FOR SCHOOLS CATEGORY

School Category, levels, and classification:
- ☐ Public School ☐ Urban
- ☐ Private ☐ Rural

Name of School: _____

CRITERIA	YES	NO	TOTAL POINTS	YOUR SCORE	REMARKS/ RECOMMENDATIONS
Enabling Environment			**23**		
1 Adopted/Adapted/localized at least 3 existing policies relating to DRRM/CCA/EiE in education/school safety			3		
2 Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions			2		
3 Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction, and rehabilitation and recovery			1		
4 School budget supports regular DRRM activities			2		
5 Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning at least once a year.Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning at least once a year.			2		
6 Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and School Improvement Plan (SIP), and annual improvement plan (AIP)Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and School Improvement Plan (SIP), and Annual Improvement Plan (AIP)			4		
7 Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist			2		
8 School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, EC), considering national and LGU warning systems and protocols			3		
9 100% completion of DRR related questions in the EMIS/EBEIS			2		
10 School has partnerships that could be tapped to support its DRRM programs and activities, including those during and after a disaster			2		
Pillar 1: Safe Learning Facilities			**35**		
1 School building/classroom components are according to DepEd and/or National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1 No. 1 for corresponding points)			29		
2 School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners			2		
3 School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, nonusage, etc.)			2		
4 Undertaken regular inspection and repair of minor classroom (including facilities) damages			1		
5 School Heads are clear with the roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per Joint Memorandum Circular No. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR			1		
Pillar 2: School Disaster Risk Management			**30**		
1 School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes			3		
2 80% of students and their families have accomplished the Family Preparedness Plan together (family evacuation, reunification), as per DO No. 27, series of 2015			3		
3 School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency			2		
4 Hazard and evacuation maps are located in conspicuous places in the school			1		
5 School has available, accessible, and adequate first aid kit in every instructional classroom			1		
6 School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)			1		

Note: Softcopy of this form can be downloaded from DepEd Division of Malaybalay City – DRRM Facebook group page.

7	School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)			3		
8	School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols			2		
9	School has trained personnel to administer first aid to students and personnel			1		
10	School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency			1		
11	School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)			2		
12	School has psychosocial interventions for personnel and students			1		
13	School has trained teachers and other personnel who could provide psychosocial support to students			1		
14	School has an evacuation plan and procedures			2		
15	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents			2		
16	School has conducted awareness and capacity building for families and learners			3		
17	School participated in the different DRRM/CCA/EiE activities of the LGU			1		
	Pillar 3: DRR In Education			**12**		
1	School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the national Curriculum Guide			6		
2	More than 75% of students are actively participating in various DRRM/CCA/EiE activities			1		
3	School has a DRRM/CCA/EiE capacity building plan for teachers and personnel			1		
4	School Head and personnel have received at least 3 DRRM/CCA/EiE trainings from division or region or partners			3		
5	At least more than 10 DRRM/CCA/EiE resource materials are available in the school			1		
6	Presence of DRRM corner, with updated IEC materials posted in it, in every classroom			1		
	TOTAL POINTS			**100**		

	CRITERIA	TOTAL POINTS	YOUR POINTS	REMARKS/ RECOMMENDATIONS
I	ENABLING ENVIRONMENT	23		
II	PILLAR 1: SAFE LEARNING FACILITIES	35		
III	PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT	30		
IV	PILLAR 3: DRR IN EDUCATION	12		
	TOTAL	100		

Excellent	91-100%
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%

Name:	
Position:	

Note: Softcopy of this form can be downloaded from DepEd Division of Malaybalay City – DRRM Facebook group page.