



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

2022-58189

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DEPED MALAYBALAY CITY DIVISION  
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By:

**Division MEMORANDUM**

No. 465, s. 2022

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

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

**DATE:** September 5, 2022

**SUBJECT:** Division Search for Most Outstanding Implementers of the Disaster Risk Reduction, Resilience, Adaptation, and Mitigation of Schools (DREAMS) Awards

1. To bestow due recognition to the DRRM program implementers' tireless efforts and exemplary performance especially during the COVID-19 pandemic, this Office shall conduct a Division Search for Most Outstanding Implementers of the Disaster Risk Reduction, Resilience, Adaptation, and Mitigation of Schools (DREAMS) Awards as stated in paragraph 2 of Division Memorandum No. 391, s. 2022<sup>1</sup> which adapts the guidelines in Regional Memorandum No. 428, s. 2022<sup>2</sup> and integrates it in the Institutional Conferment program.
2. Substantial supporting documents (inclusive of records from S.Y. 2021-2022 up to August 2022) of all District Awardees/Nominees for elementary and secondary school categories shall be submitted to this Office on **September 15, 2022**, attn: **Jimdandy S. Lucine**, Project Development Officer II (DRRM).
3. Evaluation of District Awardees/Nominees in the two categories shall commence on **September 16, 2022**, by the Division Technical Working Group for DREAMS Awards. The results shall be endorsed to the Division Awards Committee on **September 22, 2022**.

<sup>1</sup> Division Memorandum No. 391, s. 2022, Dissemination of Regional Memorandum No. 428, s. 2022 re: 2022 Regional Search for Most Outstanding Implementers of the Disaster Risk Reduction, Resilience, Adaptation, and Mitigation of Schools (DREAMS) Awards

<sup>2</sup> Regional Memorandum No. 428, s. 2022, 2022 Regional Search for Most Outstanding Implementers of the Disaster Risk Reduction, Resilience, Adaptation, and Mitigation of Schools (DREAMS) Awards



4. The School Heads and School DRRM Coordinators of the School awarded as the Most Outstanding School for DRRM Implementation shall automatically be awarded as the Most Outstanding DRRM School Head and Most Outstanding School DRRM Coordinator respectively.

5. Widest dissemination of this memorandum is enjoined.

Encl: A – Scoring Guide

B – Evaluation Sheet

Copy Furnished: Records Unit | DRRM



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## CRITERIA AND CHECKLIST FOR PILLAR 1

I. PHYSICAL FACILITIES		
	1 School Building Components	POINTS
	School building/classroom components is/are according to the DepEd and/or National Building Code approved/standard design and specifications	
	<i>Academic or Instructional Rooms</i>	4 points
	<i>a. Wall Finish</i>	<ul style="list-style-type: none"> <li>•Presence of all components = 4</li> <li>•Presence of 7-9 components = 3</li> <li>•Presence of 4-6 components = 2</li> <li>•Presence of 1-3 components = 1</li> <li>•Absence of all/any = 0</li> </ul>
	<i>b. Flooring</i>	
	<i>c. Ceiling</i>	
	<i>d. Window/Ventilations</i>	
	<i>e. Roofing</i>	
	<i>f. Corridor</i>	
	<i>g. 2-Doors per classrooms</i>	
	<i>h. Railings/handrails/ramps</i>	
	<i>i. Standard room dimensions</i>	
	<i>j. Presence of emergency fire exits and signages</i>	
	2 Ancillary Facilities	
	Provisions/presence of other instructional rooms and ancillary facilities	3 points
	<i>a. School Health Clinic</i>	<ul style="list-style-type: none"> <li>•Presence of all facilities = 3</li> <li>•Presence of 5-7 facilities = 2</li> <li>•Presence of 2-4 facilities = 1</li> <li>•Presence of 1 facility only = 0</li> </ul>
	<i>b. Guidance and Counselling</i>	
	<i>c. School Canteen</i>	
	<i>d. Home Economics Building/Room</i>	
	<i>e. Science Laboratory Room/Bldg.</i>	
	3 Other Facilities	
	Other facilities	3 points
	<i>a. Sports/recreational facilities (gym, basketball courts, etc.</i>	<ul style="list-style-type: none"> <li>•Presence of all facilities = 3</li> <li>•Presence of 5-7 facilities = 2</li> <li>•Presence of 2-4 facilities = 1</li> <li>•Presence of 1 facility only = 0</li> </ul>
	<i>b. Emergency exit gate/s</i>	
	<i>c. Waiting shed within the school premises</i>	
	<i>d. Complete perimeter fence</i>	
	<i>e. Stage and open grounds</i>	

