



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City




DIVISION MEMORANDUM

No. 161 s. 2019

FOR: Public Schools District Supervisors
Public Elementary and Secondary School Heads;
School DRRM Coordinators
All others concerned



FROM:  **BENEDICTA B. GAMATERO**
OIC-Schools Division Superintendent

SUBJECT: 2019 SEARCH FOR THE BEST DRRM IMPLEMENTER

DATE: August 23, 2019

1. The City Division Office will be conducting 2019 Search for the Best DRRM Implementer. The search aims to raise awareness, preparedness and capacities of schools to prepare and manage possible disasters or emergencies with the end goal of ensuring the safety of school children and personnel within the school campus.
2. Entry for the Division level should be one (1) for Elementary level & one (1) for the Secondary Level from each of the ten (10) Districts. Only entries received on or before **October 25, 2017** at the Division Office shall be considered.
3. The search will be based on the following criteria:
 - a. Enabling Environment - 23%
 - b. Safe Learning Facilities - 35%
 - c. School Disaster Risk Management- 30%
 - d. DRR in Education - 12%
4. Evaluation of Documents and validation shall be conducted on October 28, 2019 to November 8, 2019. One (1) Elementary & one (1) Secondary School shall be declared as the Best DRRM Implementer (Elementary School Category) and Best DRRM Implementer (Secondary School Category) respectively.
5. Please see attached guidelines and guidance for points of the contested activity.
6. Wide and immediate dissemination of this memorandum is highly enjoined.

SEARCH FOR BEST DRRM IMPLEMENTER CRITERIA

CRITERIA	GUIDANCE FOR POINTS	MOV
	23	
Enabling Environment		
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 policies=2 1 policy=1 No policy=0	Policy/Memorandum
2 Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions	Presence of all component in the criteria = 2 1-2 Absence of even 1 component in the criteria = 0	School DRRM Team with Roles and Functions
3 Has a comprehensive School DRRM Plan, which includes CCA and EIE measures, covering risk assessment, risk reduction, and rehabilitation and recovery	Presence of all component in the criteria = 1 Absence of even 1 component in the criteria = 0	School DRRM Plan
4 School budget supports regular DRRM activities	Presence of budget allocated for DRRM activities = 2	AIP/SIP
5 Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning	Students involved in both = 2 Students	SWHM report
6 Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and SIP	Incorporated in both the DRRM Plan and SIP = 4 Involved in either the student-led school watching and hazard mapping	SIP/DRRM Plan
7 Data collection and consolidation on programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist	Presence = 2	Consolidated Report
8 Rapid Assessment of Damages Report (RADAR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area	Submission within 72 hours after onslaught of hazard, either through SMS or other means of communication = 3 Submission beyond 72 hours after onslaught of hazard, either through SMS or other means of=0	RADAR Report
9 100% completion of DRR related questions in the EMIS/EBEIS	100% completion = 2 Less than a 100% completion = 0	EBEIS Screen shot
10 School has partnerships that could be tapped to support its DRRM programs and activities, including those during after a disaster	Presence of current partnerships = 2	MOA Partnership report
Pillar 1: Safe Learning Facilities	35	
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 scoring)	See Guidance on DepEd Minimum Standards for points (29 POINTS)	

