



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

May 13, 2025

DIVISION MEMORANDUM
NO. 243 s. 2025

**REGIONAL GAWAD KALASAG SEAL: SEAL FOR EXCELLENCE IN DISASTER
RISK REDUCTION AND MANAGEMENT (DRRM) AND HUMANITARIAN
ASSISTANCE.**

To: Concerned Public Schools District Supervisors
Concerned Public School Principals
All Others Concern

1. In line with the upcoming Search for **Regional Gawad KALASAG Seal and Special Awards for Best Public Elementary and Secondary Schools**, SDO Bulacan, through the DRRM Unit, will provide support to the following school entries:

Elementary Category.

- a. Banga Elementary School
- b. Don Nemencio Clemena Memorial Elementary School
- c. Norzagaray Elementary School

Secondary School Category

Carlos F. Gonzales High School

2. The Gawad Kalasag Awards aims to recognize exemplary efforts of Local Government Units (LGUs), Civil Society Organizations, and other stakeholders in implementing disaster risk reduction and management (DRRM) programs and climate change adaptation (CCA) initiatives. The documents below serve as reference and guidance.

- NDRRMC Memorandum Circular No. 3, s. 2025
- Style Guide for Entry
- Checklist for School Category for the 2025 Gawad KALASAG

3. School Heads of the aforementioned institutions are hereby requested to facilitate the necessary preparations. The Division DRRM focal person will visit the above cited schools to provide technical assistance on May 16 to 23,

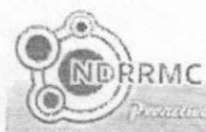


Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

2025. The submission of all required documents will be **on or before 10:00 AM on May 26, 2025**, to the School Governance and Operations Division, SDO Bulacan.

4. For any queries or clarifications, contact **Mr. Pedro G. Lacap**, Division DRRM Focal Person, at **0917-112-0595**.
5. Immediate dissemination of this Memorandum is desired.


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



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

MEMORANDUM CIRCULAR
No. 3, s. 2025

APR 11 2025

TO : Members, National Disaster Risk Reduction and Management Council (NDRRMC);
Chairpersons, Regional DRRMCs;
Metro Manila DRRMC;
Bangsamoro Autonomous Region in Muslim Mindanao DRRMC;
Provinces/Cities/Municipalities DRRMCs; and
Other Concerned Offices

SUBJECT : Guidelines for the Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance

Gawad KALASAG
(Kalamidad at Sakuna LABanan, SARiling Galing ang Kaligtasan)

BACKGROUND

Established in 1998, the Gawad KALASAG (GK) Search for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance has served as the country's recognition and award scheme for various stakeholders who promote and implement disaster risk reduction and management, climate change adaptation (DRRM-CCA), and humanitarian assistance programs that protect and shield high-risk communities against extreme hazards and render them more capable of addressing their vulnerabilities. It was aimed as a mechanism to obtain sustained commitment and support by recognizing the exceptional contributions of DRRM practitioners in strengthening the resilience and adaptive capacities of various aspects of society and communities to disaster risks.

Based on past experiences and lessons learned, the Gawad KALASAG program was transformed into the Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance and adopted a mandatory assessment of all Local Government Units, specifically Provinces, Cities, and Municipalities (PCM); and continued competition for critical institutions (Schools and Hospitals), Civil Society Organizations (CSOs); and special recognition for individuals and organizations.

The GK will cover the following: (1) GK Seal for Local DRRM Councils and Offices; GK Special Awards for (2) Best Civil Society Organizations, (3) Best People's Organization, (4) Best Volunteer Organization; (5) Best Higher Education Institution; (6) Best Private Organization; (7) Best Government Emergency Management and



- b. Procedure on the application or endorsement-based assessment of institutions, organizations, individuals, and groups for the GK Special Awards;
- c. Composition of the Regional and National Validation/Selection Committee and the National Gawad KALASAG Committee prescribing their respective roles and responsibilities;
- d. Redress mechanism to address grievances, appeals, and protests arising from the evaluation and validation of submissions and entries;
- e. Logistical and Administrative arrangements for the conduct of GK; and
- f. Information on the necessary logistical and documentary requirements for the assessment of LGUs for the LDRR-MCO Category and the selection of awardees for the GK Special Awards Categories.

