



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

2023-70274
DM-2023-03-102
DEPED MALAYBALAY CITY DIVISION
RELEASED
MAR 24 2023 Time: 8:55
By:

Division MEMORANDUM
No. 102, s. 2023

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

FROM: VICTORIA V. GAZO, CESO V
Schools Division Superintendent

DATE: March 23, 2023

SUBJECT: DISSEMINATION OF NDRRMC MEMORANDUM CIRCULAR NO. 1, S. 2023 RE: GUIDELINES FOR 23RD GAWAD KALASAG SEAL AND SPECIAL AWARDS FOR EXCELLENCE IN DISASTER RISK REDUCTION AND MANAGEMENT AND HUMANITARIAN ASSISTANCE CY 2023

The field is hereby informed of NDRRMC Memorandum Circular No. 1, s. 2023 re: Guidelines for 23rd Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance CY 2023. Its content is self-explanatory.

Interested schools shall submit their documents at least five days before May 12, 2023 for official Division endorsement.

Encl: As stated.

Copy Furnished: Records Section | DRRM





REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

MEMORANDUM CIRCULAR

FEB 22 2023

No. 001 s. 2023

TO : **Members, National Disaster Risk Reduction and Management Council (NDRRMC); Chairpersons, Regional DRRMCs; Metro Manila DRRMC; Bangsamoro Autonomous Region in Muslim Mindanao DRRMC; Provinces/Cities/Municipalities DRRMCs; and Other Concerned Offices**

SUBJECT : **Guidelines for 23rd Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance CY 2023**

Gawad KALASAG
(Kalamidad at Sakuna LABanan, SARiling Galing ang Kaligtasan)

BACKGROUND

Established in 1998, the Gawad KALASAG (GK) Search for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance has served as the country's recognition and award scheme for various stakeholders who promote and implement disaster risk reduction and management, climate change adaptation (DRRM-CCA), and humanitarian assistance programs that protect and shield high risk communities against extreme hazards and render them more capable of addressing their vulnerabilities. It was aimed as a mechanism to obtain sustained commitment and support by recognizing the exceptional contributions of DRRM practitioners in strengthening the resilience and adaptive capacities of various aspects of society and communities to disaster risks.

Based on past experiences and lessons learned, the Gawad KALASAG program was transformed into Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance (GK) and adopted a mandatory assessment of all Local Government Units, specifically Provinces, Cities, and Municipalities (PCM) and critical institutions (Schools and Hospitals); continued competition for Civil Society Organizations (CSOs); and special recognition for individuals and organizations.

Commencing CY 2023, the GK will cover the (1) GK Seal for Local DRRM Councils and Offices; GK Special Awards for (2) Best Civil Society

Organization, (3) Best People's Organization, (4) Best Volunteer Organization; (5) Best Higher Education Institutions; (6) Best Private Organizations; (7) Best Government Emergency Management and Response Teams (GEMs); (8) Best Hospitals; (9) Best Schools; (10) GK Special Recognition for Individuals and Organizations; and (11) Heroic Act for Individuals and Groups.

I. RATIONALE

For more than 20 years in its implementation, the Gawad KALASAG, through its assessment guidelines, has evolved based on actual ground situations and experiences.

The GK Seal for LDRRMCO is envisioned to serve as an assessment mechanism for all Local Government Units as they implement the mandatory provisions of Sections 11 and 12 of Republic Act No. 10121, specifically on the institutionalization of their Local DRRM Councils (LDRRMCs) and Local DRRM Offices (LDRRMOs), including other policy issuances such as the reporting on the allocation and utilization of the Local DRRM Fund (LDRRMF).

Further, the transformation of the Gawad KALASAG Search into GK Seal will provide the platform for convergence and enhancement of the DRRM localization programs, projects, and strategies under the Office of Civil Defense, such as Review of Local DRRM Plans (LDRRMPs), the assessment of LDRRMCOs, assessment, and monitoring of LDRRMF Utilization. With the mandatory assessment, the challenges and gaps in the implementation of the LDRRM Plan of each LGU, and activities to address DRRM-CCA needs and priorities of LDRRM officers and staff, as well as LDRRMC members, can be identified.

On the other hand, the assessment of other critical institutions (Schools, Hospitals, etc.) will further strengthen the institutionalization of the standards, thereby preventing disasters and minimizing disaster risks.

Moreover, the GK Special Awards aims to annually recognize and acknowledge the outstanding contribution of partners and institutions such as Hospitals, Schools, Civil Society Organizations, People's Organizations, Volunteer Organizations, Private Organizations, GEMS, as well as groups and individuals.

As the GK Seal and Special Awards seek to strengthen disaster resilience through a "whole-of-society" approach, it also ensures inclusivity, generating wider and greater participation, as well as equal opportunity for all stakeholders in the promotion and sustainability of DRR-CCA innovations and best practices.

II. PURPOSE

This memorandum circular is issued to prescribe the guidelines on the criteria (requirements/qualifications), procedures (phases/steps), and processes (assessment/selection/evaluation process), including the timelines for the implementation of Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance. Specifically, the Guidelines aim to provide the following:

- a. Mechanisms for the mandatory assessment of Local DRRM Councils and Offices of Provinces, Cities, and Municipalities under GK Seal for LDRRMCO Category;
- b. Procedure on the application or endorsement-based assessment of institutions, organizations, individuals, and groups for the GK Special Awards;
- c. Composition of the Regional and National Validation/Selection Committee and the National Gawad KALASAG Committee demarcating their respective roles and responsibilities;
- d. Redress mechanism to address grievances, appeals, and protests arising from the evaluation and validation of submissions and entries;
- e. Logistical and administrative arrangements for the conduct of GK CY 2023; *and*
- f. Information on the necessary logistical and documentary requirements for the assessment of LGUs for the LDRRMCO Category and the selection of awardees for the GK Special Awards Categories.

III. CATEGORIES OF AWARDS AND INCENTIVES

The GK Seal and Special Awards CY 2023 will cover seven (7) major categories and shall receive their incentives as specified below:

CATEGORIES		INCENTIVES
GK Seal for Local DRRM Councils and Offices	1. Local DRRM Councils and Offices	Plaque of Recognition: GK Seal of Excellence
		Beyond Compliant: Gold Plaque Fully Compliant: Silver Plaque
GK Special Awards for Civil Society Organizations	2. Volunteer Organizations (Emergency Response)	Top Awardee: Plaque plus Php 300,000.00
	3. Peoples Organizations	2 Finalists: Plaque plus Php 100,000.00

	4. Local Civil Society Organizations	
GK Special Awards for GEMs	5. Basic Local Government Emergency Management and Response Team (GEMs) for 4 th to 6 th Class Municipalities	Top Awardee: Plaque plus Php 300,000.00 2 Finalists: Plaque plus Php 100,000.00
	6. Advance Local Government Emergency Management and Response Team (GEMs) for Provinces, Cities, and 1 st to 3 rd Class Municipalities	
GK Special Awards for Hospitals	7. National Government Hospitals	Top Awardee: Plaque plus Php 300,000.00 2 Finalists: Plaque plus Php 100,000.00
	8. Local Government Hospitals	
	9. Private Hospitals	Top Awardee: Plaque plus Php 100,000.00 2 Finalists: Plaque plus Php 50,000.00
GK Special Awards for Schools	10. Higher Education Institution	Top Awardee: Plaque plus Php 300,000.00 2 Finalists: Plaque plus Php 100,000.00
	11. Public Elementary Schools	
	12. Public High Schools	
GK Special Awards for Private Organizations	13. Private Organizations (Business/Corporate)	Top Awardee: Plaque plus Php 100,000.00 2 Finalists: Plaque plus Php 50,000.00
GK Special Recognitions	14. Heroic Act (Individual/Group Living)	Plaque of Recognition plus Php 50,000.00
	15. Heroic Act (Individual/Group Posthumous)	
	16. Special Recognition for Individuals 17. Special Recognition for Organizations	Plaque of Recognition

For Heroic Act Category (Individual Living, Group Living, Individual Posthumous, Group Posthumous), a maximum of three (3) awardees may be awarded Php 50,000.00 each. However, should there be more than three nominees, the maximum amount allowable for the said category shall be divided equally among the awardees.

Special Recognition awardees shall receive plaques of recognition for their DRRM acts, efforts, and initiatives.

All cash incentives are subject to a twenty percent (20%) final tax and shall be subject to government accounting, auditing rules, and regulations.

IV. APPLICATION AND SELECTION PROCESS

Mandatory assessment of all LDRRMCOs of 1,715 LGUs, specifically, the provinces, cities, and municipalities in the country shall be conducted while all barangay DRRM committees are excluded from the LDRRMCO assessment until a subsequent policy or guidelines is issued for the said event. The Special Awards for other categories shall be on an application or endorsement basis. The coverage for the GK Seal and Special Awards 2023 assessment will be the accomplishments of CY 2022.

