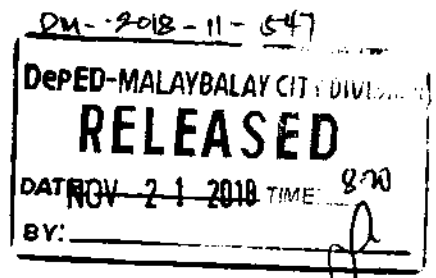




Republic of the Philippines
Department of Education

DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 547, s. 2018

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public and Private Elementary and Secondary School Heads
This Division**

FROM: For the Schools Division Superintendent

RALPH T. QUIROG
Chief Education Supervisor, CID

DATE: November 20, 2018

**SUBJECT: SUBMISSION OF COMPREHENSIVE SCHOOL SAFETY
MONITORING TOOL**

1. As a signatory to the Sendai Framework for Disaster Risk Reduction (SFDRR), the Philippine Government is expected to report to the United Nations International Strategy for Disaster Reduction (UNISDR) its accomplishment in implementing the SFDRR. In line with this, the Department of Education is required to report its accomplishment in implementing DRRM or School Safety to the National DRRM Council as a member of the said council.

2. Relative to that, all School Heads shall accomplish the Comprehensive School Safety Monitoring Form using the CSS Tool software which can be downloaded at <http://depd.in/cssstoolinstaller>. The generated Excel file shall be emailed to jimdandy.lucine@depd.gov.ph using the naming convention below on or before December 7, 2018:

[CSS MONITORING TOOL] Report <SchoolName>

3. Should there be queries, contact the Office through the Division DRRM Hotline number 0917 115 6864.

Encl: CMTsetup Guide

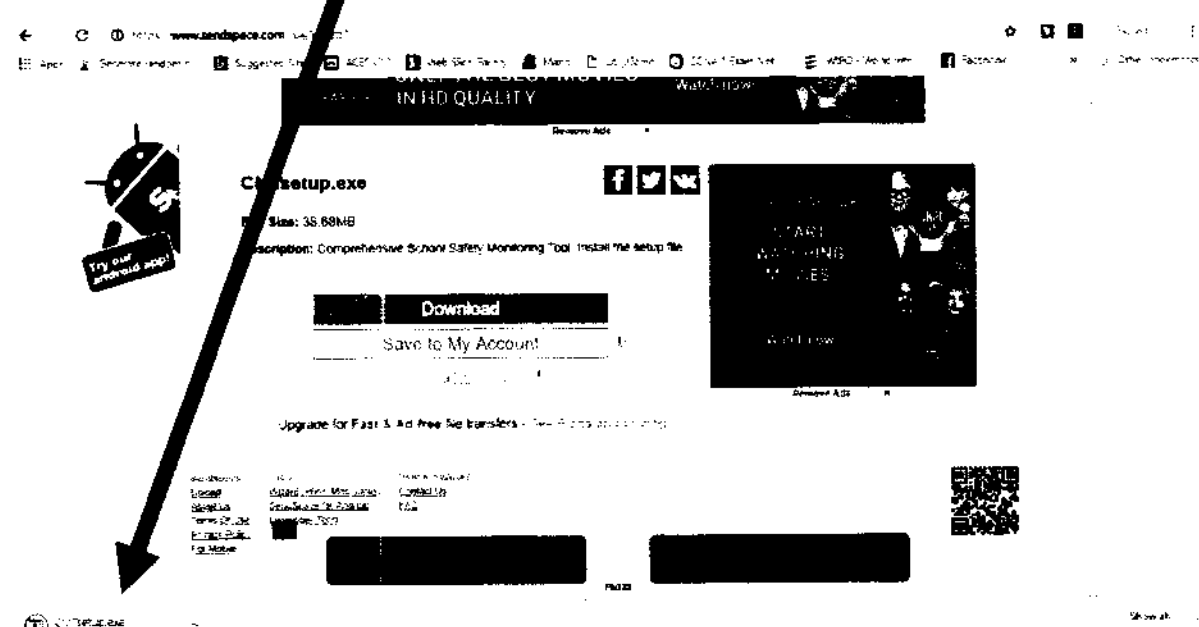
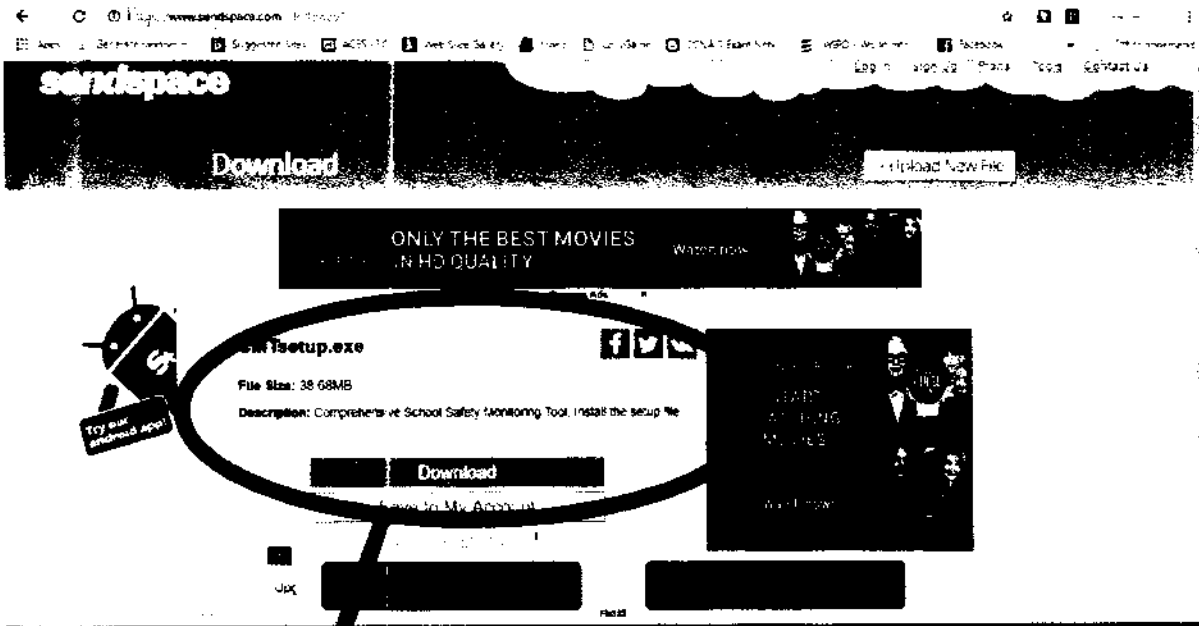
Copy Furnished: Records Unit | DRRM
TO BE POSTED IN THE WEBSITE