III. CATEGORIES OF AWARDS AND INCENTIVES

The GK Seal and Special Awards Categories and the respective incentives are as follows:

AWARDEES		INCENTIVES
GK Seal for Local DRRM Councils and Offices	1. Local DRRM Councils and Offices:	Plaque of Recognition: GK Seal of Excellence
	<ol style="list-style-type: none"> a. Provinces; b. Highly Urbanized Cities; c. Independent Component Cities; d. Component Cities; e. 1st to 3rd Class Municipalities; f. 4th to 6th Class Municipalities 	Beyond Compliant: Gold Plaque Fully Compliant: Silver Plaque Top 1 LGU per Classification: Php500,000.00
GK Special Awards for Civil Society Organizations	2. Volunteer Organizations (Emergency Response)	Top Awardee: Plaque plus Php300,000.00
	3. People's Organizations	Top 2 & 3: Plaque plus Php100,000.00
	4. Civil Society Organizations	
GK Special Awards for Government Emergency Management and Response Teams	5. Basic Local Government Emergency Management and Response Team (GEMs) for 2 nd to 6 th Class Municipalities	Top Awardee: Plaque plus Php300,000.00
	6. Advance Local Government Emergency Management and Response Teams (GEMs) for Provinces, Cities, and 1 st Class Municipalities	Top 2 & 3: Plaque plus Php100,000.00
GK Special Awards for Hospitals	7. National Government Hospitals	Top Awardee: Plaque plus Php300,000.00
	8. Local Government Hospitals	Top 2 & 3: Plaque plus Php100,000.00
	9. Private Hospitals	Top Awardee: Plaque plus Php100,000.00

		Top 2 & 3: Plaque plus Php50,000.00
GK Special Awards for Schools	10. Higher Education Institution	Top Awardee: Plaque plus Php300,000.00
	11. Public Elementary Schools	Top 2 & 3: Plaque plus Php100,000.00
	12. Public High Schools	
GK Special Awards for Private Organizations	13. Private Organizations (Business/Corporate)	Top Awardee: Plaque plus Php100,000.00 Top 2 & 3: Plaque plus Php50,000.00
GK Special Recognitions	14. Heroic Act (Individual/Group Living)	Plaque of Recognition with cash incentives
	15. Heroic Act (Individual/Group Posthumous)	
	16. Special Recognition for Individuals 17. Special Recognition for Organizations	Plaque of Recognition
Hall of Fame Awardees	Three (3) consecutive years awardees of the GK Special Award Categories shall be recognized as Hall of Fame Awardee	Hall of Fame Plaque

For the Heroic Act Category (Individual Living, Group Living, Individual Posthumous, Group Posthumous), a maximum of three (3) awardees may be awarded Php50,000.00 each. However, should there be more than three awardees, the maximum amount allowable for the said category shall be divided equally among the awardees.

Special Recognition awardees shall receive plaques of recognition for their DRRM acts, efforts, and initiatives.

The Hall of Fame Awardees may again join after three (3) years from receipt of said award.

All cash incentives are subject to a twenty percent (20%) final tax and to government accounting, auditing, and regulatory rules and regulations.

IV. APPLICATION AND SELECTION PROCESS

Mandatory assessment of all LDRRMCOs of 1,724 LGUs in the country shall be conducted while all barangay DRRM committees are excluded from the LDRRMCO assessment until a subsequent policy or guidelines are issued for their inclusion. The Special Awards for other categories shall be on an application or endorsement basis.

The coverage for the GK Seal and Special Awards assessment will be the accomplishments of the preceding year.

The following assessment process shall be conducted for the Gawad KALASAG Seal for Local DRRM Councils and Offices Category:

1. Joint Orientation on the GK Guidelines and Assessment Tool for the GK Regional Focal Persons, National and Regional Validation Committee;
2. Regional Orientation and coaching Session on the GK Guidelines and Assessment Tool for the LGUs;
3. Self-Assessment of the LGUs and submission of entries to OCD Ros;
4. LDRRMCO Evaluation (Desk and/or Field Validation);
5. Submission of Accomplishment Report to the National GK Secretariat;
6. National Field Validation;
7. Final Deliberation and Joint Plenary Session;
8. Gawad KALASAG Seal National Awarding Ceremony

On the other hand, for the Gawad KALASAG Special Awards Categories, the following selection process activities shall be conducted:

1. Joint Orientation on GK Guidelines and Checklists for the GK Regional Focal Persons, Regional and National Selection Committee;
2. Call for Entries;
3. Regional Selection (Desk Evaluation, Field Validation, and Deliberation);
4. National Desk Evaluation
5. National Field Validation
6. Final Deliberation of Awardees and Joint Plenary Session
7. Gawad KALASAG Special Awards National Awarding Ceremony

The implementation of these activities will employ the following methodologies:

A. Gawad KALASAG Seal for Local DRRM Councils and Offices

A.1 Joint Orientation on GK Guidelines and Assessment Tool for the GK Regional Focal Persons, National and Regional Validation Committee

This is a three-day activity to orient the GK Regional Focal Persons and Regional and National Validation Committee on the new GK Guidelines, including the LDRRMCO Assessment Tool. This activity will also include further discussions on the strategies, timelines, and action plans to ensure the smooth implementation of the GK Seal.