The following assessment process shall be conducted for the Gawad KALASAG Seal for Local DRRM Councils and Offices (LDRRMCO) Category:

1. Orientation on GK Guidelines and Assessment Tool for the GK Regional Focal and National Validation and Selection Committee
2. Self-Assessment of LGUs
3. LDRRMCO Category Regional Evaluation (Desk Evaluation, Field Validation, and Deliberation)
4. Endorsement of Regional Evaluation Result to GK Secretariat
5. National Desk Evaluation
6. Final Deliberation of Awardees and Joint Plenary Session
7. Gawad KALASAG Seal National Awarding Ceremony

On the other hand, for the Gawad KALASAG Special Awards Categories, the following selection process activities shall be conducted:

1. Orientation on GK Guidelines and Checklists for the GK Regional Focal Persons and National Validation and Selection Committee
2. Call for Entries
3. Regional Selection (Desk Evaluation, Field Validation, and Deliberation)
4. National Desk Evaluation
5. National Field Validation
6. Final Deliberation of Awardees and Joint Plenary Session
7. Gawad KALASAG Special Awards National Awarding Ceremony

Specifically, the implementation of these activities will employ the following methodologies:

A. Gawad KALASAG (GK) Seal for Local DRRM Councils and Offices (LDRRMCOs)

1. Orientation on GK Guidelines and Assessment Tool for the GK Regional Focal Persons and National Validation and Selection Committee

This is a three-day activity to orient the GK National and Regional Selection Committee on the new GK Guidelines, including the LDRRMCO Assessment Tool. Further discussion on the strategies, timelines, and

action plans to ensure smooth implementation of the GK Seal will also be conducted in this activity.

2. Self-Assessment of LGUs

LGUs through the LDRRMCOs, prior to the conduct of the actual assessment, shall perform an honest appraisal of their respective LDRRMCOs through a self-assessment rating using the prescribed LDRRMCO Assessment Tool.

The LGUs shall accomplish the said tool, attach the necessary documents as means of verification (MOV) in the prescribed format, including a duly accomplished and notarized Omnibus Sworn Statement (OSS), and submit to their respective OCD Regional Offices through e-mail or courier. Submission shall be not later than the prescribed deadline to be disseminated by the OCD.

The OCD Regional Offices shall issue a Certificate of Compliance to all LGUs who have complied with the submission of the said documents within the prescribed timeline. Sample Certificate of Compliance is attached as **Annex A**.

LGUs who have failed to submit the necessary documents shall be disqualified in the assessment.

3. LDRRMCO Category Regional Evaluation

The Regional Validation Selection Committee (RVC) composed of OCD Regional Offices and other members of Regional DRRMCs shall conduct (1) desk review to all submitted accomplished LDRRMCO Assessment toolkits as well as all the evidentiary documents attached as MOVs and (2) field validation for all the LDRRMCO who garnered a rating of Fully Compliant (1.50 – 2.49) and Beyond Compliant (2.50 – 3.0). Thereafter, the RVC shall validate these documents and provide feedback to the LGU on the result of the assessment.

LGUs may be assessed through desk evaluation and/or field validation. Only the LGUs that have garnered a rating of Fully Compliant and Beyond Compliant on Regional Evaluation shall be forwarded to the National Level for national validation.

Whenever necessary, OCD Regional Offices may create additional LDRRMCO Assessment Teams to ensure timely and effective conduct of the LDRRMCO Assessment within their respective jurisdictions.

Results of the regional validation shall remain confidential. Official results will be issued by the OCD Central Office after the deliberation of the National Validation Committee (NVC) with the concurrence of the NGKC.

3.1. LDRRMCO Minimum Requirements

All Local Government Units shall be assessed by the Regional Validation Committee. However, the absence of any of the following minimum requirements shall not be endorsed to the Gawad KALASAG Seal for Excellence in DRRM and Humanitarian Assistance National Validation:

- 1) Established and Organized Local Disaster Risk Reduction and Management Council/s (LDRRMC);
- 2) Membership of non-state stakeholders in the LDRRMCs (mandatory 16 members, 4 CSO and 1 Private Sector);
- 3) Established LDRRM Office;
- 4) Permanent/Designated and functional LDRRM Officer;
- 5) Established Functional Operations Center; and
- 6) Approved and adopted LDRRM Plan covering the assessment year (guided by the NDRRM Plan)

3.2. LDRRMCO Major Indicator Scoring System

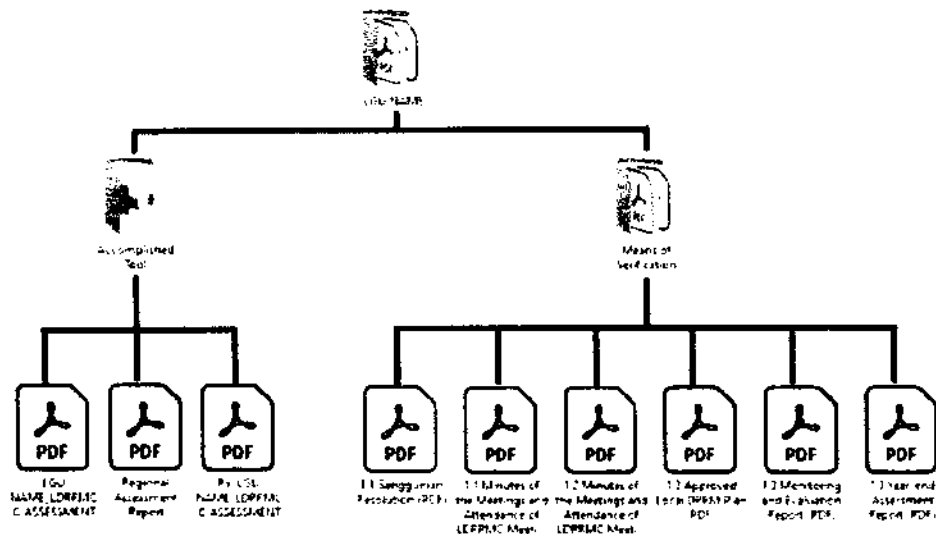
A new weight average grading system of major indicators and weight per number of indicators is hereby established to give premium on the minimum requirements of RA 10121 to all LDRRMCOs.

Criteria (No. of Indicators)	Assigned Weight
I. Structure (9)	25%
II. Competency (12)	35%
III. Management System (3)	15%
IV. Enabling Policies (1)	5%
V. Knowledge Management and Advocacy (2)	10%
VI. Partnership and Participation (2)	10%
Weighted Average	100%

4. Submission of Accomplishment Report to National GK Secretariat

All LDRRMCO Assessment Results Documents shall be submitted in electronic copies. Folders of Beyond Compliant and Fully Compliant rated LGUs that are for endorsement for National Awards must be separated from the Partially Compliant and Non-Compliant rated LGUs for databasing purposes.

All OCD ROs shall submit the documents of the qualified LGUs, such as assessment results, means of verification, duly signed and notarized Omnibus Sworn Statement (OSS), and Assessment Report cards duly signed by the RVC Members to the OCD Central Office through the National GK Secretariat in a Hard Drive and via e-mail, in preparation for the National Validation. The folder arrangement is as follows:



Additional MOVs shall no longer be accepted once the deadline for the transmittal of the toolkits and other related documents to the National GK Secretariat has already lapsed.

5. National Desk Evaluation

The conduct of desk evaluation will adopt a secondary data review of the qualified LGUs assessment toolkits and evidential documents assessed by the 17 RVCs across the country. The NVC shall ensure data reliability and validate assessment observations for qualified LGUs.

Results of the desk evaluation shall remain confidential until the deliberation of the NGKC. Hence, the NVC shall sign a non-disclosure agreement before starting the desk evaluation.

6. Final Deliberation of Awardees and Joint Plenary Session

The NVC will deliberate on the assessment results of the regional validation. With a consensus from the members of the validating team, the NVC will concur on the final awardees to be presented to the National GK Committee.

Thereafter, the NGKC will convene and decide on the final awardees to be recommended to the NDRRMC Chairperson, who will declare the final awardees of the 23rd GK National Awards.

OCD ROs shall notify the LDRRMCOs of the result of the final deliberation through formal communication.

B. Gawad KALASAG (GK) Special Awards

1. Orientation on GK Guidelines and Checklists for the GK Regional Focal Persons and National Validation and Selection Committee

A qualitative approach will be utilized, gathering participants from the various services of the OCD Central Office, Regional Offices, and member agencies.

Specifically, the conduct of Orientation to GK Focal Persons and National Validation and Selection Committee composed of Validators from partner agencies on the new GK Guidelines will employ a classroom or via video-teleconference discussion wherein the new GK Guidelines and the GK Time and Work Plan for implementation will be presented in plenary.

Thereafter, there will be an open forum where the participants will have the chance to ask relevant questions that will help them undertake the GK procedures.

2. Call for Entries

The NDRRMC, through the NGK Committee, shall issue a Memorandum for the commencement of the GK Seal and Special Awards, disseminate Information, Education, and Communication Materials (IEC) through e-mail and various outlets such as posting of announcements through the OCD and NGKC-member agencies' websites and official social media accounts.

3. Regional Selection (Desk Evaluation, Field Validation, and Deliberation)

Applicants at the Regional level for GK Special Awards shall undergo desk evaluation and field validation. Their winning entries, both in hard and soft copies, shall be submitted to the OCD Central Office through the Gawad KALASAG Secretariat using the prescribed template/style guide. **(Annex B: Style Guide)**

The GK Special Recognition for Individual category may also be through nomination from credible institutions or organizations such as Regional and National DRRM Councils, heads of agencies/offices/organizations, local chief executives, etc.

