



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

June 30, 2022

DIVISION MEMORANDUM
NO. 223 S. 2022

**2nd DIVISION SEARCH FOR OUTSTANDING DRRM
COORDINATORS/ADVOCATES 2022**

To: All Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Elementary and Secondary School DRRM Coordinators

1. The Schools Division of Bulacan through the Disaster Risk Reduction and Management is launching a search for DRRM school coordinators in elementary and secondary schools with exemplary contribution to uplift awareness of students, school personnel and parents in disaster preparedness.
2. The **2nd SEARCH FOR OUTSTANDING DRRM COORDINATORS AND ADVOCATE** is open to all school DRRM focal Persons with passion and dedication in the service as DRRM Coordinator.
3. For the district level each Clustered Schools Advisers and Clustered School Coordinators shall select (1) elementary school and one (1) secondary school coordinator as the district winners to be submitted to the schools division office for division validation and selection of division winners on or before the dates as scheduled in the timetables.
4. For queries and clarifications, you may directly contact Mr. Pedro G. Lacap, PDO II through mobile number 09332411988.
5. Attached is the criteria/checklist and timetable of the activities for your reference and guidance.
6. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, Ed.D., CESO V
Schools Division Superintendent





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**TIME FRAME OF ACTIVITIES FOR THE 2nd SEARCH FOR OUTSTANDING
DRRMCOORDINATORS/ADVOCATES 2022**

ACTIVITIES	DATE
District selection of winners	August 1-15, 2022
Submission of district winners and submission of documents to Schools Division Office	August 22-31, 2022
Schools Division Validation	October 2022
Schools Division Awarding of Winners	November 2022





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CHECKLIST

Name of school		EDDIS	
Name of School Head		Name of Coordinator	
School ID		Municipality	
School Address			

CRITERIA FOR CHECKING		NO	POINTS		Remarks, Recommendations, and suggestions
1.0	School Building Components				
	Ensure that School/ Building classroom components/is are according to the DepEd and/or National Building Code approved/ standard design and specifications				
	Academic Classroom				
	l. Wall Finish		1		
	m. Flooring		1		
	n. Ceiling		1		
	o. Window /Ventilation		1		
	p. Roofing		1		
	q. corridor		1		
	r. Door		1		
	s. Railings/handrails/Ramps		1		
	t. Room dimension		1		
	u. Provisions for fire extinguisher		1		
	v. Emergency an fire exit signs		1		
2.0	Ancillary Facilities				
	Support in the Provision/ presence of other instructional rooms				
	h. School health clinic		1		
	i. Guidance and counseling		1		
	j. School canteen		1		
	k. Computer room		0.5		
	l. Industrial Arts Building/ room		0.5		
	m. Home Economics Building/ room		0.5		
	n. Science Laboratory Building		0.5		
3.0	Help in the maintenance and provision of other Facilities				
	h. Sports/ recreational facilities(gym, basketball court		1		





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	i.	Emergency gates			1		
	j.	Waiting shed			0.5		
	k.	Perimeter fence			0.5		
	l.	School waste disposal area			1		
	m.	Stage and open grounds			1		
	n.	Covered pathwalks			1		
4.0		WASH Facilities					
		Support and monitored Adequate number of functional WASH facilities					
	f.	Water source			1		
	g.	Toilets			1		
	h.	Handwashing Facilities			1		
	i.	Drinking facilities			1		
	j.	Wash for physically impaired			1		
5.0		Monitor Power and Telecommunication Facilities in the school					
	e.	Power/ electrical connection			1		
	f.	Proper electrical wiring system			1		
	g.	Electrical Fans/ACUs			0.5		
	h.	Telecommunication Facilities			0.5		
		Sub-TOTAL			30		

CRITERIA FOR CHECKING		NO	YES	POINTS		Remarks, Recommendations and suggestions
IV. SAFETY CHECK ON HEALTH & ENVIRONMENT						
1.0	Lead the School Safety and Security					
	Warning Signs					
	e. Pedestrian Lane Markings			1		
	f. Loading/ unloading signs			1		
	g. Stop and Go Signs for School Traffic Coordinator, Humps			1		
	h. Signs for physically impaired			1		
	Security					
	f. Gate passes/ security rounds/schedules			0.5		
	g. With proper coordination with Barangay Officials/ nearest Police stations			1		
	h. School Security Personnel			1		
	i. Absence cockpits arena, video gaming stations, bars and other nocturnal activities happen within 30 meter radius			1		
	j. Absence of electrical post or other hazardous structures of facilities inside the school premises			1		





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2.0	Ensures Health and environment Safety					
	k.	Regular schedule for trash disposal			0.5	
	l.	No possible areas /places for breeding mosquitoes			0.5	
	m.	No stray animals inside the school premises			0.5	
	n.	School First Aid Kits are available, accessible and adequate			1	
	o.	Implementing School Waste Management Program			1	
	p.	With clear and strict regulations on drugs, alcohol and vandalism in school			1	
	q.	Water source, WASH facilities and sanitation are properly located			1	
	r.	Implement safety measures during school activities, sports, laboratory experiments etc.			1	
	s.	Have transportation means during emergency cases			1	
	t.	Implement health project and programs				
		<i>hand sanitizer in room entrances</i>			1	
		Foot bath			1	
		COVID- 19 protocols			1	
		COVID 19 Contingency plan			1	
		School Disinfection				
			Sub-TOTAL		20	

CRITERIA FOR CHECKING			Yes	NO	POINTS	Remarks, Recommendations and suggestions
V. DISASTER PREPAREDNESS						
1.0	Lead in the conduct of Regular Drills					
	d.	Earthquake Drill			5	
	e.	Fire Drill			5	
	f.	Other Appropriate Drills(Tsunami , flood , landslide , mudslide)			2	
2.0	Lead in the preparation School Preparedness Plan					
	i.	School Improvement Plan Incorporating DRRM			7.5	
	j.	School DRRM organizational Structure			4	
	k.	Provision of updated Contingency Plans/Measures			7.5	
	l.	School personnel /students attended DRRM training,			2	



