



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

DM - 2021-08-429
RELEASED
DATE: _____ TIME: 3:51 pm
BY: AUG 12 2021

Division MEMORANDUM

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

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

DATE: August 12, 2021

SUBJECT: OPERATIONALIZATION OF OFFICE SAFETY CHECKLIST

1. It shall be a policy in this Division to make the Office Safety Checklist functional by requiring all unit heads to schedule and assign their personnel as **room checkers** to check the rooms before leaving the office.
2. There shall be an online form accessible through <https://tinyurl.com/drrm-osc> or through scanning the QR Code in the posted checklist that must be accomplished by the room checkers.
3. Accomplish the blank schedule below and submit it to this Office through the Division DRRM Coordinator on August 17, 2021 (Tuesday). The management and organization of the schedule of personnel shall be the responsibility of the unit heads.
4. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.
5. For compliance.

Encl: As stated

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