4. Desk Evaluation

For the Regional and National Level, the top three (3) finalists for each category that have garnered a score of at least 80% shall be determined through the desk evaluation. After the desk evaluation, the scores of the top three (3) finalists shall be reset to zero (0) and be subjected to field validation. Only the top awardees in each category at the Regional Level shall make it to the National Level selection process.

For the National level, the desk evaluation will adopt a data review or content analysis of the winning entries/top awardees or evidential documents assessed by the 17 regional selection committees across the country.

Results of the desk evaluation shall remain confidential until the deliberation of the NGKC is completed. Hence, R/NSC shall sign a non-disclosure agreement before the start of the desk evaluation.

5. Field Validation

The conduct of field validation adopts a comprehensive method of secondary data review of the winning nominees and field observation of their actual accomplishments.

During the validation, the R/NSC will be grouped according to their designated categories. After laying down the standards of procedures for the conduct of the validation process, the validating team will validate the top three nominees thru field validation.

An automatic succession of the next in rank will be applied for regional/national field validation if the entry did not meet the hurdle rate and/or did not meet the minimum requirements explicitly provided in the checklist. Provided further that the field validation will be conducted within the set time frame or schedule.

6. Final Deliberation of Awardees and Joint Plenary Session

For NSC Deliberation of Awardees, the NSC will review and deliberate on the result of the validation and the desk evaluation. With a consensus from the members of the validating team, the NSC will come up with their awardees to be recommended for presentation to the National Gawad KALASAG Committee (NGKC). The NSC will also prepare the citations of their awardees and finalists.

For the plenary, there will be a joint congress of the NGKC and NSC to deliberate on the Results of the validation. Thereafter, the NGKC will convene and decide on the final awardees to be recommended to the NDRRMC Chairperson, who will declare the final awardees of the 23rd GK Awards.

C. Redress Mechanism

The RDRRMC will serve as a primary Redress Committee for the Gawad KALASAG to address grievances, appeals, and protests arising from the evaluation and validation of submissions and entries. Matters that cannot be resolved at the regional level shall be raised to the national level by the concerned RDRRMC.

Any grievance should be made in writing by the interested parties within fifteen (15) days from receipt of official results citing the grounds of their complaint(s) or appeal.

V. SELECTION COMMITTEES

There shall be two (2) types of selection committees organized: (1) Validation Committee for GK Seal for LDRRMCO Category and (2) Selection Committee for GK Special Awards.

Members of the Regional and National Selection/Validation Committees are designated focal persons from selected Regional and National DRRM Council Member Agencies and partner organizations.

There shall also be a National GK Committee which will serve as the Steering Committee, composed of select NDRRMC member agencies and partner organizations.

The NGKC will be officially convened quarterly with Civil Defense Administrator (CDA) and Executive Director, NDRRMC as the presiding officer in his capacity as the Chairperson of the NGKC. The NGKC member agencies will be represented by undersecretary-level official or their equivalent. The NGKC meeting will follow a business-type manner applying parliamentary procedures where everyone has equal rights and privileges.

The list of member agencies and partners that may compose the committees and their respective roles and responsibilities are provided in **Annex C: Selection Committees**.

A. QUALIFICATION OF NATIONAL AND REGIONAL VALIDATION/ SELECTION COMMITTEE

The National and Regional Validation/Selection Committee (N/RVSC) shall be composed of representatives from the NDRRMC member agencies and RDRRMC member agencies, respectively. They should be endorsed by their respective head of Agency or its duly designated representative.

The National and Regional GK Secretariat may nominate or pre-determine N/RVSC from N/RDRRMC member agencies based on consistent and meritorious participation from previous Gawad KALASAG sessions to ensure continuity and sustainability of Gawad KALASAG processes.

The duly endorsed N/RVSC shall participate in the Orientation on GK Guidelines and Checklists to be qualified to perform the assigned tasks.

VI. UTILIZATION OF GAWAD KALASAG CASH INCENTIVES

Gawad KALASAG cash incentives for Special Awards shall be utilized solely for the implementation of priority programs, activities, and projects (PAPs) of the

awarded government agency/sector/institution/organization, aligning these PAPs with the National Disaster Risk Reduction and Management Plan, National Climate Change Action Plan, Philippine Development Plan, Sendai Framework for Disaster Risk Reduction and Sustainable Development Goals, etc.

VII. OTHER INCENTIVES

Starting CY 2024, the GK Seal for LDRRMCOs shall be the primary source of data for the Disaster Preparedness area of the Seal of Good Local Governance (SGLG). Specifically, SGLG 2024 will be utilizing the assessment results of the previous year's GK Seal (i.e., CY 2023). Subject to additional parameters to be provided by the Council and Good Local Governance (CGLG), beyond and fully compliant LGUs will be considered as initial passers of the Disaster Preparedness area.

Moreover, Fully Compliant and Beyond Compliant LGUs in this particular assessment period shall be prioritized for NDRRM Fund assistance for DRRM projects in their respective localities, subject to existing policies and procedures.

VIII. GAWAD KALASAG NATIONAL AWARDING CEREMONY

The 23rd GK National Awarding Ceremony shall be organized where each awardee is to be recognized and conferred with plaques of recognition, while cash incentives for special awards shall be claimed by the winners from the concerned OCD regional offices.

The GK Seal for LDRRMCO awardees who have been rated and awarded as beyond compliant LGU for five (5) consecutive years shall be given a Special Recognition Award. Meanwhile, GK Special Awards awardees who have won first place at the national level for three (3) consecutive years in the same category shall be given a Hall of Fame Award. The Hall of Fame Awardees may again join only after three (3) years from receipt of said award.

IX. LOGISTICAL AND ADMINISTRATIVE ARRANGEMENTS

A. National and Regional Validation

For the RSCs and RVCs, the claim of incidental expenses will be from the sending agency/organization. At the same time, food, transportation, and accommodation will be charged to the funds of OCD Regional Offices.

The National and Regional Selection/Validation Committee members shall receive honoraria for technical services provided during the Gawad KALASAG major events or activities, such as Desk Evaluation, Field Validation, and Deliberations.

All payments shall be in accordance with the existing government accounting and auditing rules and regulations.

B. Implementation of Activities

All activities hereunder shall be conducted in accordance with the existing health protocols issued by relevant authorities.

X. UTILIZATION OF LDRRMCO ASSESSMENT RESULTS

Result of the assessment can be used by the NDRRMC on reviewing the performance of the LGUs in DRRM to serve as a basis in the formulation of the guidelines and policies in disaster resilience in light of the increasing intensity and frequency of hazards in the country.

For the RDRRMCs, the result of the assessment can be used to assess the capacity of LGUs and to serve as a basis on the provision of interventions, technical assistance, and capacity-building activities.

For the LGUs, the result of the assessment can be used in identifying the strengths and weaknesses in local DRRM, which they can prioritize in the programming of their local DRRM funds for implementation or enhancement.

XI. TIMELINE OF ACTIVITIES

Timeline of activities is attached as **Annex D**.

XII. AUTHORITY OF CHAIRPERSON, NGKC

The Chairperson, NGKC shall have the authority to sign and promulgate policies involving the implementation of the Gawad KALASAG for the succeeding sessions.

The Chairperson, NDRRMC and SND shall have the final approval and declaration of winners duly endorsed by the Chairperson, NGKC.

XIII. REPEALING CLAUSE

The provisions of NDRRMC Memorandum Circular No. 02 s. 2022, **"Guidelines for CY 2022 Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance"**, and all other issuances inconsistent thereof are hereby repealed.

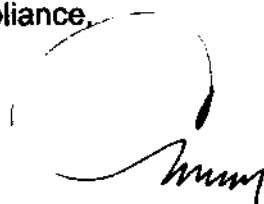
XIV. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon the approval by the Chairperson, NDRRMC unless revoked or revised.

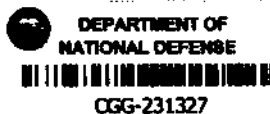
XV. APPROVAL AND PROMULGATION

These Guidelines on Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance is hereby approved and thereby promulgated.