This will be conducted in a hybrid format.

A.2 Regional Orientation on the GK Guidelines and Assessment Tool for the LGUs

The OCDROs will conduct the Regional Orientation on the new GK Guidelines, including the LDRRMCO Assessment toolkit for the LGUs in their respective areas of responsibility.

A.3 Self-Assessment of LGUs

The LGUs, through the LDRRMOs, prior to the conduct of the actual assessment, shall perform an honest appraisal of their respective

LDRRMCOs through a self-assessment rating using the prescribed LDRRMCO Assessment Tool. The LGUs are also encouraged to maximize the Remarks Column to support their self-assessment rating.

The LGUs shall accomplish the said tool and attach the necessary documents as means of verification (MOV) in the prescribed format, including a duly accomplished and notarized Omnibus Sworn Statement (OSS), and submit them to their respective OCD Regional Offices through e-mail or courier. Submission shall be no later than the prescribed deadline set by the OCD.

The OCD Regional Offices shall issue a Certificate of Participation to all LGUs who have complied with the submission of the said documents within the prescribed timeline. A sample certificate of participation is attached in **Annex A**.

LGUs who fail to submit any of the necessary documents shall be disqualified from the assessment.

A.4 LDRRMCO Desk Evaluation

The Regional Validation Committee (RVC), composed of OCD Regional Offices and other members of Regional DRRMCs, shall conduct a desk review of all submitted accomplished LDRRMCO Assessment toolkits, Omnibus Sworn Statements, as well as all the evidentiary documents attached as MOVs. Thereafter, the RVC shall validate these documents.

Additional MOVs may be permitted at the discretion of the RVC prior to the endorsement by the OCD Regional Office to the OCD Central Office.

Whenever necessary, OCD Regional Offices may create additional LDRRMCO Assessment Teams to ensure timely and effective conduct of the LDRRMCO Assessment within their respective jurisdictions.

Out of all LGU passers, only the Top 3 Beyond Compliant rating LGUs per classification shall be subjected to national-level field validation:

- a. Provinces;
- b. Highly Urbanized Cities;
- c. Independent Component Cities;
- d. Component Cities;
- e. 1st to 3rd Class Municipalities; and
- f. 4th to 6th Class Municipalities.

In case of a tie, qualified additional LGUs shall also be endorsed for the national-level field validation.

Results of the regional validation shall remain confidential in adherence to the accomplished non-disclosure agreement. Strictly, no feedback/comments/remarks on the ratings/results after the desk evaluation and field validation shall be provided/entertained. Official results will be issued by the OCD Central Office after the deliberation of the

National Validation Committee (NVC) with the concurrence of the National Gawad KALASAG Committee (NGKC).

A.4.1 LDRRMCO Minimum Requirements

All Local Government Units shall be assessed by the Regional Validation Committee. However, the absence of any of the following minimum requirements shall be disqualified for the Gawad KALASAG Seal for LDRRMCO:

- a. Established and Organized Local Disaster Risk Reduction and Management Council/s;
- b. Membership of non-state stakeholders in the LDRRMCs 4 CSO, and 1 Private Sector;
- c. Established LDRRM Office;
- d. Permanent and functional LDRRM Officer Compliant to the JMC 2014-1
- e. Established Functional Operations Center; and
- f. Approved and adopted the LDRRM Plan covering the assessment year (guided by the NDRRM Plan)

For CY 2025 onwards, the LGU must have an approved and adopted LDRRM Plan covering the assessment year (guided by the NDRRM Plan) and must be duly reviewed by the reviewing authority.

The National GK Secretariat or National Validation Committee member shall join the Regional Desk Evaluation to ensure compliance with the minimum requirements prior to endorsement and submission to the OCD Central Office for field validation and/or deliberation.