CMTsetup GUIDE

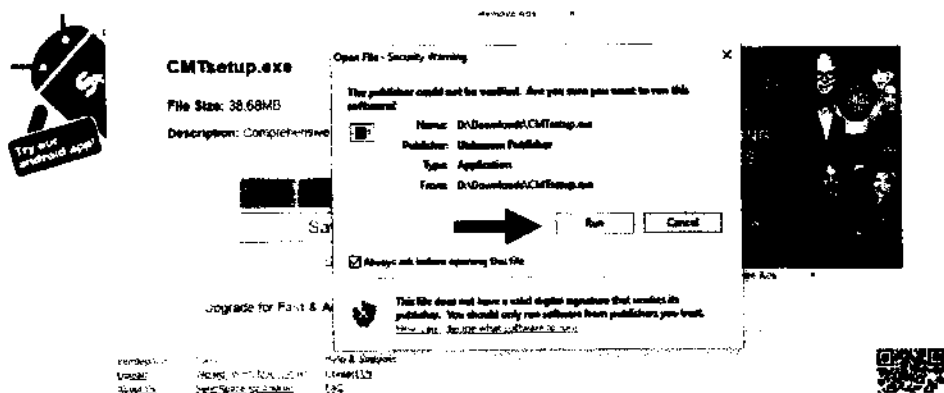
1. Open your browser (e.g. Firefox and Google Chrome) and type in the address bar the following URL: <http://deped.in/csstoolinstaller>. The page will then be redirected to a sendspace.com download page for the CMTsetup.

The image shows a browser window with the address bar containing deped.in/csstoolinstaller. Below the address bar, a search bar shows the text "deped.in/csstoolinstaller" and "Google Search". A large black arrow labeled "A" points from the search bar to the Google logo. Below the Google logo, text reads: "After typing deped.in/csstoolinstaller, you will be redirected to a sendspace.com page where the download link is." Below this text, the browser shows the SendSpace website. The website has a dark header with the "sendspace" logo and navigation links like "Download" and "Upload New File". A banner for "ONLY THE BEST MOVIES IN HD QUALITY" is visible. The main content area features a file listing for "CMTsetup.exe" with a file size of 38.68MB and a description: "Description: Comprehensive School Safety Monitoring Tool. Install the setup file". A prominent "Download" button is visible below the file information. A small Android app icon is also present on the left side of the page.