2	School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners	Presence as per the criteria = 2	Fire Safety Inspection
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	Report Signages
4	Undertaken regular inspection and repair of minor classroom (including facilities) damages	Presence = 2 Absence = 0	AIP/Accomplishment Report/Liquidation Report
Pillar 2: School Disaster Risk Management			
1	School has a Contingency Plan or Preparedness Plan turned into response actions when a disaster strikes	30 Presence = 3 Absence = 0	Contingency Plan/Preparedness Plan
2	80% of students and their families have accomplished the Family Preparedness Plan together (family evacuation, reunification), as per DO No. 27, series of 2015	80% of students accomplished as per criteria = 3 Less than 80% of students accomplished as per criteria = 1	Consolidated Report
3	School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency	Presence of both = 2 0 Absence of 1 or both =	Tracking System
4	Hazard and evacuation maps are located in conspicuous places in the school	Presence = 1 Absence = 0	Maps
5	School has available, accessible, and adequate first aid kit in every instructional classroom	Presence and accessibility with basic content = 1 Basic Content: alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first aid	FA Kit
6	School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)	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) Less than 2 = 0	Equipment
7	School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)	Conducted 4 Quarterly drills within the School Year=3 Conducted 3 quarterly drills within the school year=2 Conducted 2 quarterly drills within the school year=1 Only 1 drill or no drill conducted=)	Receiving Copy of NSED report
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 of 3 or more criteria = 2 per criteria = 1 Absence = 0	Protocol Warning device Warning sign DRRM Bulletin Board
9	School has trained personnel to administer first aid to students and personnel	Presence = 1 Absence = 0	Cert of Participation

10	School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency	Presence = 1 Absence = 0	School Development Plan MOA
11	School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)	Presence = 2 Absence = 0	Education Continuity Plan
12	School has psychosocial interventions for personnel and students	Presence = 1 Absence = 0	Intervention Plan
13	School has trained teachers and other personnel who could provide psychosocial support to students	Presence = 1 Absence = 0	Certificate
14	School has an evacuation plan and procedures	Presence = 2 Absence = 0	Plan
15	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents	Presence = 2 Absence = 0	Reunification Plan
16	School has conducted awareness and capacity building for families and learners	Four or more = 3 Less than 4 = 1	Activity Report
17	School participated in the different DRRM/CCA/EIE activities of the LGU	Presence = 1	Certificate
	Pillar 3: DRR in Education	12 POINTS	
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 1-3 subjects=3	DLL/DLP
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	Activity Report
3	School has a DRRM/CCA/EIE capacity building plan for teachers and personnel	Presence = 1 Absence = 0	Training Plan
4	School Head and personnel have received at least 3 DRRM/CCA/EIE trainings from division or region or partners	At least 3 DRRM/CCA/EIE trainings as per criteria = 3	List of Trainings; Certificate of Participation
5	At least more than 10 DRRM/CCA/EIE resource materials are available in the school	Presence = 1 Absence = 0	IEC Materials
6	Presence of DRRM corner, with updated IEC materials posted in it, in every classroom	Presence = 1 Absence = 0	DRRM Corner
	TOTAL POINTS	100	

10	School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency	Presence = 1 Absence = 0	School Development Plan MOA
11	School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)	Presence = 2 Absence = 0	Education Continuity Plan
12	School has psychosocial interventions for personnel and students	Presence = 1 Absence = 0	Intervention Plan
13	School has trained teachers and other personnel who could provide psychosocial support to students	Presence = 1 Absence = 0	Certificate
14	School has an evacuation plan and procedures	Presence = 2 Absence = 0	Plan
15	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents	Presence = 2 Absence = 0	Reunification Plan
16	School has conducted awareness and capacity building for families and learners	Four or more = 3 Less than 4 = 1	Activity Report
17	School participated in the different DRRM/CCA/EIE activities of the LGU	Presence = 1	Certificate

Pillar 3: DRR in Education		12 POINTS	
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 1-3 subjects=3	DLL/DLP
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	Activity Report
3	School has a DRRM/CCA/EIE capacity building plan for teachers and personnel	Presence = 1 Absence = 0	Training Plan
4	School Head and personnel have received at least 3 DRRM/CCA/EIE trainings from division or region or partners	At least 3 DRRM/CCA/EIE trainings as per criteria = 3	List of Trainings; Certificate of Participation
5	At least more than 10 DRRM/CCA/EIE resource materials are available in the school	Presence = 1 Absence = 0	IEC Materials
6	Presence of DRRM corner, with updated IEC materials posted in it, in every classroom	Presence = 1 Absence = 0	DRRM Corner
TOTAL POINTS		100	