



Republic of the Philippines
Department of Education
 OPERATIONS

03/26/2023
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 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent
 SCHOOLS DIVISION OF BULACAN

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OUOPS No. 2023-04-2397

MEMORANDUM

FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL
 EDUCATION, BARMM
 ALL REGIONAL DIRECTORS
 ALL SCHOOLS DIVISION SUPERINTENDENTS
 ALL REGIONAL AND DIVISION DRM COORDINATORS
 ALL PUBLIC SCHOOLS

FROM : *[Signature]*
ATTY. REVSEE A. ESCOBEDO
 Undersecretary for Operations

SUBJECT : **Reiteration on the Observance of Fire Prevention Month
 and the Continuing Fire Safety and Awareness Program**

DATE : March 15, 2023

The declaration of the month of March as Fire Prevention Month is in accordance with Presidential Proclamation 115-A. As such, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS) would like to emphasize to all schools and DepEd offices the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program. This program was launched in schools via DepEd Order No. 72, s. 2012, with the aim of promoting fire safety awareness, prevention, and preparedness among school officials, personnel, staff, and learners nationwide.

In addition to the safety measures prescribed in DepEd Order No. 72, s. 2012 or the "Continuing Fire Safety and Awareness Program (FSAP)", all schools are directed to:

- a. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
- b. Attend fire safety education and training in coordination with the BFP in the locality;
- c. Ensure availability and functionality of fire safety equipment, fire alarm activation procedure, and public address system;
- d. Conduct quarterly fire and evacuation drills; and
- e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Join Memorandum

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Circular by and between DepEd and Department of the Interior and Local Government.

The DepEd Order No. 28, s. 2016 or the "*Strengthening the Fire Safety and Awareness Program*," contains provisions that outline the specific roles and responsibilities of all DepEd personnel at all levels, including the proper implementation of fire safety protocols, the conduct of regular fire drills and exercises, and the establishment of safety committees to oversee safety and security measures.

Furthermore, the order emphasizes the need for continuous monitoring and evaluation of the program's effectiveness to identify areas for improvement and ensure that safety standards are met. In summary, the attached DepEd Order No. 28, s. 2016 provides a comprehensive framework for the successful implementation of the *Strengthening the Fire Safety and Awareness Program* in all schools and DepEd offices.

In addition, DepEd Order 53 s. 2022 or the "*Mandatory Unannounced Earthquake and Fire Drills in Schools*", underscores the importance of fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. The order states that these drills should be done to ensure that students, teachers, and staff are prepared in case of a fire emergency. The reiteration of this policy is crucial in promoting safety within the school premises.

For further information, you may contact the Disaster Risk Reduction and Management Service, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at drmo@deped.gov.ph.

For information and appropriate action.

Annex A

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Annex A

Guidelines on the Submission of Reports on the Conduct of Fire Prevention Month Celebration

All schools division office, and regional offices should follow the guidelines below:

For Schools Division Offices

1. The Division DRRM Coordinators must consolidate reports and pictures from School DRRM Coordinators, and shall accomplish the Reporting Template attached in **Annex B**. The Division DRRM Coordinators have the prerogative on the format or template and specific deadline for the schools to submit their report to the Division office. The Division DRRM Coordinators are requested to select schools with best practices.
2. Consolidated reports and pictures must be submitted by the Division DRRM Coordinators **only to respective Regional DRRM Coordinators** copy furnished their respective Schools Division Superintendent.
3. The Division DRRM Coordinators shall keep a copy of the submitted report for future reference, as necessary.

For Regional Coordinators

1. The Regional DRRM Coordinators must consolidate reports submitted by the Division DRRM Coordinators and **compile into one Google Drive or OneDrive**.
2. The Regional DRRM Coordinators must submit a regional-level write-up using the standard outline provided in **Annex C**.
3. The regional-level write-up together with the Google Drive or One Drive link of the consolidated report, must be submitted by the Regional DRRM Coordinators to the **DRRMS** via email drmo+dp@deped.gov.ph copy furnished their respective Regional Directors **not later than 31 March 2023 EOD**.
4. Regional DRRM Coordinators should use the naming convention below for emails: **[CY 2023 Fire Prevention Month Celebration] Report_<Region>**

In addition, the Regional DRRM Coordinators shall select schools or SDOs that exhibit best practices in the field. The selected schools or SDOs will be featured in the DRRMS final report which aims to showcase successful models of Fire Prevention implementation for others to learn from and replicate. It is a positive step towards encouraging and recognizing good practices in disaster preparedness and response, which can lead to more effective and resilient communities in the face of disasters.