For guidance and compliance,



CARLITO G GALVEZ JR.
Chairperson, NDRRMC and
Senior Undersecretary / Officer-In-Charge,
Department of National Defense





Republic of the Philippines
REGIONAL DISASTER RISK REDUCTION & MANAGEMENT COUNCIL
 Region X
 Cidel Center, A. Luna St, corner Sgt. Velez St, 9000 Cagayan de Oro City

FOR: All Regional Directors, Heads of Offices and Bureaus of the Regional Disaster Risk Reduction and Management Council – 10

G1, IID	DFA	LTO	PCG
4ID, PA	DILG	MARINA	PhilHealth
52 nd EBde, PA	DOH	MGB	PHIVOLCS
BFAR-DA	DOE	NAPC	PIA
BFP	DOJ-ORSP	NCIP	PMS
BLGF-DOF	DOLE	NEDA	PPA
BMFI	DOST	NFA	PRC
CAAP	DOT	NHA	PRO-10, PNP RD
CHED	DPWH	NICA	SSS
CHR	DSWD	NMMC	TESDA
DA	DTI	NTC	TOG-X, PAF
DAR	ECOWEB	PAGASA	Water District
DBM	EMB	PAGIBIG	XU-ERC
DENR	GSIS	PCIC	HUCs/LGUs/PLGUs
DepEd	DHSUD	PCUP	

SUBJECT: Orientation for CY2023 Gawad KALASAG Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance

DATE: March 2, 2023

1. Relative to the CY2023 Gawad KALASAG Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance, the Office of Civil Defense Region (OCD) 10 will conduct an orientation on the following categories and schedules:

Day 1 – March 21, 2023

Day 2 – March 22, 2023

**9AM
to
12PM**

- A. GK Special Awards for Schools**
- i. Higher Education Institution
 - ii. Public Elementary Schools
 - iii. Public High Schools

- C. GK Special Awards for Hospitals**
- i. National Government Hospitals
 - ii. Local Government Hospitals
 - iii. Private Hospitals

- D. GK Special Awards for GEMS**
- i. Basic Local Government Emergency Management and Response Team for 4th to 6th Class Municipalities
 - ii. Advance Local Government Emergency Management and Response Team for Provinces, Cities, and 1st to 3rd Class Municipalities



**1:30PM
to
4:30PM**

Day 1 – March 21, 2023

- B. GK Special Recognitions
 - i. Heroic Act
(Individual/Group Living)
 - ii. Heroic Act
(Individual/Group Posthumous)
 - iii. Special Recognition for Individuals
 - iv. Specials Recognition for Organizations

Day 2 – March 22, 2023

- E. GK Special Awards for Civil Society Organizations
 - i. Volunteer Organization
(Emergency Response)
 - ii. People's Organization
 - iii. Civil Society Organization
- F. GK Special Awards for Private Organizations

2. The orientation will be conducted via VTC on March 21-22, 2023 – 9AM to 4:30PM with the following meeting details:

Zoom Meeting ID : 681 435 1569
Passcode : GK2023

- 3. Attached in this letter are the NDRRMC Memorandum No 03 s.2022, Guidelines per category and Style Guide.
- 4. For more inquires and information, please feel free to contact: Naimfreal Silao (0927 595 8584)/ Regine Jamesolanin (0917 127 3748) and/ or email address: ocd10pdps@gmail.com.
- 5. Thank you for your continuing support to Northern Mindanao Disaster Risk Reduction and Management Council.

DIR. ANTONIO B. SUGAROL
Regional Director, OCD-X
Chairperson, RDRRMC



All cash incentives are subject to a twenty percent (20%) front loading that will be subject to government accounting, auditing roles and regulations.

ANNEX B
STYLE GUIDE FOR ENTRIES

1. This style guide applies only for entries for the following categories: Hospitals, Schools, Civil Society Organization (CSO), Volunteer Organization, Peoples' Organization, Private Organization, Government Emergency Management and Response Teams (GEMs), and Special Recognition for Individuals and Organizations.
2. All entries must contain an accurate Table of Contents, indicating the Preliminaries and Criteria including their corresponding pages. All pages except the Table of Contents must indicate their corresponding page numbers. Each criterion shall be tabbed accordingly. Please see attached sample.
3. Introduction shall be limited to the following:
 - a. Brief description or profile of the category
 - b. Brief message and acknowledgments
 - c. Executive Summary
4. All pictures must be colored and in high-definition quality to ensure clarity when expanded. There shall be a minimum of two (2) photo attachments per page if supplemented with captions, or at least three (3) photos when not accompanied with captions.
5. A minimum of two (2) scanned copies of documents per page is required. Unless of utmost importance or relevance that the contents may not be readable when reduced in size, such documents shall be allowed to occupy an entire page.
6. All entries shall be submitted book bound and hardbound in one single document. Consideration shall be made for localities wherein hard binding services are not available. In such case, the OCD Regional Office concerned shall furnish the Gawad KALASAG Secretariat a certification, signed by the Regional Director, to prove the same.
7. The following standards on font type, font size, paper size, paper orientation, line spacing, indents, and the maximum number of pages shall be required for all entries.
 - a. Font type: Times New Roman/Arial
 - b. Font size for the context: 12
 - c. Paper orientation: Portrait
 - d. Paper size: A4

- e. Line spacing: Single spacing
 - f. Indents provided for in the style guide sample format
 - g. Maximum pages: **300** including introduction, annexes, and attachments (NOT back-to-back)
8. The following color coding of entry cover page according to category shall be followed:
- Hospitals: Blue
 - Schools: Green
 - Civil Society Organization: Yellow
 - Peoples' Organization: Orange
 - Volunteer Organization: Violet
 - Private Organization: Pink
 - Government Emergency Management and Response Teams (GEMs): Red
 - Special Recognition and Heroic Act: White
9. The presentation of compliance in different categories shall be clear, concise, and straight to the point. Unnecessary inclusion whether in text or document to an entry is highly discouraged. Annexes shall be limited to the following:
- a. Means of verification
 - b. Relevant photos
 - c. Clearances/ Titles
 - d. Minutes of the Meeting
 - e. MOA/MOU
 - f. Documents that will prove a claim

To facilitate efficient and orderly deliberation and evaluation of all entries, deliberate non-compliance to the aforementioned requirements shall merit disqualification of the entry.

(Name of Category Here)

(Proposed Table of Contents)

Part I. Preliminaries

page

Title

Executive Summary

Profile

Part II. Criteria (Based on Checklist)

Prevention and Mitigation

x

Preparedness

x

Response

x

Rehabilitation and Recovery

x

Part III. Annexes

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SAMPLE STYLE GUIDE

Contents Page: Left 1"; Right 0.1"; Top 1"; Bottom 1"

PRELIMINARY TITLE

(SAMPLE CONTENTS PAGE ONLY)

I. INTRODUCTION TO THE AGENCY

Background

The National Civil Defense Administration (NCDA) was established in 1954 by virtue of Republic Act No. 1190, otherwise known as Civil Defense Act of 1954. Organized under the Office of the President, the NCDA was mandated to *"establish and administer a comprehensive national civil defense program; formulate and prepare at all times plans and policies for the protection and welfare of the civilian population in time of war directly involving the Philippines or other national emergency of equally grave character..."* In 1970, the administration of then president Ferdinand E. Marcos saw the need to establish a Disaster and Calamities Plan by an Inter-Departmental Planning Group on Disasters and Calamities.¹ Two years later, the Office of Civil Defense (OCD) was established by virtue of Letter of Instruction (LOI) No. 19 effectively replacing the NCDA. Under its new charter, the OCD was tasked to *"coordinate national level activities and functions of the national government, private institutions and civic organizations."* Finally in 1978, through Presidential Decree (PD) 1566, the National Disaster Coordinating Council (NDCC) was established as the highest policy-making body and the focal organization for disaster management in the country².

XXXXXXXXXXXXXXXXXXXXXX

¹ https://www.coa.gov.ph/disaster_audit/article2.html

² *Ibid.*

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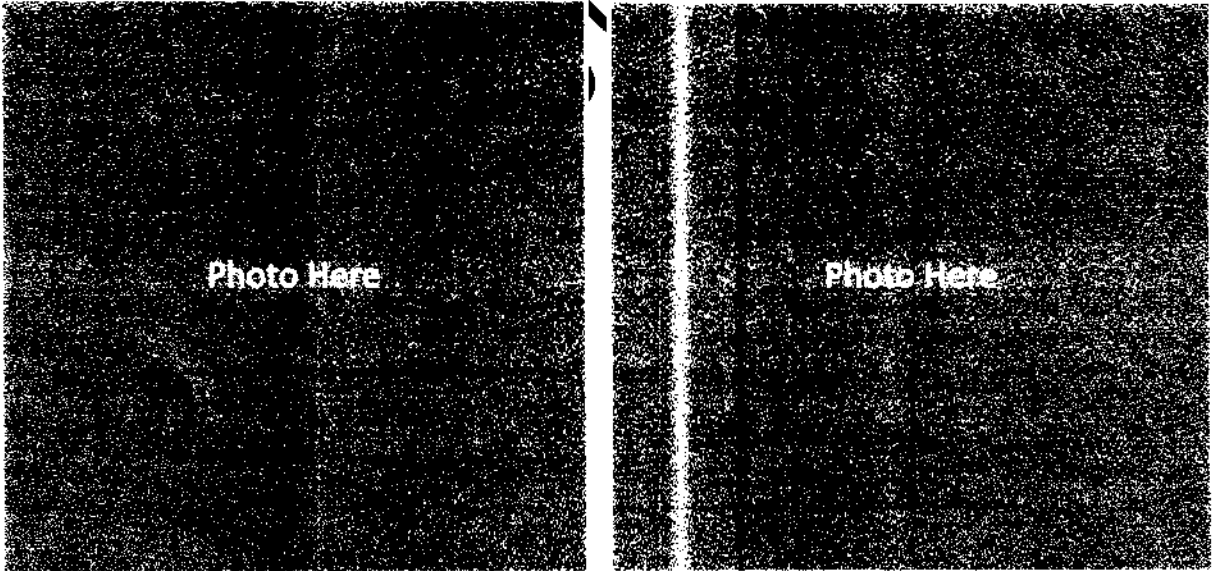
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SAMPLE GUIDE

