



Republic of the Philippines  
Department of Education

DIVISION OF MALAYBALAY CITY

DM-2019-03-105  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: \_\_\_\_\_ TIME: 11:40  
BY: \_\_\_\_\_

**DIVISION MEMORANDUM**

No. 105, s. 2019

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

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

**DATE: March 19, 2019**

**SUBJECT: PUBLIC SAFETY MEASURES FOR GRADUATION CEREMONY,  
MOVING UP CEREMONY, AND OTHER ACTIVITIES IN SCHOOLS**

1. In order to maintain public safety, School Heads are advised to take precautionary measures but not limited to the following:
  - a. Coordinate with the Barangay for the provision of additional security personnel;
  - b. Ensure that security personnel provided by the Barangay can be easily identified;
  - c. Selling of garlands, foods, and water shall be done outside the school premises;
  - d. Deadly/bladed weapons shall be strictly prohibited. Gun ban by COMELEC during election period shall be firmly implemented in schools;
  - e. Intoxicated individuals shall not be allowed to enter the school;
  - f. Advise the parents to bring only what they need. Backpacks and gifts shall not be allowed inside the school;
  - g. Keep the cleanliness of the school. Place trash bins for biodegradable and non-biodegradable wastes to noticeable areas;
  - h. Fire extinguishers should be available inside the hall where the ceremony is being held;
  - i. Post evacuation map and emergency hotline number in conspicuous places; and
  - j. Provide safety reminders to parents and guests following the guidelines stipulated in Division Memorandum No. 278, s. 2018 re: Integration of Safety Measures in all Programs, trainings, Workshops, and Other Activities.
  
2. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II, through mobile number **0917 115 6864**.

Encls: Division Memorandum No. 278, s. 2018

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



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

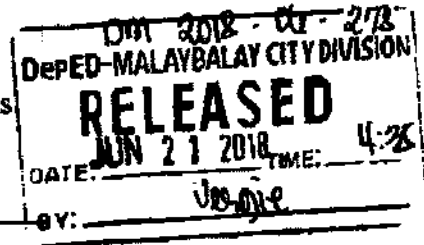
Telefax: (088) 314-0094 email: Malaybalay.city@gmail.com



**DIVISION MEMORANDUM**

No. 278, s. 2018

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



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

**DATE:** June 19, 2018

**SUBJECT: INTEGRATION OF SAFETY MEASURES IN ALL PROGRAMS,  
TRAININGS, WORKSHOPS, AND OTHER ACTIVITIES**

1. This Office issues the enclosed Guidelines on the **Integration of Safety Measures to all Programs, Trainings, Workshops, and other Activities** conducted by schools and other offices in this Division. It aims to ensure that the learners, parents, visitors/guests, and even organizers know what to do in case an earthquake or other relevant hazards happened during the conduct of an activity and to promote the culture of safety among the stakeholders of this Division.

2. The said Guidelines support DepEd Order No. 55, s. 2007 entitled *Prioritizing the Mainstreaming of Disaster Risk Reduction and Management in the School System and Implementation of Programs and Projects Relative Therefor* and DepEd Order No. 37, s. 2015 entitled *The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework* which seek to mainstream the implementation of DRRM in the systems and processes of the Department of Education at all levels.

3. Should there be queries, contact this Office through the **DRRM hotline number: 0917 115 6864**.

Encl: As stated

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

## **GUIDELINES ON THE INTEGRATION OF SAFETY MEASURES IN ALL PROGRAMS, TRAININGS, WORKSHOPS, AND OTHER ACTIVITIES**

### **I. Rationale**

Earthquakes and other hazards may happen anytime and the Division and its schools must always be prepared for them. One way to prepare is to include safety measures during activities as this will inform the audience or participants on what to do and where to go in times of emergencies.

#### **Objectives**

- Ensure that the safety of the participants are included during the planning process of the conduct of activities;
- Ensure that the participants of the activities conducted in this Division know what to do, whom to call, and where to go in times of emergencies; and
- Inculcate a culture of safety in the day-to-day experience of the learners, personnel, and guests of this Division.

### **II. Scope**

This activity shall be conducted by all public elementary and secondary schools and offices in this Division.

### **III. Definition of Terms**

*The following terms are defined operationally.*

*Activity* -- any endeavours within or outside the City of Malaybalay that are involving group of people and are conducted or led by the offices in the Division. Examples are (but is not limited to) trainings, seminar-workshops, meetings, conferences, graduation ceremonies, symposiums, general assemblies, etc.

*Aspect Ratio* -- the ratio of the width to the height of the image or video.

*Hazard* -- these are phenomenon that may cause damage to properties or loss of lives, e.g. earthquake, typhoon, fire

*Offices* -- refers to district and principal (school head) offices as well as the different units, sections, divisions in the Division Office, e.g. Accounting Section, School Governance and Operations Division, Curriculum Implementation Division

*Pixels* -- picture elements or the dots or squares that you can see on a display screen.

*Screen Resolution* -- this is the total number of pixels that is displayed on the computer screen.

### **IV. Policy Statement**

This policy shall require all offices and public elementary and secondary schools to include safety measures in all activities that they conducted.