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Annex B.

Division Level Report on the Conduct of Fire Prevention Month

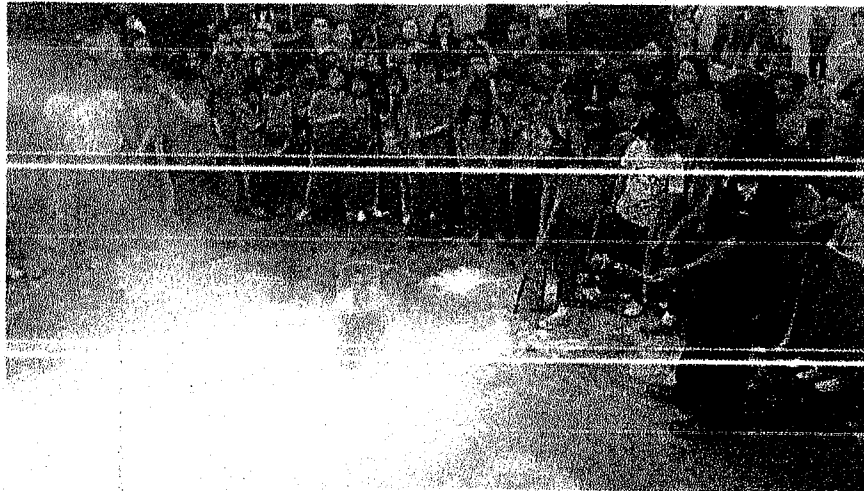
I. Data on the conduct of Fire Prevention Month Celebration

Total no. of schools that conducted activities in relation to Fire Prevention Month		
No. of Learners Participated	Male	Female
Total no. of Elementary learners		
Total no. of Secondary learners		
Grand Total		
No. of Personnel Participated	Male	Female
Total no. of Elementary personnel		
Total no. of Secondary personnel		
Grand Total		

II. Documentation

Attached three (3) to five (5) photo documentation of activities conducted during Fire Prevention Month Celebration

Sample photo documentation:



Caption: Describe the photo/s above in two (2) to three (3) sentences

Sample caption:

Pagasa Elementary School conducted various activities in observance of Fire Prevention Month, including fire safety drills and lectures on fire safety and prevention. These activities aimed to raise awareness of the importance of fire safety and prevention in the school community, promote a culture of safety, and ensure the readiness of school personnel, and learners in the event of a fire emergency.

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The following guidelines is set for the photo documentation of activities during the conduct Fire Prevention Month Celebration in schools and DepEd offices:

1. Photo of the activities during the conduct Fire Prevention Month Celebration may be used in information and communication materials of the Department, as may be requested
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The recommended minimum specifications for photo documentation are as follows:
 - a. File format: JPG or PNG
 - b. Dimensions: 4:3 ratio or 16:9 ratio
 - c. Orientation: Landscape or Portrait

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Annex C.

Standard Outline for the Regional-level Write-up on the Conduct of Fire Prevention Month

I. Introduction

This section introduces the overall conduct of Fire Prevention Month Celebration in the Region and provides a brief overview of its purpose and objective.

II. Actual Conduct of the Activity

This section describes the regional-level conduct of activities in summary. It includes a step-by-step account of what transpired during the activity, the roles and responsibilities of the participants, the tools and equipment used, and the safety measures that were put in place.

III. Observations and Evaluation

This section provides an assessment of the conduct of activities in schools and its effectiveness. It describes overall observations made during the conduct of activities in schools, including strengths and weaknesses, and evaluates how well the activities achieved the Fire Prevention Month objectives. This can also include feedback from schools about their experience.

IV. Follow-up Actions and Recommendations

This section provides a plan of action based on the observations and evaluation of the overall regional conduct of the celebration. It includes recommendations for future activities and can also outline the action steps that will be taken to implement these recommendations.

V. Conclusion

This section provides a summary of the activity and its outcomes. It reflects on the lessons learned from the overall conduct of the celebration and its significance in achieving the overall goal of fire safety and prevention. It concludes by highlighting the importance of such activities in promoting a culture of safety and preventing fire-related incidents.

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