	<i>f. Covered pathwalks</i>	
	<i>g. Functional drainage system</i>	
	<i>h. Material Recovery Facility (MRF)</i>	
4	<b>WASH Facilities</b>	
	<b>Adequate number and functional WASH facilities</b>	<b>3 points</b>
	<i>a. Water source</i>	•Presence of all = 3
	<i>b. Toilets</i>	•Presence of 4 = 2
	<i>c. Handwashing facilities</i>	•Presence of 3 = 1
	<i>d. Drinking facilities</i>	•Presence of 1-2 = 0
	<i>e. WASH for physically impaired</i>	
5	<b>Power and Telecommunication Facilities</b>	
	<i>a. Proper installation of communication facility</i>	1 point
	<i>b. Proper electrical wiring system and connections</i>	1 point
<b>II. SAFETY CHECK ON HEALTH AND ENVIRONMENT</b>		
1	<b>School Safety and Security</b>	<b>POINTS</b>
	<b><i>Presence/visibility of Warning Signs</i></b>	<b>3 points</b>
	<i>a. Pedestrian lane markings/humps</i>	•Provision of all 5 indicators = 3
	<i>b. Loading/Unloading Signs</i>	•Provision of 3-4 = 2
	<i>c. Stop and Go Signs</i>	•Provision of 1-2 = 1
	<i>d. Signs for the physically impaired</i>	
	<i>e. Signages on the observance of health protocols and protective measures</i>	
	<b><i>Security</i></b>	<b>4 points</b>
	<i>a. Presence of identification cards for students, parents/guardians and school security</i>	•Presence and/or provision of all indicators = 4
	<i>b. Provision of a clear contact tracing and quarantine system for close contacts of COVID-19 confirmed positive cases</i>	•Presence and/or provision of 3-4 = 3
	<i>c. Proper coordination with Barangay Officials/nearest Police stations</i>	•Presence and/or provision of 2 = 2
	<i>d. Presence of telephone hotlines (Directory) in a conspicuous place in the school premises</i>	•Presence and/or provision of 1 indicator only = 1

<p>e. Absence of electrical post or other hazardous structures or facilities inside the school premises</p>	
<b>Health and environmental safety</b>	
a. Availability of thermal scanner/gun at the entrance/exit gates	<p><b>9 points</b></p> <ul style="list-style-type: none"> <li>•Availability of all indicators = 9</li> <li>•Availability of 10-12 = 7</li> <li>•Availability of 7-9 = 5</li> <li>•Availability of 4-6 = 3</li> <li>•Availability of 1-3 = 1</li> </ul>
b. Availability of hand sanitizer or alcohol dispenser at school gates	
c. Availability of surgical masks at school entrance reserved for symptomatic individuals	
d. Availability of functional TRIAGE system near entrance gate	
e. Availability of designated room for isolation of students and personnel with fever and flu-like symptoms near entrances	
h. Waste segregation/ Regular schedule for trash disposal esp. infectious wastes such as used tissues and masks	
i. No possible areas/places for mosquitoes breeding, bats and presence of stray animals	
j. With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school	
k. Safety measures during school activities: (sports, laboratory experiments etc.)	
l. Transportation means during emergency cases	
m. Implementing health programs/projects	
f. Availability of PPEs and hygiene and sanitation items for learners and personnel	
g. Regular sanitation and disinfection of school facilities, furniture, and equipment	

## SCORING GUIDE

CRITERIA	GUIDANCE FOR POINTS
<b>A. Enabling Environment</b>	
1. Adopted/Adapted/localized at least 3 existing policies relating to DRRM/CCA/EiE in education/school safety	3 or more policies adapted/localized = 3
2. Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions	<ul style="list-style-type: none"> <li>•Presence of all components in the criteria = 2</li> <li>•Absence of even 1 component in the criteria = 0</li> </ul>
3. Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction, and rehabilitation and recovery	<ul style="list-style-type: none"> <li>•Presence of all components in the criteria = 2</li> <li>•Absence of even 1 component in the criteria = 0</li> </ul>
4. School budget supports regular DRRM activities	•Presence of budget allocated for DRRM activities = 2
5. Conducted student-led school watching and hazard mapping (DO 23, s. 2015), and involved students in DRRM planning	•Students involved in both school watching and hazard mapping = 2
6. Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and School Improvement Plan (SIP)	•Incorporated in both DRRM Plan and SIP = 3
7. Data collection and consolidation of programs and activities on DRRM, covering the 3 pillars to monitor results and impact	•Presence = 2
8. Rapid Assessment of Damages Report (RADaR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area	<ul style="list-style-type: none"> <li>•Submission within 72 hours after onslaught of hazard, either through RADaR app or other means of communication/reporting = 3</li> <li>•Submission beyond 72 hours after onslaught of hazard, either through Radar or other means of communication/reporting = 0</li> </ul>
9. 100% completion of DRR related questions in the EMIS/EBEIS	<ul style="list-style-type: none"> <li>•100% completion = 2</li> <li>•Less than a 100% completion = 0</li> </ul>