## V. Procedures

### A. Sequence of the Preliminaries

In reference to DepEd Order No. 55, s. 2015 entitled *Observance/Conduct of Flag Raising and Lowering Ceremonies and Proper Sequence in Official DepEd Programs Involving the Singing of the Philippine National Anthem* and practices of this Division, the sequence shall be the following:

1. Singing of the *Lupang Hinirang*
2. Invocation
3. Provincial Hymn
4. Division Hymn
5. Safety Measures orientation

For activities that lasts two or more days, the Safety Measures orientation shall be done every after the invocation of each day.

### B. Content of Safety Measures Orientation

The primary hazard that should be included in the Safety Measures orientation is earthquake considering that there are three active fault lines that surrounds the city, namely Cabanglasan Fault, Tagoloan River Fault, and Central Mindanao Fault; the city is even affected at times by the movement of Lanao Fault System. However, the organizer can add other hazards which they found appropriate based on the venue of the activity. The order of the content shall be as follows:

1. The Hazards
  - a. Earthquake. *Remind the participants to perform the Duck, Cover, and Hold On during the shake.*
  - b. Fire. *Remind the participants to perform Drop, Cover Your Face, and Crawl. When caught by fire, remind them to Stop, Drop, and Roll.*
  - c. Human-induced or Shooting Incident. *Remind the participants to perform Lock Down and Be Silent.*
2. Exit Maps  
The exit routes of the venue must be presented and explained to the participants. Ensure that the location of fire alarms, fire extinguishers, and secondary exit routes (fire exits) are highlighted.
3. Emergency Hotline Number  
Emergency hotline number of the city where the venue is located must be presented to the participants. Tell them to use the CLIP protocol in giving information. CLIP stands for Caller's Name, Location, Incident, and Persons Involve.
4. Nearest Hospital  
Organizers must be able to obtain at least three hospitals nearest to the venue. The name of the hospital is very important in the ambulatory service.
5. STAY CALM!  
In every end of the presentation, remind the participants to always stay calm.

### C. Presentation of the Content

Contents should be presented with a visual aid and the length of presentation shall be within five to ten minutes.

#### a. For PowerPoint Presentation

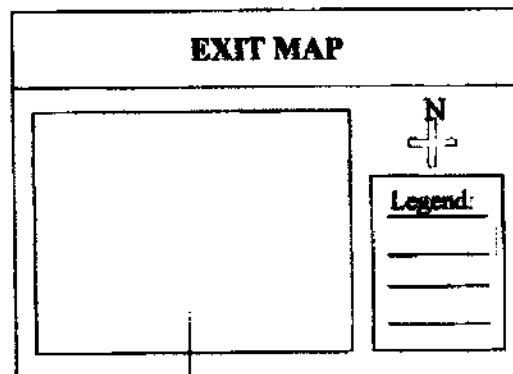
- Use only plain WHITE background color. Avoid using images as backgrounds;
- Present content with pictures or animated images (.gif);
- Remember to have ONE IDEA PER SLIDE;
- Use only BLACK font color, but when highlighting ideas or texts, use RED font color instead;
- Texts should be readable. In cases wherein texts cannot be read due to its context, e.g. texts found in exit maps, a handout must be provided to each participant;
- Adjust Font Size to be readable to all participants.
- Use only Sans Serif fonts, e.g. Arial, Impact, Century Gothic, and Verdana.
- Use one type of slide transition effects throughout the presentation.
- Animation effects sparingly. It should only be used to highlight ideas.
- Don't clutter the slides with texts. Chose few words as possible and ensure that they are readable especially when overlaying on pictures, and
- Background music is discouraged.

#### b. For Video Presentation

- Video should be playable for screens with at least 1024x768 screen resolution and 4:3 aspect ratio.
- Background music should be mute whenever there is a narration.
- Texts overlay on the video must be readable.
- The pace or speed of the video must be slow enough that the audience can read the texts or catch with the voice narration.

Handout of the Safety Measures should be included in the kits for trainings, seminars, and the like.

Exit Maps, Emergency Hotline Numbers, and List of nearby Hospitals must be posted near the entrance and exit doors with a HEADER. See image below for a sample design.



**HEADER**  
Background  
Color: Red  
Font Color:  
White or  
Yellow

**D. Monitoring and Evaluation Questionnaire**

The following questions shall be included in the QUAME Questionnaire of the Division's activities:

1. Do you know what to do in case (name/s of the hazard) happened during the activity?
2. Do you know where to go once (name/s of the hazard) happened during the activity?
3. Do you know the emergency hotline numbers to call?
4. Do you know how to give emergency information to the emergency response agencies?
5. Do you know the nearest hospitals in your verue?
6. Do you generally feel that your safety was given importance by the organizers?

**VI. Monitoring and Evaluation**

The Division DRRM Coordinator shall conduct ocular visits to observe and document the conduct of the Safety Measures orientation. He may also request copies of the activity evaluation forms and results of the evaluation for data review and analysis. Specifically, he shall note the implementation issues and submit reports to the SDS. This will serve as input to succeeding policy development initiatives.