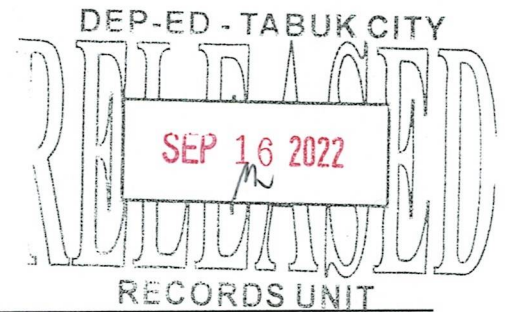




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

16 September 2022

**DIVISION MEMORANDUM**

No. 283 s. 2022

**CALL FOR SUBMISSION OF SCHOOL BEST PRACTICES ON SCHOOL DISASTER  
RISK REDUCTION AND MANAGEMENT AND CLIMATE CHANGE  
ADAPTATION AND MITIGATION**

**TO: All PSDSs  
Public and Private School Heads  
All Others Concerned**

1. In relation to RM No. 280-2022, the Regional Office through the Education Support Services shall conduct documentation of school best practices on Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM).
2. The activity is a knowledge-sharing aimed at improving the implementation of the school disaster risk reduction and management program.
3. Interested schools are invited to submit a write-up of their best practices to the Schools Division Office through the Division DRRM Coordinator for consolidation and submission to the Regional Office. The deadline for submission is on or before September 30, 2022.
4. Attached herewith is Enclosure 1 of RM No. 280-2022 on the procedures for identifying and documenting best practices for your reference.
5. Selected best practices shall be disseminated and shared to promote learning and sharing experience. A series of Best practices shall be published and posted in official DepEd-CAR websites for replication by other schools.
6. Immediate dissemination of this memorandum is desired.

  
**IRENE S. ANGWAY, Ph.D, CESO VI**  
Schools Division Superintendent 



**Enclosure 1 of Regional Memorandum No. 280-2022**

**Procedures for Identifying and Documenting Best Practices<sup>1</sup>**

**A. Criteria for selection of best practices**

1. Effectiveness: The practice must work and achieve results that are measurable.
2. Efficiency: The practice produced results with a reasonable level of resources and time.
3. Relevance: The practice addresses issues on disaster risk reduction / climate change
4. Possibility of duplication: the practice can be replicated by the school and <sup>2</sup>by the community.

**B. Format**

1. Title of the "Best Practice"  
Should be brief and reflect the practice being documented.
2. Introduction:  
Provides the context and justification for the practice and address the following issues:
  - what is the problem being addressed?
  - which population is being affected?
  - what is the impact of the problem to the school?
  - What objectives were being achieved.
3. Implementation of the Practice
  - What are the main activities carried out?
  - When and where were the activities carried out?
  - Who were the key implementers and partners?
  - What were the resource implications?
4. Result of the Practice
  - What were the concrete results (output & outcome)
  - Was an assessment of the practice carried out? If yes, what were the results
5. Lessons Learned.
  - What worked well (Facilitating factors)
  - What did not work well (Hindering factors)
6. Conclusion
  - How have the result benefited the school
  - Why is it considered a "Best Practice"
  - What recommendations can be given for those intending to adopt the "Best Practice"

#### 7. Further Reading

- Provide a list of references that give additional information on the “Best Practice”

#### **C. Write-up**

The write-up shall not exceed 2,000 words. It should be submitted as follows:

- Font and Font size: Bookman Old Style 12
- Spacing: Double-lin spacing
- Prepared in Microsoft Word
- Paper size: A4