



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

August 2, 2023


**DIVISION MEMORANDUM**

NO. 334 S. 2023

**DIVISION SEARCH FOR 2023 GAWAD KALAKBAY AWARD FOR DRRM  
COORDINATORS AND ADVOCATES**

To: Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Elementary and Secondary School DRRM Coordinators  
All others concerned.

1. As one of the innovation projects of our SDO Bulacan, this Office through the Disaster Risk Reduction and Management shall launch the 2023 Gawad KALAKBAY (**K**alamidad ay **L**abanan para sa **K**aligtasan ng mga bata at mga **B**ayan ng Bulacan) Award for best DRRM implementation of practices, innovations, and program management through excellent leadership of school DRRM coordinators and school advocates.
2. Clustered School Advisers and Clustered School Coordinators of each district shall select one (1) elementary school and one (1) secondary school coordinator as the district winners to be submitted through the endorsement of Public School District Supervisor to the Division Office for the validation and selection of division winners.
3. The Division Top 1 in both elementary and secondary levels shall represent the Schools Division Office of Bulacan in the yearly search for Regional Gawad KALASAG (School Category) Search for Excellence in Disaster Risk Reduction and Management.
4. Attached is the criteria/checklist and timetable of the activity as reference and guidance.
5. Expenses to be incurred during the abovementioned Division Search shall be charged against the DRRM Downloaded Fund for 2023, subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V,**  
Schools Division Superintendent





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**TIMETABLE OF ACTIVITIES FOR THE 2023 DIVISION EVALUATION CUM SEARCH FOR  
1<sup>st</sup> GAWAD KALAKBAY DRRM COORDINATORS/ADVOCATES**

<b>ACTIVITIES</b>	<b>DATE</b>
District Meeting /Preparation	August 7-11, 2023
District selection of winners	August 28, 2023-September 15, 2023
Submission of list of district winners with the documents for validation to Schools Division Office	September 18-22, 2023
Schools Division Validation	October, 2023
Awarding of Winners	November 17, 2023





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### CHECKLIST

<b>Name of school</b>		<b>EDDIS</b>	
<b>Name of School Head</b>		<b>Name of Coordinator</b>	
<b>School ID</b>		<b>Municipality</b>	
<b>School Address</b>			

CRITERIA FOR CHECKING		NO	POINTS	Remarks, Recommendations and Suggestions
<b>1.0</b>	<b>School Building Components</b>			
	<b>Ensure that School/ Building classroom components/is are according to the DepEd and/or National Building Code Approved/ Standard Design and Specifications</b>			
	<b>Academic Classroom</b>			
	a. Wall Finish		1	
	b. Flooring		1	
	c. Ceiling		1	
	d. Window /Ventilation		1	
	e. Roofing		1	
	f. Corridor		1	
	g. Door		1	
	h. Railings/handrails/Ramps		1	
	i. Room dimension		1	
	j. Provisions for fire extinguisher		1	
	k. Emergency and fire exit signs		1	
<b>2.0</b>	<b>Ancillary Facilities</b>			
	<b>Support in the Provision/ Presence of other Instructional Rooms</b>			
	a. School health clinic		1	
	b. Guidance and counseling		1	
	c. School canteen		1	
	d. Computer room		0.5	
	e. Industrial Arts Building/ room		0.5	
	f. Home Economics Building/ room		0.5	
	g. Science Laboratory Building		0.5	
<b>3.0</b>	<b>Help in the maintenance and provision of other facilities</b>			
	a. Sports/ recreational facilities (gym, basketball court)		1	
	b. Emergency gates		1	





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	c.	Waiting shed			0.5		
	d.	Perimeter fence			0.5		
	e.	School waste disposal area			1		
	f.	Stage and open grounds			1		
	g.	Covered pathwalks			1		
<b>4.0</b>		<b>WASH Facilities</b>					
		<b>Support and monitored adequate number of functional WASH facilities</b>					
	a.	Water source			1		
	b.	Toilets			1		
	c.	Handwashing Facilities			1		
	d.	Drinking facilities			1		
	e.	Wash for physically impaired			1		
<b>5.0</b>		<b>Monitor Power and Telecommunication Facilities in the school</b>					
	a.	Power/ electrical connection			1		
	b.	Proper electrical wiring system			1		
	c.	Electrical Fans/ACUs			0.5		
	d.	Telecommunication Facilities			0.5		
		<b>Sub-TOTAL</b>			<b>30</b>		