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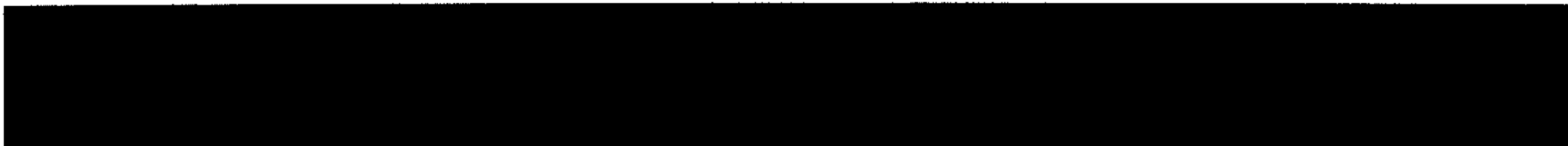
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DUPLICATE

SAMPLE STYLE GUIDE



School Category, Levels, and Classification:

Public	Elementary (Kinder to Grade 6)
Private	Secondary (Junior, Senior High School or Combination)

Name of School:	Legislative District:
School ID:	Province:
Division:	School District:
Region:	Date Visited/Inspected:
School Address:	GENERAL SCORE:

	CRITERIA	Means of Verification	Guidance for Points	Points	Score	Comments/Recommendations
	ENABLING ENVIRONMENT			24		
1	Adopted/Adapted/localized at least 3 existing policies relating to	Screenshot or scanned copy of:	3 or more policies adapted/localized = 3	3		

	Disaster Risk Reduction and Management (DRRM) Climate Change Adaptation and Mitigation (CCAM) and Peacebuilding in education	<ul style="list-style-type: none"> a. School Memo organizing SDRRM Team b. Information and Communication Protocol c. Quarterly Drills d. Others 	<p>2 policies adapted/localized = 2</p> <p>1 policy adapted/localized = 1</p> <p>No adapted/localized policy (irrelevance policy) = 0</p>			
2	Formed and functional School DRRM Team with the participation of the Supreme Student Government (SSG)/ Supreme Pupil Government (SPG) in the planning process, with school DRRM Coordinator and consisting of personnel from different school stakeholders with defined membership and roles and responsibilities/functions	<p>Screenshot or scanned copy of:</p> <ul style="list-style-type: none"> a. School Memo creating the organization b. SDRRM Team with duties and responsibilities c. SDRRM Organizational Structure 	<p>Presence of all components in the criteria = 2</p> <p>Absence of even 1 component in the criteria = 1</p> <p>No formed School DRRM Team = 0</p>	2		
3	Has a Comprehensive School DRRM Plan. This includes DRRM, CCAM, and Peacebuilding measures covering risk assessment, risk reduction including rehabilitation and recovery	<ul style="list-style-type: none"> a. Approved Comprehensive School DRRM Plan 	<p>Presence of all component in the criteria = 1</p> <p>Absence of even 1 component in the criteria = 0</p>	1		

4	School budget supports regular DRRM activities	<p>a. School Improvement Plan</p> <p>b. Annual Implementation Plan</p> <p>c. School DRRM Plan</p>	<p>The presence of budget allocation for DRRM activities identified in the DRRM Plan and Annual Implementation Plan = 2</p> <p>The presence of budget allocation for DRRM activities identified any of the DRRM Plan and Annual Implementation Plan = 1</p> <p>The absence of budget allocation for DRRM activities identified in the DRRM Plan and Annual Implementation Plan = 0</p>	2		
5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning	<p>a. DepEd checklist of student-led school watching and hazard mapping</p> <p>b. Document ation of findings</p> <p>c. Photo documentation in the conduct of school watching</p>	<p>Students involved both school watching and hazard mapping and the DRRM Planning = 2</p> <p>Students involvement in either school watching and hazard mapping and the DRRM Planning = 1</p>	2		

		and hazard mapping	Absence of student participation in the school watching and hazard mapping and the DRRM Planning = 0			
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and Annual Implementation Plan (AIP)	a. Approved Annual Implementation Plan b. Approved School DRRM Plan	<p>Clear understanding in the inclusion of school watching and hazard mapping in both the approved Annual Implementation Plan and the School DRRM Plan = 4</p> <p>Inclusion of school watching and hazard mapping in the approved Annual Implementation Plan = 3</p> <p>Inclusion of school watching and hazard mapping in the approved School DRRM Plan = 2</p> <p>Inclusion of school watching and hazard mapping in both the</p>	4		

			<p>Annual Implementation Plan and the School DRRM Plan without the approval of the authorized signatory = 1</p> <p>Absence of school watching and hazard mapping in the Annual Implementation Plan and School DRRM Plan = 0</p>			
7	Copies of the School Report Card (SRC) is presented and distributed to stakeholders	<p>a. School Report Card</p> <p>b. Photo documentation (Presentation and distribution of SRC)</p> <p>c. Posted in Social media platform</p>	<p>Presence of School Report Card and photo documentation of distribution = 2</p> <p>Absence of any of the School Report Card and photo documentation of distribution = 1</p> <p>Absence of the School Report Card and photo documentation of distribution = 0</p>	2		
8	Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to	a. DepEd develop monitoring and evaluation tool	Presence of collected and consolidated data covering the 3 pillars = 2	2		

	monitor results and impact exist (Monitoring and Evaluation Tool)	for the 3 pillars with baseline information and progress reports	Presence of collected but not consolidated data covering the 3 pillars = 1 Absence of collected and consolidated data = 0			
9	Rapid Assessment of Damages Report (RADaR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area or a Certificate of no damage/hazard experience signed by the School Division Office	a. RADaR Screenshot b. Mock RADaR text if the school did not experience any major hazards c. Certificate of no damage signed by the Schools Division Superintendent or his/her authorized representative	Submission of RADaR within 72 hours after onslaught of hazard, either through SMS or other means of communication = 3 Submission beyond 72 hours after the onslaught of hazard, either through SMS or other means of communication = 2 Absence of RADaR submission = 0	3		
10	100% completed of DRR-related questions in the Education Management Information System (EMIS) and Enhanced Basic Education Information System (EBEIS)	a. Education Management Information (School level) b. Enhanced Basic Education Information	100% completion DRRM related questions in the EMIS and EBEIS = 2 99% to 50% completion DRRM related	2		

		System (DepEd Databased)	questions in the EMIS and EBEIS = 1 Below 50% completion DRRM related questions in the EMIS and EBEIS = 0			
11	The school has established partnerships that could be tapped to support its DRRM programs and activities, including those during and after a disaster	a. Signed Memorandum of Agreement/ Understanding with partners	Presence of approved MOA/MOU for partnerships = 1 Absence of approved MOA/MOU for partnerships = 0	1		

	Pillar 1: Safe Learning Facilities	MOV			33	
1	School building/classroom components are in accordance to DepEd and National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points)	a. Engineering report from LGU and/or Schools Division Office b. Certification from the Bureau of Fire Protection that the school building/classroom met the safety requirements	Strict compliance to the DepEd and National Building Code, Standards and Specifications = 31 <i>Refer to SCHOOLS CHECKLIST ANNEX A</i>		31	

2	<p>School DRRM Team conducted risk assessment of school facilities, in coordination with the division engineer and other partner agencies and stakeholders. Appropriate action on the findings are included in the Annual Implementation Plan and School DRRM Plan.</p>	<p>a. Certification/report regarding the conducted risk assessment of school facilities b. Approved Annual Implementation Plan c. Approved School DRRM Plan</p>	<p>Presence as per criteria = 1 Absence as per criteria = 0</p>		1	
3	<p>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, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR, if applicable. <i>If not applicable, the school head has knowledgeable and oriented on JMC No. 1 and RA 10821.</i></p>	<p>a. Presence of MOA, if the school was used as an evacuation center b. If not used as EC, the school head must present a certificate of training/attendance/documentation report on JMC No. 1 and RA 10821</p>	<p>Presence and/or Awareness of School Head in the roles and functions in camp management = 1 Absence of Awareness of School Head = 0</p>		1	

	Pillar 2: School Disaster Risk Management				30	
1	The school has a hazard-specific Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes or emergency (at least 3 hazards)	a. DepEd Contingency Plan	<p>Presence of approved contingency plans for more than 3 disasters and/or emergencies = 3</p> <p>Presence of approved 2 contingency plans for disasters and emergencies = 2</p> <p>Presence of approved 1 contingency plans for disasters and emergencies = 1</p> <p>Absence of approved contingency plans for disasters and emergencies = 0</p>		3	
2	100% of students and their families have accomplished the Family Preparedness Plan as per DO No. 27, series of 2015	a. Accomplished Family Preparedness Plan	<p>100% of students accomplished as per criteria = 3</p> <p>80% to 99% of students accomplished as per criteria = 2</p>		3	