10. School has partnerships that could be tapped to support its DRRM programs and activities, including those during and after a disaster	•Presence of current partnerships = 2
<b>B. Safe Learning Facilities</b>	
1. School building/classroom components are according to DepEd and/or National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points)	See guidance for Pillar 1 starting on Slide No. 28
2. School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners	Presence = 2
3. School has taken appropriate action with respect to unsafe school buildings (e.g., upgraded/retrofitted, non-usage, etc.)	•Undertaken appropriate action = 2 •Absence of any appropriate action = 0
4. Undertaken regular inspection and repair of minor classroom (including facilities) damages	•Presence = 1
5. School Heads are clear with the roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per Joint Memorandum Circular No. 1, s. 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR	Presence = 1
6. Complied the School Safety Assessment Tool (SSAT) checklist per DO 30, s. 2022 and certified with a safety seal	•Complied SSAT with safety seal certification = 2 •Complied SSAT but not safety seal certified = 1 •Absence = 0
<b>C. School Disaster Risk Management</b>	
1. School has a Contingency Plan, i.e., Preparedness Plan turned into response actions when a disaster strikes, including COVID-19	Presence = 3
2. 80% of students and their families have accomplished the Family Preparedness Plan together (family evacuation, reunification), as per DO No. 27, s. 2015	•80% of students accomplished as per criteria = 2 •Less than 80% of students accomplished as per criteria = 1
3. School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency	•Presence of tracking system for both learners and personnel = 2 •Absence of 1 or both = 0
4. Hazard and evacuation maps are located in conspicuous places in the school	Presence = 1

5. School has available, accessible, and adequate first aid kit in every instructional classroom	<ul style="list-style-type: none"> <li>•Presence and accessibility with basic content = 1</li> <li>Basic Content: alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first aid</li> </ul>
6. School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)	<ul style="list-style-type: none"> <li>•Presence of at least 2 equipment as per criteria = 1 (if fire extinguisher is one of them, should follow BFP minimum standards; otherwise, it is not considered)</li> <li>•Less than 2 = 0</li> </ul>
7. School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)	<ul style="list-style-type: none"> <li>•If drills dealt with at least 3 hazards in total (each drill being hazard-specific), and as per criteria = 3</li> <li>•If drills dealt with 2 hazards in total (each drill being hazard-specific) and as per criteria = 2</li> <li>•If drills dealt with 1 hazard only and as per criteria = 1</li> <li>•No drills = 0</li> </ul>
8. School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols	Presence = 2
9. School has trained personnel to administer first aid to students and personnel	Presence = 1
10. School has pre-identified spaces for putting up Temporary Learning spaces/shelters in the aftermath of a disaster or emergency	Presence = 1
11. School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)	Presence = 2
12. School has psychosocial intervention for personnel and students	Presence = 1
13. School has trained teachers and other personnel who could provide psychosocial support to students	Presence = 1
14. School has an evacuation plan and procedures	Presence = 2



15. School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents	Presence = 2
16. School has conducted awareness and capacity building for families and learners	•Four or more = 2
	•2 – 3 = 1
	•Less than 2 = 0
17. School participated in the different DRRM/CCA/EiE activities of the LGU	Presence = 1
<b>D. DRR in Education</b>	
1. School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the national Curriculum Guide	•Integrated in 4 or more subjects = 5
	•Integrated in 3 subjects = 3
	•Integrated in less than 3 subjects = 1
	•Not integrated at all = 0
2. More than 75% of students are actively participating in various DRRM/CCA/EiE activities	•More than 75% of students = 1
	•Less than 75% of students = 0
3. School has a DRRM/CCA/EiE capacity building plan for teachers and personnel	Presence = 1
4. School Head and personnel have participated at least 3 DRRM/CCA/EiE trainings from Division or region or partners	At least 3 DRRM/CCA/EiE trainings as per criteria = 3
5. At least more than 10 DRRM/CCA/EiE resource materials are available in the school	Presence = 1
6. Presence of DRRM corner, with updated IEC materials posted in it, in every classroom	Presence = 1