



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

11 December 2020

DIVISION MEMORANDUM

No. 278 s. 2020

TO : All PSDSs
Public Elementary and Secondary School Heads
All Others Concerned

2020 SEARCH FOR THE BEST DRRM IMPLEMENTER

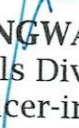
1. The City Division Office will be conducting the 2020 Search for Best School DRRM Implementers for Elementary and Secondary Level. Search documents must cover activities conducted for the period September, 2019 to December 2020.
2. The search aims to
 - a. raise awareness, preparedness and management capacities of schools relative to possible disasters or emergencies to ensure the safety of school children and personnel within the school campus.
 - b. recognize outstanding performance, exemplary contribution in promoting and implementing significant and gender sensitive DRRM-Climate Change Adaptation (CCA) programs and innovations or DRRM advocacies.
3. Enclosed are the guidelines and criteria for your ready reference.
4. One (1) Elementary School and one (1) Secondary school will be adjudged as 2020 Best DRRM Implementer Elementary Category and 2020 Best DRRM Implementer Secondary Category to receive plaque, printer and Certificate of Recognition. Division Finalist will receive Certificate of Recognition.
5. For more information, you may contact MENCHIE P. GAMONGAN, Division DRRM Coordinator through 09971069575 or through email add: menchie.gamongan@deped.gov.ph.





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6. Immediate and widest dissemination of this memorandum is desired.


IRENE S. ANGWAY PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge,
Office of the Schools Division Superintendent



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Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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Guidelines and Criteria

1. All schools are encouraged to submit their entry on or before January 11, 2020.
2. There will be two categories, Best DRRM Implementer Elementary level and Secondary level.
3. The search will be conducted on the following criteria which is based on the Comprehensive School Safety Checklist. Further, with the current pandemic we are experiencing, criteria integrating COVID-19 responses of the schools are also included:

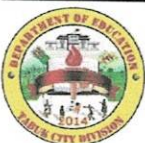
A. Enabling Environment	- 20 points
B. Pillar 1: Safe Learning Facilities	- 15 points
C. Pillar 2: School Disaster Risk Management	- 28 points
D. Pillar 3: DRR In Education	- 12 points
E. Health Protocols as COVID-19 response of the school/workplace	-25 points
TOTAL:	100 POINTS
4. Properly labelled and packaged entries should be submitted in TWO (2) Hard Copies and shall be endorsed and submitted to the Schools Division Office through Records unit on or before **January 11, 2020**.
4. The style guide for the search documents will be as follows:
 - a. All entries must contain a table of contents and each criterion shall have a corresponding tabbing.
 - b. At least two (2) photo attachments are required for each page and supplemented with text description or a maximum of three (3) photos provided with text description.
 - c. All of the entries shall be compiled or presented in one single document (or book)
 - d. Introduction shall be limited to the following:
 - Brief description or profile of the school
 - Message and acknowledgements
 - e. Use of standardized font, font size, paper size, paper orientation, line spacing, indents, and number of pages for all entries.
 - Font type: Times New Roman/Arial
 - Font size for the context: 12





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- Paper orientation: Portrait
 - Paper size: A4
 - Line spacing: Single spacing
5. Entry documents should be arranged according to criteria.
6. Desk evaluation of documents and validation of entries shall be conducted by the Division Praise Committee. After the validation, the committee will determine the winners.



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