			<p>50% to 79% of students accomplished as per criteria = 1</p> <p>Below 50% of students accomplished as per criteria = 0</p>			
3	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents	<p>a. Accomplished Reunification Plan</p> <p>b. Approved Narrative Report</p>	<p>Presence of student-family reunification plan with Narrative Report = 2</p> <p>Absence of any of the student-family reunification plan or the Narrative Report = 1</p> <p>Absence of both the student-family reunification plan and Narrative Report = 0</p>		2	
4	The school has established a school personnel and learners tracking system/protocol in the event of a disaster and/or emergency	<p>a. School personnel tracking system</p> <p>b. Learners tracking system</p>	<p>Presence of established tracking systems for both school personnel and learners = 2</p> <p>Absence of established tracking systems for any</p>		2	

			of the school personnel and learners = 1			
			Absence of established tracking systems for both school personnel and learners = 0			
5	Hazard and evacuation maps are located in conspicuous places inside the school campus	a. Hazard map b. Evacuation map	Presence of hazard and evacuation maps inside the school = 1 Absence of hazard and evacuation maps = 0		1	
6	The school has available, accessible, and adequate first aid kits in every instructional and non-instructional rooms	a. Presence of First Aid kit <i>Basic Content: alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first-</i>	Presence and accessibility with adequate first aid kit in every instructional classroom = 1 Absence and inaccessibility with inadequate first aid kit even in one instructional classroom = 0		1	

		<i>aid book, gloves</i>			
7	School has at least 3 essential and functional pieces of equipment in case of a disaster and/or emergency	a. Presence of: - fire extinguisher - Fire alarm - handheld /based radio - Siren/bell - localized Emergency Warning System - others	Presence of at least 3 of the essential and functioning equipment as per criteria = 1 Absence and/or defective of any of the essential equipment = 0		1
8	School conducted hazard-specific drills (at least 3 hazards) with the participation of different stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)	a. Post-Activity Reports with photos b. Certificate of Participation	Three or more regular hazard-specific drills conducted = 3 Two regular hazard-specific drills conducted = 2 One regular hazard-specific drills conducted = 1 No hazard-specific drill conducted = 0		3
9	School has established functional early warning system to inform students and personnel of	a. Functional Early Warning System	Presence of established functional early warning system = 2		2

	hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols (to at least 3 hazards)		Absence of established functional early warning system = 0			
10	School has a ready go-bag in every classroom with proper label on its content	a. Presence of Go-bag in every classroom with the minimum required number of specific content	Presence of go-bag in each classroom = 1 Absence of go-bag even in one classroom = 0		1	
11	The school has a pre-identified space for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster and/or emergency	a. If within the school's vicinity: part of the contingency plan containing the identified open space b. If outside the school: Approved MOA with the LGU	Presence of approved MOU/MOA and/or enough space for putting up TLS = 1 Absence of approved MOU/MOA and/or not enough space for putting up TLS = 0		1	
12	The school has ready resumption strategies and alternative delivery modes (ADMs) to ensure education continuity (strategies, materials, focal persons to implement)	a. Approved School DRRM Plan b. Approved Annual Implementation Plan	Presence of approved resumption strategy = 2 Absence of the approved resumption strategy = 0		2	

13	The school a has psychosocial interventions for personnel and students. If not applicable, certification of no hazard/disaster experience to enable psychosocial interventions.	a. Training Certificate of school personnel and learners from authorized partners b. Photo documentation	Presence of approved school psychological intervention = 1 Absence of approved school psychological intervention = 0		1	
14	School has trained teaching and non-teaching who could provide psychosocial support to students	a. Training Certificate of teachers and learners b. Photo documentation c. Narrative report	Presence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 1 Absence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 0		1	
15	School has an evacuation plan / route and procedures (to at least 3 hazards)	a. Contingency Plan b. School DRRM Plan c. Evacuation Map d. Evacuation protocol	Presence of approved evacuation plans = 2 Absence of approved evacuation plans = 0		2	

16	School has conducted awareness and capacity building for families (included during the Parents & Teachers Association Assembly) and learners	a. Photo Documentation b. Narrative Report c. Attendance sheet	Presence of approved attendance sheet, certificate of participation and/or photo documentation = 2 Absence of proof = 0		2	
17	School participated in the different DRRM, CCAM and Peacebuilding activities of the LGU	a. Narrative Report b. Certificate of Attendance and/or Participation	Presence of approved attendance sheet, certificate of participation and/or photo documentation = 1 Absence of proof = 0		1	
18	School has designated DRRM focal to represent in Local Disaster Risk Reduction and Management Committee LDRRMC in their respective LGUs	a. School DRRM Plan b. Appointment order signed by the school head	Presence of approved Office Order or any equivalent document = 1 Absence of proof = 0		1	

	Pillar 3: DRRM in Education				13	
1	School has integrated key DRRM, CCAM and Peacebuilding concepts in at least 4 subject area based on	a. Lesson Plan b. Daily Lesson Log	Integrated in 4 or more subjects = 5		5	

	the Basic Education Curriculum Guide	c. Activity Worksheets	<p>Integrated in 3 subject areas = 4</p> <p>Integrated in 2 subject areas = 3</p> <p>Integrated in 1 subject area = 2</p> <p>Absence of integration = 0</p>			
2	100% of students are actively participating in various DRRM, CCAM and Peacebuilding activities	<p>a. Approved Narrative Report</p> <p>b. Photo Document</p> <p>c. Certificate of Attendance and/or Participation</p>	<p>100% of students are actively participating in various DRRM, CCAM and Peacebuilding activities = 1</p> <p>1 of the students are inactively participating in various DRRM, CCAM and Peacebuilding activities = 0</p>		1	
3	School has a DRRM, CCAM and Peacebuilding activities for school personnel	<p>a. Project proposal</p> <p>b. Work plan</p> <p>c. Gantt Chart</p>	Presence of approved building proposal = 1		1	

			Presence of approved capacity building proposal = 0			
4	School Head, teaching and non-teaching personnel have received at least 3 DRRM, CCAM and Peacebuilding trainings from the Department of Education and other partners	<ul style="list-style-type: none"> a. Photo Documentation b. Activity Report c. Certificate of Attendance and/or Participation 	<p>Presence of Certificate of participation and/or documentation of all DRRM, CCAM and Peacebuilding trainings = 3</p> <p>Presence of Certificate of participation and/or documentation of 2 of any of the DRRM, CCAM and Peacebuilding trainings = 2</p> <p>Presence of Certificate of participation and/or documentation of 1 any of the DRRM, CCAM and Peacebuilding trainings = 1</p> <p>Absence of any proof and/or documentation of the DRRM, CCAM and</p>		3	

			Peacebuilding trainings = 0			
5	Availability of at least more than 10 learning materials each of the DRRM, CCAM and Peacebuilding in the school library	<ul style="list-style-type: none"> a. Modules b. Worksheet c. Books d. Booklets e. Flyers f. Posters g. Brochures 	<p>Presence more than 10 DRRM, CCAM and Peacebuilding resource materials = 1</p> <p>Less than 10 or absence DRRM, CCAM and Peacebuilding resource materials = 0</p>		1	
6	Presence of a DRRM corner in every classroom, with updated IEC materials	<ul style="list-style-type: none"> a. Classroom DRRM Information Board that contains the following: <ul style="list-style-type: none"> - Name of teacher, ID Number and Contact Information - Name of Learner, ID Number and parents/guardian contact number - Emergency hotlines b. Information, Education and Communication learning materials c. First Aid kit d. Go Bag 	<p>Presence of DRRM corner in every classroom, with updated IEC materials = 2</p> <p>Absence DRRM corner in every classroom, with updated IEC materials = 0</p>		2	

Summary Sheet

Criteria for Checking	MAX. SCORE	ACTUAL SCORE	Remarks, Recommendations and Suggestions
I. ENABLING ENVIRONMENT	23		
II. PILLAR 1: SAFE LEARNING FACILITIES	33		
III. PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT	30		
IV. PILLAR 3: DRR IN EDUCATION	14		
TOTAL	100		

Adjectival Rating	Percentage
Excellent	91-100%
Very Good	81-90%
Good	71-80%

Needs Improvement	61-70%
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Validated by:

Name:	
Position:	
Agency:	
Date:	

**NDRRMC GAWAD KALASAG:
COMPREHENSIVE SCHOOL SAFETY CHECKLIST
(PILLAR 1, NO.1)**

**ASSESSMENT TOOL
DEPARTMENT OF EDUCATION**

Name of School:		Legislative District:	
School ID:		Province:	
Division:		School District:	
Region:		Date Visited/ Inspected:	
School Address:			