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CRITERIA FOR CHECKING		N O	Y E S	POINTS	Remarks, Recommendations and suggestions
<b>II. SAFETY CHECK ON HEALTH &amp; ENVIRONMENT</b>					
<b>1.</b>	<b>Lead the School Safety and Security</b>				
<b>0</b>					
	<b>Warning Signs</b>				
	a. Pedestrian Lane Markings			1	
	b. Loading/ unloading signs			1	
	c. Stop and Go Signs for School Traffic Coordinator, Humps			1	
	d. Signs for physically impaired			1	
	<b>Security</b>				
	a. Gate passes/ security rounds/schedules			0.5	
	b. With proper coordination with Barangay Officials/ nearest Police stations			1	
	c. School Security Personnel			1	
	d. Absence cockpits arena, video gaming stations, bars and other nocturnal activities happen within 30-meter radius			1	
	e. Absence of electrical post or other hazardous structures of facilities inside the school premises			1	
<b>2.</b>	<b>Ensures Health and environment Safety</b>				
<b>0</b>					
	a. Regular schedule for trash disposal			0.5	
	b. No possible areas /places for breeding bats			0.5	
	c. No stray animals inside the school premises			0.5	
	d. School First Aid Kits are available, accessible, and adequate			1	
	e. Implementing School Waste Management Program			1	
	f. With clear and strict regulations on drugs, alcohol, and vandalism in school			1	
	g. Water source, WASH facilities and sanitation are properly located			1	
	h. Implement safety measures during school activities, sports, laboratory experiments etc.			1	
	i. Have transportation means during emergency cases			1	
	j. Implement health project and programs				
	<i>hand sanitizer in room entrances</i>			1	
	Foot bath			1	





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		COVID 19 Contingency plan			1		
		School Disinfection			1		
			<b>Sub-</b>		<b>20</b>		
			<b>TOTAL</b>				





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<b>III. DISASTER PREPAREDNESS</b>					
<b>1.0</b>	<b>Lead in the conduct of Regular Drills</b>				
	a. Earthquake Drill			5	
	b. Fire Drill			5	
	c. Other Appropriate Drills (Tsunami , flood , landslide , mudslide)			5	
<b>2.0</b>	<b>Lead in the preparation School Preparedness Plan</b>				
	a. School Improvement Plan Incorporating DRRM			7	
	b. School DRRM organizational Structure			5	
	c. Provision of Contingency Plans/Measures			7	
	d. School personnel /students attended DRRM training, seminars, capacity building and workshops on DRR/CCA			2	
	e. Communication and coordination mechanism (cellphone, telephone, handheld radio, megaphone, etc.)			1	
	f. With adequate space and facilities to be used as evacuation Center			2	
	g. School Emergency Warning Devices (Posters, Signage, Flaglets, whistles, evacuation plan, bell)			2	
	h. Temporary Learning Areas			5	
<b>3.0</b>	<b>School Mapping</b>				
	a. Presence of hazard map			2	
	b. Risk profile			2	
				<b>50</b>	





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CRITERIA FOR CHECKING	Yes	NO	POINTS 0.50, 1 or 0	Remarks, Recommendations, and Suggestions
<b>I. SAFETY CHECK ON EDUCATIONAL FACILITIES</b>			30	
<b>II. SAFETY CHECK ON HEALTH AND ENVIRONMENT</b>			20	
<b>III. DISASTER PREPAREDNESS</b>			50	
<b>TOTAL</b>			<b>100</b>	

<b>RATING</b>	
<b>Rating Scheme</b>	
<b>Excellent</b>	<b>91- 100%</b>
<b>Very Good</b>	<b>81-90%</b>
<b>Good</b>	<b>71-80%</b>
<b>Needs Improvement</b>	<b>61-70%</b>

Inspected by:

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

