



DM 2021-07-382
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE JUL 15 2021 8:40
BY: _____

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

Division MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
All Others Concerned

FROM: *VICTORIA V. GAZO*
Schools Division Superintendent

DATE: July 14, 2021

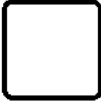
SUBJECT: POSTING OF OFFICE SAFETY CHECKLIST IN OFFICES DOORS

1. All offices are required to post on their exit doors, including sliding doors, the herein Office Safety Checklist. This is to remind every employee of the things to do before leaving their stations and avoid any untoward incident, especially on weekends, to happen.
2. The laminated checklist shall be provided by this Office, through the Division DRRM Coordinator. It shall be the responsibility of the Unit Heads to post them firmly and neatly on the doors.
3. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.
4. For compliance.

Encl: As stated

Copy Furnished: Records Unit | DRRM





Check electrical outlets and devices intended for use. If no one is left to monitor them, leaving them plugged may increase the risk of an electrical fire.



2. Check faucets in the lavatory and office toilets.

Be sure that the faucet is turned off to avoid overnight flooding in your office.



3. Check doors, cabinets, and windows if locked.

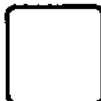
Lock all windows and doors before you leave. Leave blinds unrolled for the security personnel to check the rooms through the windows during their roving duties.



4. Keep your office clean.
Clean up your desk, desks, trays, and empty coffee cups. Do not leave garbage anywhere for it will attract pests in your office.



Check for electronic peripherals used during the day like DLPs and extension wires.



6. Keep the Head of Office informed of damages.

Report to the Head of Office all damages to furniture, electrical outlets, busted lights or damaged locks. The Head of Office must report these things to the General Services for appropriate actions. In case the concerned person is not around, leave a note on his or her table.



7. Check - Double Check

This principle in redundancy explains doing the checking twice before leaving your workplace. It means doing the safety check five minutes before you leave the office and doing it again before leaving the room. This habit will minimize returning to your office as you reach home because you were unsure if you did it.