Criteria for Checking		YES	NO	Points	REMARKS/RECOMMENDATIONS
PILLAR 1: SAFE LEARNING FACILITIES (Under no. 1 criteria)					
1.0	School Building Components				
	<i>School building /classroom components is/are according to the DepED and/or National Building Code approved/ standard design and specifications*</i>				
	<i>Academic or Instructional Rooms</i>				
	a. Wall Finish				
	b. Flooring				
	c. Ceiling				
	d. Window/ Ventilations				
	e. Roofing				
	f. Corridor				
	g. 2-Doors per classrooms				

		h. Railings/ handrails/ ramps				
		i. Standard room dimensions				
		j. Presence of emergency fire exits and signages				
2.0 Ancilliary Facilities						
	Provisions /presence of other instructional rooms and					
	a.	School Health Clinic			2	
	b.	Guidance and Counselling				
	c.	School Canteen				
	d.	Home Economics Building/ Room				
	e.	Science Laboratory Room/Bldg.				
3.0 Other Facilities						
	a.	Sports/ recreational facilities (gym, basketball courts etc.)			2	
	b.	Emergency exit gate/s				
	c.	Waiting Shed within the school premises				
	d.	Complete perimeter fence				
	e.	Stage and open grounds				
	f.	Covered pathwalks				
4.0 WASH Facilities						
	<i>Adequate number and functional WASH facilities</i>					
	a.	Water source			3	
	b.	Toilets				

	c.	Handwashing facilities				
	d.	Drinking facilities				
	e.	WASH for physically impaired				
5.0 Power and Telecommunication Facilities						
	a.	Proper installation of communication facility			1	
	b.	Proper electrical wiring system & connections			1	

			Sub- TOTAL		16	
Criteria for Checking			YES	NO	Points	REMARKS/RECOMMENDATIONS
II. SAFETY CHECK ON HEALTH & ENVIRONMENT						
1.0 School Safety and Security						
<i>Presence/visibility of Warning Signs</i>						
	a.	Pedestrian lane markings/humps			1	
	b.	Loading/Unloading Signs			1	
	c.	Stop and Go Signs			1	
	d.	Signs for the physically impaired			1	
<i>Security</i>						
	a.	Presence of Identification Cards for students, parents/guardians and school security			1	
	b.	Proper coordination with Baranggay Officials/ nearest Police stations			1	

		Presence of telephone hotlines (Directory) c. in a conspicuous place in the school premises			1		
		Absence of electrical post or other d. hazardous structures or facilities inside the school premises			1		
2.0 Health and Environmental Safety							
		a. Waste segregation/Regular schedule for trash disposal			1		
		b. No possible areas /places for mosquitoes breeding, bats and presence of astray animals			1		
		c. With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school			1		
		d. Safety measures during school activities: (sports, laboratory experiments etc.)			1		
		e. Transportation means during emergency cases			1		
		f. Implementing health programs/projects			2		
			Sub- TOTAL		15		
					TOTAL	31	

**NDRRMC GAWAD KALASAG:
COMPREHENSIVE SCHOOL SAFETY CRITERIA
(PILLAR 1, NO. 1) DEPARTMENT OF EDUCATION**

Criteria for Checking		GUIDANCE FOR POINTS
PILLAR 1: SAFE LEARNING FACILITIES (Under no. 1 criteria)		
1.0 School Building Components		
<i>School building /classroom components is/are according to the DepED and/or National Building Code approved/ standard design and specifications*</i>		
<i>Academic or Instructional Rooms</i>		
a.	Wall Finish	Presence of all components (10), following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 7 Presence of 8-9 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 6 Presence of 6-7 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 5 Presence of 4-5 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 4 Presence of 3 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 3
b.	Flooring	
c.	Ceiling	
d.	Window/ Ventilations	
e.	Roofing	
f.	Corridor	
g.	2-Doors per classrooms	
h.	Railings/ handrails/ ramps	

	i.	Standard room dimensions	<p>Presence of 2 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 2</p> <p>Presence of 1 component, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 1</p> <p>Absence of all component = 0</p> <p>Note: any item not following the DepEd Minimum Standard Specification for a-i and BFP Minimum Standard for j shall not be considered</p>
		j. Presence of emergency fire exits and signages	
2.0 Ancillary Facilities			
Provisions /presence of other instructional rooms and ancillary facilities.			
	a.	School Health Clinic	<p>Presence of all facilities = 2</p> <p>Presence of 3 to 4 facilities = 1</p> <p>Presence of 1 or 2 facilities = 0</p>
	b.	Guidance and Counselling	
	c.	School Canteen	
	d.	Home Economics Building/ Room	

	e. Science Laboratory Room/Bldg.	
3.0 Other Facilities		
	a. Sports/ recreational facilities (gym, basketball courts etc.)	Presence of all facilities = 2
	b. Emergency exit gate/s	Presence of 3 - 5 facilities = 1
	c. Waiting Shed within the school premises	Presence of 2 or Absence of all facilities = 0
	d. Complete perimeter fence	
	e. Stage and open grounds	
	f. Covered pathwalks inside the school	
4.0 WASH Facilities		

<i>Adequate number and functional WASH facilities</i>		
	a. Water source	Presence of all facilities (5), following the DepEd Minimum Standard Specifications = 3
	b. Toilets	Presence of 4 facilities, following the DepEd Minimum Standard Specifications = 2
	c. Handwashing facilities	Presence of 3 facilities, following the DepEd Minimum Standard Specifications = 1
	d. Drinking facilities	
	e. WASH for physically impaired	Presence of 1-2 facilities, even if it is following the DepEd Minimum Standard Specifications or the absence of all the facilities = 0

5.0 Power and Telecommunication Facilities		
	a. Proper Installation of communication facility	LGU/NTC Minimum standard = 1 Not following the LGU/NTC minimum standard = 0
	b. Proper electrical wiring system & connections	BFP Minimum Standard = 1 Not following the BFP Minimum Standard = 0
	Sub-TOTAL	16
Criteria for Checking		GUIDANCE FOR POINTS
II. SAFETY CHECK ON HEALTH & ENVIRONMENT		
1.0 School Safety and Security		
<i>Presence/visibility of Warning Signs</i>		
	a. Pedestrian lane markings/humps	Presence = 1 Absence = 0
	b. Loading/Unloading Signs	Presence = 1 Absence = 0
	c. Stop and Go Signs in appropriate place	Presence = 1 Absence = 0
	d. Signs for the physically impaired	Presence = 1 Absence = 0
<i>Security</i>		
	a. Presence of Identification Cards for students, parents/guardians and school security	Visibility of Identification Cards of parents/guardians, students and security personnel = 1

			Absence of Identification Cards of parents/guardians, students and security personnel = 0
	b.	Proper coordination with Baranggay Officials/ nearest Police stations	Proof showing the coordination with Barangay officials and/or nearest Police stations (any of the two mentioned)= 1 No Proof = 0
	c.	Presence of telephone hotlines directory posted in conspicuous places in the school premises	Presence = 1 Absence = 0
	d.	Absence of electrical post or other hazardous structures or facilities inside the school premises	Absence = 1 Presence = 0
2.0 Health and Environmental Safety			
	a.	Waste segregation/Regular schedule for trash disposal	Absence = 1 Presence = 0
	b.	No possible areas /places for mosquitoes breeding, bats and presence of astray animals	Absence = 1 Presence = 0
	c.	With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school	Absence = 1 Presence = 0
	d.	Safety measures during school activities: (sports, laboratory experiments etc.)	Presence = 1 Absence = 0

	e. Transportation means during emergency cases	Presence = 1 Absence = 0	
	f. Implementing health programs/projects	More than 4 programs/projects = 2 Less than 4 programs/projects = 1 No programs/project = 0	
	Sub-TOTAL		15
	TOTAL POINTS		31

NDRRMC GAWAD KALASAG COMPREHENSIVE SCHOOL SAFETY

DepED Minimum Performance Standard Specifications

The Detailed Engineering Design for Classroom /Building and Toilets shall be governed by the following Design Codes and Specifications:

- a. Architectural Design:**
 - (1) National Building Code (NBC)
 - (2) Batas Pambansa (BP) P 344 – Accessibility Law b. Structural Design:
- b. Structural Design:**
 - (1) National Structural Code of the Philippines (NSCP), Volume I, 2010 (2) American Institute of Steel Construction (AISC)
 - (3) American Concrete Institute (ACI)
 - (4) American Iron and Steel Institute (AISI) (5) American Welding Society (AWS) (6) American Society for Testing and Materials (ASTM)
- c. Electrical Design:**
 - (1) Philippine Electrical Code (PEC), 2000
 - (2) Fire Code (Philippine National Standards or PNS Appendix G of PEC1 –2000)
- d. Sanitary and Plumbing Design: Revised**
National Plumbing Code
RA 8716 about Rainwater collection system Architectural

Design Standards

- a. Classroom Size**
The size of the classroom for elementary and secondary schools must be 7 meters (m) in width x 9 m in length.
- b. Windows**
 - (1) The total area of window openings must be at least equal to 10 square m to provide for natural ventilation and illumination. (2) The window sill must not be lower than 800 millimeters (mm) and higher than 800 mm from the floor.
 - (3) The window panels, when opened, must not be an obstruction along the corridor.
 - (4) The window must allow the entry of daylight even if it is closed. (5) Window openings must be bilateral fenestration.c.