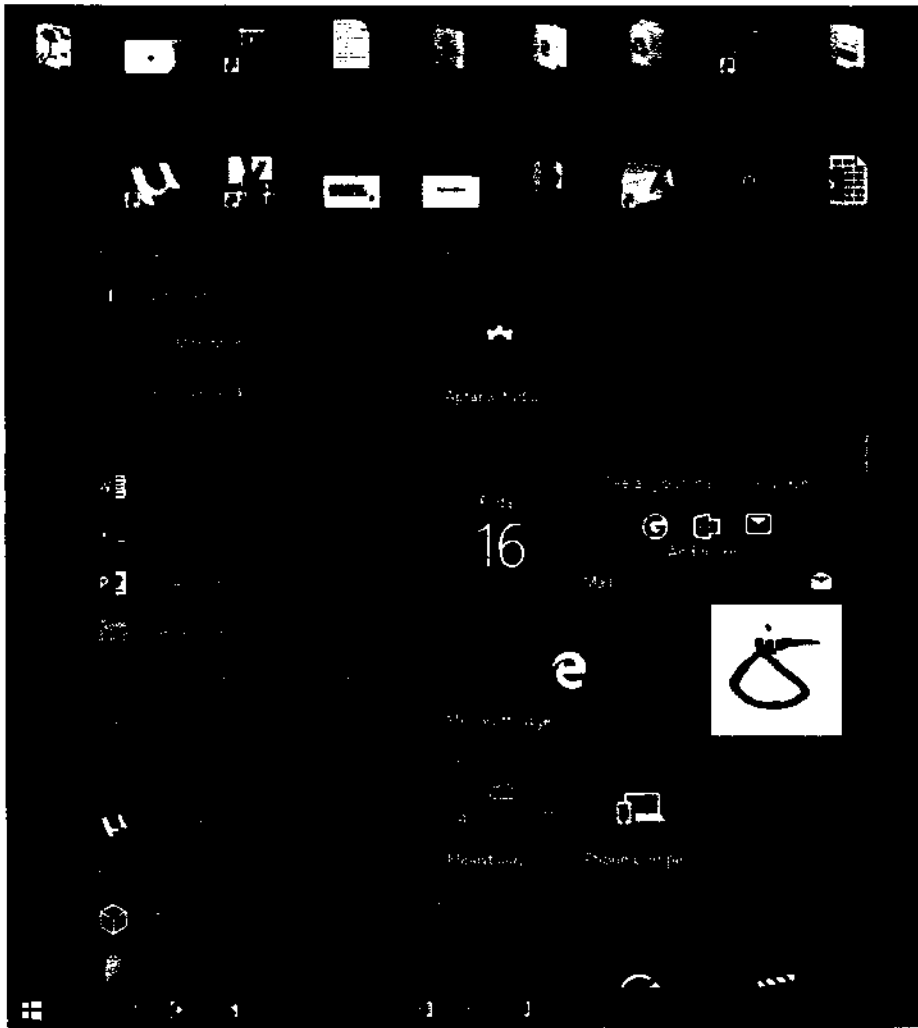
2. Click the "Download" button to start the downloading of the CMTsetup.exe file.



3. After download, run CMTsetup.exe and follow the installation wizard.



- After the installation, go to the Start Menu or Window Menu and click CSS Monitoring Tool icon. CSS Monitoring Tool Window will open.



- Start filling out the form. Just click on the navigation button to move from one category to another.

Comprehensive School Safety Monitoring Tool

Comprehensive School Safety Monitoring Tool

Introduction School Details **Enabling Environment** Pillar One Pillar Two Pillar Three

Enabling Environment

Please answer the 16 questions

NO	INDICATORS	BASELINE DATA (S.Y. 2018)	PLANS FOR THE NEXT 2 YEARS <small>Please fill the appropriate level of the baseline data if NO</small>	EVIDENCE/DOCUMENTS TO SHOW
1	Adopted/Adapted/localized existing policies relating to DRRM in education/school safety	Yes <input type="radio"/> No <input type="radio"/>		School Memorandum and/or School Policies relating to DRRM
2	Designated School DRRM Focal Person	Yes <input type="radio"/> No <input type="radio"/>		Designation Order
3	Formed School DRRM Team consisting of personnel from different offices, with defined membership and roles and	Yes <input type="radio"/> No <input type="radio"/>		DRRM Plan

6. When you are done, click the “Generate Excel File Button” to generate an a report in Excel format.

7	Number personnel trained on DRRM and/or CCA	Yes No	List of personnel trained on DRRM and/or CCA with Certificate of Participation
8	School has available and accessible quality and up-to-date DRRM materials	Yes No	List of DRRM Materials with dates of publication or date given with Photo documentation
9	Presence of DRRM corner with updated IEC materials posted in it in every classroom	Yes No	Documents showing presence of DRRM Corner with IEC materials in every classroom with Photo documentation
10	School carries out monitoring and evaluation to assess sustainable implementation	Yes No	Accomplished Feedback form or QuAD survey forms for each DRRM/CCA-related activities

7. Choose where to save the Excel File that was generated and you are done. Just email the Excel File to jimdandy.lucine@deped.gov.ph using the naming convention below as your email subject:

[CSS MONITORING TOOL] Report <SchoolName>

7	Number personnel trained on DRRM and/or CCA	Yes No	List of personnel trained on DRRM and/or CCA with Certificate of Participation
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Introduction School Details Enabling Environment Pillar One Pillar Two Pillar Three