



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM2020-5-191  
 DIVISION OF MALAYBALAY CITY  
 RELEASED  
 MAY 27 2020  
 BY: [Signature]

**Division MEMORANDUM**

No. 191, s. 2020

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, SGOD and CID  
 Public Elementary and Secondary School Heads  
 All Others Concerned

**FROM:** VICTORIA V. GAZO  
 Schools Division Superintendent

**DATE:** May 21, 2020

**SUBJECT: DISASTER PREPAREDNESS, PREVENTION, AND MITIGATION MEASURES FOR THE WET SEASON**

1. In preparation for the inevitable wet season in the country, this Office enjoins all offices concerned to conduct disaster preparedness, prevention, and mitigation measures to ensure the safety of the personnel, vital records, and properties owned by the Department.
2. All are advised to conduct all, but not limited to, the following activities:
  - a. Conduct minor repairs to school buildings in order to ensure that they can withstand heavy rain and strong winds;
  - b. Identify storage area for safekeeping of learning materials, teachers' manuals, vital records and equipment (fax, laptops, computers, among other machines), preferably on an elevated room to ensure protection from rain or flood;
  - c. Reinforce policy on turning off or unplugging of electrical equipment and appliances when not in use;
  - d. School Heads must have updated contact numbers of their teaching and non-teaching personnel, while Division Human Resource Office must have updated contact numbers of school heads and Division personnel;
  - e. Make or clean the drainage system in the school;
  - f. Identify and put signage to slippery areas;
  - g. Equip school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies;
  - h. Provide Personal Protective Equipment to teaching and non-teaching personnel such as, but not limited to, facemasks, face shields, sterilized gloves, and goggles;
  - i. Purchase of non-contact thermometer and medicines for colds and fever;



**Address:** Sayre Highway, Purok 6, Casisang, Malaybalay City  
**Telefax:** (088) 314 - 0094  
**Email Address:** malaybalay.city@deped.gov.ph

- j. Conduct of 4S or 5S to combat dengue in schools; and
  - k. Always maintain communication lines open.
3. COVID-19 prevention and control measures set forth by the School Health Section through **Division Memorandum Nos. 189, s. 2020 re: COVID-19 Prevention and Control Measures in Schools** and **188, s. 2020 re: Cleaning and Disinfection of DepEd School and Offices in Preparation for SY 2020-2021 in Light of COVID-19 Measures** and other COVID-19 protocols established by the National Government and Local Government Unit must be followed even in times of wet season.
4. Expenses incurred to prepare, prevent, and mitigate disasters during the wet season in this time of pandemic shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. Involvement of all school personnel, parents, and community leaders in preparing for disasters is highly encouraged for the safety of the learners and their schools.
6. Division Office shall conduct series of monitoring on the compliance of this Memorandum. Schools are also encouraged to post photos of their undertaking in DepED Malaybalay Infoboard Facebook Group.
7. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II, through **09171156864**.

Encls: Disaster Preparedness for Rainy Season Monitoring Tool

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**DISASTER PREPAREDNESS FOR WET SEASON MONITORING TOOL**

|              |  |                 |  |
|--------------|--|-----------------|--|
| School Name: |  | District:       |  |
| School Head: |  | Date Monitored: |  |

Instructions: Please tick on the appropriate columns your observed compliance of the school. Write on the Remarks column your comments, suggestions, or any observations worth noting.

**A. GENERAL PREPAREDNESS, PREVENTIVE, AND MITIGATION MEASURES FOR WET SEASON**

| #  | Criteria  | Yes | No | Remarks |
|----|---|-----|----|---------|
| 1  | Did the school sufficiently conduct minor repairs to school buildings in order to ensure that they can withstand heavy rain and strong winds?   |     |    |         |
| 2  | Did the school identify storage area for safekeeping of learning materials, teachers' manuals, vital records and equipment on an elevated room to ensure protection from rain or flood?                             |     |    |         |
| 3  | Did the school reinforce policy on turning off or unplugging of electrical equipment/appliances when not in use? (Examples are posting of IEC materials, issuance of school order, and posting of signage.)         |     |    |         |
| 4  | Did the school (or Division) has updated contact numbers of their teaching and non-teaching personnel?  |     |    |         |
| 5  | Did the school identify and place signage to slippery areas?  |     |    |         |
| 6  | Did the school purchase enough emergency supplies such as first aid kits, flashlights, and megaphones? (Kindly identify how many were purchased using school MOOE and donated by stakeholders – teachers, partners) |     |    |         |
| 7  | Did the school provide personal protective equipment to teaching and non-teaching personnel, e.g. facemasks, face shields, sterilized gloves, and goggles?  |     |    |         |
| 8  | Did the school purchase non-contact thermometer and medicines for colds and fever?  |     |    |         |
| 9  | Did the school implement 4S or 5S programs of the DOH to combat Dengue?   |     |    |         |
| 10 | Did the school clean their canals or make canals to prevent flooding?   |     |    |         |

**B. COVID-19 PREPAREDNESS MEASURES DURING WET SEASON (Based on Division Memo Nos. 188 and 189, s. 2020)**

| # | Criteria   | Yes | No | Remarks |
|---|--|-----|----|---------|
| 1 | Did the school conduct activities to promote and demonstrate regular hand washing and positive hygiene behaviors?  |     |    |         |
| 2 | Did the school conduct cleaning and disinfecting of classrooms, water and sanitation facilities, and surfaces that are touched by many people at least once a day? |     |    |         |
| 3 | Did the school conduct activities to improve air flow and ventilation?   |     |    |         |
| 4 | Did the school post signs encouraging good hand and respiratory hygiene practices?   |     |    |         |
| 5 | Did the school ensure trash bins are removed daily and disposed of safely?   |     |    |         |

**C. Other disaster preparedness, prevention, and mitigation activities conducted in schools**

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\_\_\_\_\_

Monitored by:

\_\_\_\_\_ Name and Signature      \_\_\_\_\_ Name and Signature      \_\_\_\_\_ Name and Signature