Doors

- (1) There shall be two (2) doors for every classroom. (2) The swing-out should be 180 degrees.
- (3) The doors must be 900 mm in width and 2,100 mm in height.
- (4) The doors must withstand normal wear and tear and shall be provided with lever-type door locks.d. Floor
- (1) The floor must be of non-skid finish.
- (2) The finished floor line should be higher than the corridor by 25 mm. (3) The floor elevation must be at the level of the 10-year flood.
- (4) A ramp must be provided with a slope of 1:12 in compliance with the Accessibility Law (BP 344) and properly labeled.

e. Ceiling
The height of rooms from floor to ceiling must be at least 2,700 mm.

f. Roof
The minimum horizontal clear length of eaves shall be: front = 1.50 m; rear = 1.0 m. **g.**

Partitions

The partitions must be from floor to ceiling.

h. Corridor
The minimum corridor width shall be 1.50 m.

i. Chalkboard
The classroom must be provided with a built-in-chalkboard.

j. Painting
Where applicable, metal, wood, and plastic components must be coated with dirty white enamel paint. Concrete components must be coated with dirty white latex paint. The roof shall be painted green. The paints must maintain their quality based on DepEd's standards for at least five (5) years.

Structural Design Standards

a. The structural design must be in accordance with the revised Implementing Rules and Regulations (IRR) of the National Building Code (NBC) and the latest edition of the National Structural Code of the Philippines (NSCP), Volume 1, 2010. **b.** Classification of Structure in accordance with the NSCP, buildings under the Project shall be designed for the classification, based on the nature of occupancy, of "Essential Facilities."

c. Wind Load
For school buildings, the roofing and walls shall be designed to withstand the wind speeds corresponding to the zones specified in the NSCP, as shown in Table 3. A Wind Importance Factor of 1.15 shall be used.

The structure should be fully sealed against rainwater intrusion during typhoons and heavy rains to protect sensitive Doors and windows should be fully sealed against strong vertical and lateral rains.

d. Seismic Load
For school buildings, the structure shall be designed to withstand earthquakes for Seismic Zones with a corresponding Seismic Zone Factors, as specified in the NSCP. A Seismic Importance Factor of 1.50 shall be used. **e.** Live Loads materials and equipment. The minimum occupancy or live loads shown in Table 4 shall be used in the design.

Table 4. Live Loads

Structure Part	Live Load Classrooms	1.9 kpa Corridors/stairs	4.8 kpa Roof	1.0 kpa Note: kpa = kilopascals f.
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Design life

The structure shall have a design life of at least 25 years

g. Building Foundation

The foundation shall be designed for an allowable soil bearing pressure of 98 kpa (2,000 pounds per square foot or psf) unless the soil condition would require otherwise. Electrical Design Standards

a. Roughing-ins

(1) Service Entrances

(e) Service entrance conduit shall be made of intermediate metallic conduit (IMC). Underground runs shall be encased in concrete concrete envelope when crossing a roadway, envelope or reinforced. Ends of conduits shall be provided with a sealing compound.

(b) Exposed service entrance conduits shall be painted with epoxy primer in three (3) coats application.

(c) Conduits shall be properly retained.

(d) The service entrance shall be at least 1.80 m above the natural grade line. (2) Branch circuit conduits, boxes, fittings and supports shall run parallel to walls, columns and beams of the building.

(a) Metal boxes, gutters, supports and fittings shall be painted with epoxy primer in three (3) coats prior to installation.

(b) Polyvinyl Chloride (PVC) solvent shall be applied on all PVC pipe joints/connections

(c) End bells shall be used at the end of PVC pipes and locknut and bushing shall be used for metallic conduit on all boxes and gutters termination.

(d) Branch circuit conduits shall be either metallic or non-metallic as applicable.

(3) Ceiling mounted lighting fixtures

Flexible metallic tubing shall be used as drop pipe from a junction box to a lighting fixture.

(4) In-eight disconnecting means

Water tight type straight or angle connectors shall be used from pumps, condensing units and other equipment that will be in possible contact with water or rain.

(5) Centralized paneling

Breaker and wire gutter shall be used for proper arrangement of main distribution panel (MDF).

(6) Stub-out conduits for spares

15-nm diameter PVC or IMC pipes shall be provided as stub-out conduits at different panel boards as per schedule of loads. Ends of stub-out conduits shall be threaded and capped. b. Wires and Wiring Devices

(1) Wires shall be properly designed in accordance with Article 3.10 and the grounding system shall conform to Article 2.50 of the PEC.

(2) Wiring devices must be of modern type and approved for both location and purpose.

c. Lighting and Fixtures

(1) Each classroom must be provided with a lighting product that can produce 260 lux, e.g., 4 units of 2 40-watt Fluorescent Lamp or 9 units of 20-watt Compact Fluorescent Lamp (CFL) or Light Emitting Diode (LED) lamps.

(2) A duplex convenience outlet (CO) of the grounding type must be provided on each side of the classroom.(3) The corridor must be provided with a lighting product that can produce 5,000 lumens, e.g., 1 unit of 2 40-watt-flourescent lamp or 1 18-watt CFL or LED. Sanitary and Plumbing Design Standards

a. Waste and vent line piping system

The drain, waste and vent line piping system must be according to PNS/SAC 374, American Society for Testing and Materials (ASTM) D-2729, ISO 4436 and ISO 3833

b. Waterline piping system

The system must be according to ISO8001:2000 and E DIN1988 for Polypropylene Random Copolymer (PP-R) type 3 pipe and ASTM A120

A53/A53M. The system must provide for a waterline service entrance. c. Plumbing Fixtures These must be according to American National Standards Institute (ANSI)/American Society of Mechanical

Engineers (ASME) WWP-541, A112.19.4m, A112.19.3, IS2, A112.19.5, A112.19m, d. Drainage system

The storm drainage system must be sized according to the rainfall intensities, slope, and roof areas of the building. Provision shall be made for the installation of rainwater collection system in compliance with RA 6716 "Act —". e. Septic vault

All concrete septic tanks shall be protected from corrosion by coating with an approved bituminous coat or by other acceptable means.

Toilets

a. For one-storey Classroom Buildings, the Toilets shall be detached from or attached to the Classroom Building. For two-storey Classroom Buildings, the Toilets shall be integrated into the Classroom Buildings.

b. The Toilets shall be properly ventilated and provided with running water through a piped water supply system.

c. Toilet units main fixtures shall include: urinal, water closet, counter sink (with 2 faucets shared with girls), and facial mirror. For the Girl Toilet, the main fixtures shall include: water closet, lavatory (with 1 faucet), facial mirror, and grab bar.

Special facilities for differently-abled persons shall be provided. The specific types and numbers of fixtures shall depend on the School Type.

a. Reinforced Concrete

(1) For structural members, minimum compressive strength of 20.7 megapascals (mpa) (3,000 pounds per square inch or psi).

(2) For non structural members minimum compressive strength of concrete shall be 17 mpa (2,500 psi).

(3) Reinforcing bars shall be ASTM 615 with a minimum yield strength, fy, of

275 mpa (40,000 psi) for 16-mm diameter and larger, and 230 mpa (33,000 psi) for 12-mm diameter and smaller. b.

Structural Steel

This shall be ASTM A36 with a minimum yield strength, fy, 248 mpa (36,000 psi). All structural steel works shall be painted with red oxide primer and shall be final coated with aluminum silver paint c. Protection from Heat

The classroom and component materials must provide for an inside room temperature compliant with the standards prescribed by Occupational Safety and Health Center (OSHC) . The component materials, such as roof and ceiling system, walls, and partitions, must have a thermal resistance value (RSI) of at least 2.0. d. Resistance to Termites

Where applicable, the structure must be resistant to termites for at least five (5) years.

e. Protection from Corrosion

Where applicable, the structure must be protected from corrosion/rust up to at least five (5) years. f.

Fire Protection

Fire protection requirements for the school building shall be as per Fire Code of the Philippines. g.

Noise Level Limit

The Sound Transmission Class (STC) of the structure and its component materials,

including walls, partitions, and second floor slabs, must be in compliance with OHSC. h.

Protection from Toxicity

The materials must not contain or emit any carcinogenic or toxic substance, such as asbestos. i.

Resistance to rainwater penetration The structure shall be free from rainwater leaks.

Design Standards for School Furniture

a. The set of furniture must harmonize, in terms of functionality and design, with the Classroom Buildings.

b. For each classroom, the following furniture items shall be included: (1) One set of teacher's table and chair.

(2) 45 armchairs for pupils: 43 for right-handed and 2 for left-handed pupils.

c. Materials may be wood or non-wood, resistant to termites for at least two (2) years, and protected from rust for at least for five (5) years. They should not contain or emit any carcinogenic or toxic substance. New materials must first be certified by the Bureau of Product Standards of the Department of Trade and Industry.

d. The armchair must be able to carry a pupil with a weight of 30 kg for Grades I to IV, 40 kg for Grades V and VI, and 50 kg for Secondary level.

The armchair shall have the minimum dimensions shown in Table 5.

Minimum Dimensions of Armchair	Dimension in mm	
	Grades I-IV	Grades V-Secondary
Seat height		
Seat depth	360	400
Seat width	390	430
Writing board height	582	640
Writing board width	250	255
Writing board length	625	625
Backrest height	645	800

A built-in bookshelf shall be provided under the seat of the armchair.

Other Requirements

a. The Proponent must provide a certification that the parts and spares for the three components under the Contract Package shall be available to the DepED over a period of at least ten (10) years after the completion of the Works under the Project.

b. Architectural and engineering design plans must be signed and sealed by licensed Filipino professionals.