



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

DM 2022-10-580  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 DATE: \_\_\_\_\_  
 OCT 25 2022

**Division MEMORANDUM**

No. 580, 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:** October 25, 2022

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

1. In light with the onset of rainy season in the country, this Office enjoins all concerned to conduct disaster preparedness, prevention, and mitigation measures to ensure the safety of personnel, learners, vital records, and properties owned by the Department.
2. All School Heads shall conduct all, but not limited to, the following activities:
  - a. Conduct of minor repairs to school buildings to ensure that they can withstand heavy rain and strong winds;
  - b. Identification of storage areas for safekeeping of vital records and computer machines;
  - c. Reinforcing policies on the responsible usage of electrical equipment and appliances;
  - d. Updating of contact information of their teaching and non-teaching personnel, learners, and parents;
  - e. Pruning of trees;
  - f. Compliance to the COVID-19 prevention and control measures;
  - g. Conduct of Student-led School Watching and Hazard Mapping (DO 23, s. 2015); and
  - h. Conduct of 4S or 5S activities to combat dengue in schools.
3. In addition, dissemination of DepEd Order No. 37, s. 2022 re: Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Disasters and Other Natural Calamities to various school stakeholders is enjoined.



4. Furthermore, school heads are enjoined to establish family reunification protocol. Family reunification of the school must be disseminated to the parents once done.

5. **Progress reports** on this matter must be submitted online to this Office on **November 15, 2022** and **Final accomplishment reports** must be submitted on **November 30, 2022**. Online form can be found on our **DRRM Portal** landing page accessible at **[tinyurl.com/drrm-portal](http://tinyurl.com/drrm-portal)**.

6. Should there be queries, contact Jimdandy S. Lucine, Project Development Officer II (DRRM), at 0917 115 6864.

Encl: None

Copy Furnished: Records Unit | DRRM



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



21 93 0060