A.4.2 LDRRMCO Major Indicator Scoring System

The weight average grading system of major indicators is as follows:

Criteria (No. of Indicators)	Assigned Weight
I. Structure (9)	25%
II. Competency (12)	35%
III. Management System (3)	15%
IV. Enabling Policies (1)	5%
V. Knowledge Management and Advocacy (2)	10%
VI. Partnership and Participation (2)	10%
Weighted Average	100%

A.5 Submission of Accomplishment Report to the National GK Secretariat

All LDRRMCO Assessment Results Documents shall be submitted in electronic copies. Folders of Beyond Compliant and Fully Compliant rated LGUs must be separated from the Partially Compliant and Non-Compliant rated LGUs for databasing purposes

Defense Administrator (CDA) and Executive Director, NDRRMC, as the presiding officer in his capacity as the Chairperson of the NGKC. The NGKC meeting will follow a business-type manner, applying parliamentary procedures in which everyone has equal rights and privileges.

The list of member agencies and partners that may compose the committees and their respective roles and responsibilities are provided in *Annex C: Selection Committees*.

V.1 QUALIFICATION OF NATIONAL AND REGIONAL VALIDATION/ SELECTION COMMITTEE

The National and Regional Validation/Selection Committee (N/RVSC) shall be composed of representatives from the NDRRMC member agencies and RDRRMC member agencies, respectively. They should be endorsed by their respective head of the Agency or its duly designated representative.

The National and Regional GK Secretariat may nominate or pre-determine N/RVSC from N/RDRRMC member agencies based on consistent and meritorious participation from previous Gawad KALASAG cycles to ensure continuity and sustainability of Gawad KALASAG processes.

The duly endorsed N/RVSC shall participate in the Orientation on GK Guidelines and Checklists to be qualified to perform the assigned tasks.

VI. UTILIZATION OF GAWAD KALASAG CASH INCENTIVES

The Gawad KALASAG cash incentives for LDRRMCO shall be utilized for the priority programs, activities, and projects (PAPs) of the award institutions/organizations and shall be compliant with the NDRRMC-DILG-DBM Joint Memorandum Circular No. 2013-01 or its subsequent policy issuances such as the 70% allocation for prevention and mitigation, preparedness, response, and rehabilitation and recovery. The winning LGU for GK Seal for LDRRMCO shall sign a Memorandum of Agreement with OCD/NDRRMC through the OCD Regional Office and shall provide an Official Receipt upon the receipt of the cash prize to their respective OCD Regional Office.

Gawad KALASAG cash incentives for Special Awards shall be utilized solely for the implementation of priority PAPs of the awarded government agency/sector/institution/organization, aligning these PAPs with the National Disaster Risk Reduction and Management Plan, National Climate Change Action Plan, Philippine Development Plan, Sendai Framework for Disaster Risk Reduction and Sustainable Development Goals, etc.

VII. OTHER INCENTIVES

The GK Seal for LDRRMCOs shall be one of the primary source of data for the Disaster Preparedness area of the Seal of Good Local Governance (SGLG) subject to additional parameters to be provided by the Council and Good Local Governance (CGLG). Beyond and Fully Compliant LGUs will be considered as initial passers of the Disaster Preparedness area.

Moreover, Fully Compliant and Beyond Compliant LGUs in this particular assessment period shall be prioritized for NDRRM Fund assistance for DRRM projects in their respective localities, subject to existing policies and procedures.

VIII. GAWAD KALASAG NATIONAL AWARDING

In accordance with the commitment to recognize exemplary disaster risk reduction and management (DRRM) efforts at the local level, the NDRRMCO, through the OCD Regional Offices, shall organize National awarding ceremonies for their respective Local Government Units (LGUs) that have attained the Fully Compliant and Beyond Compliant ratings during the Desk Evaluation process of GK Seal for LDRRMCOs, as well as the Top 2 and 3 Organizations/Individuals per category for GK Special Awards.

Meanwhile, at the national level, the GK National Awarding Ceremony shall be organized where the following awardees are to be recognized and conferred with plaques of recognition:

CATEGORY	AWARDEES
GK Seal for LDRRMCO	Top 1 Province Top 1 Highly Urbanized City Top 1 Independent Component City Top 1 Component City Top 1 1st to 3rd Class Municipality Top 1 4th to 6th Class Municipality
GK Special Awards	Top 1 Awardee per Category

Cash incentives for special awards shall be claimed by the winners from the concerned OCD regional offices.

The GK Seal for LDRRMCO awardees who have been rated and awarded as beyond compliant LGU for five (5) consecutive years shall be given a Special Recognition Award. Meanwhile, awardees for the GK Special Awards who have won first place at the national level for three (3) consecutive years in the same category shall be given a Hall of Fame Award. The Hall of Fame Awardees may again join only after three (3) years from receipt of said award.

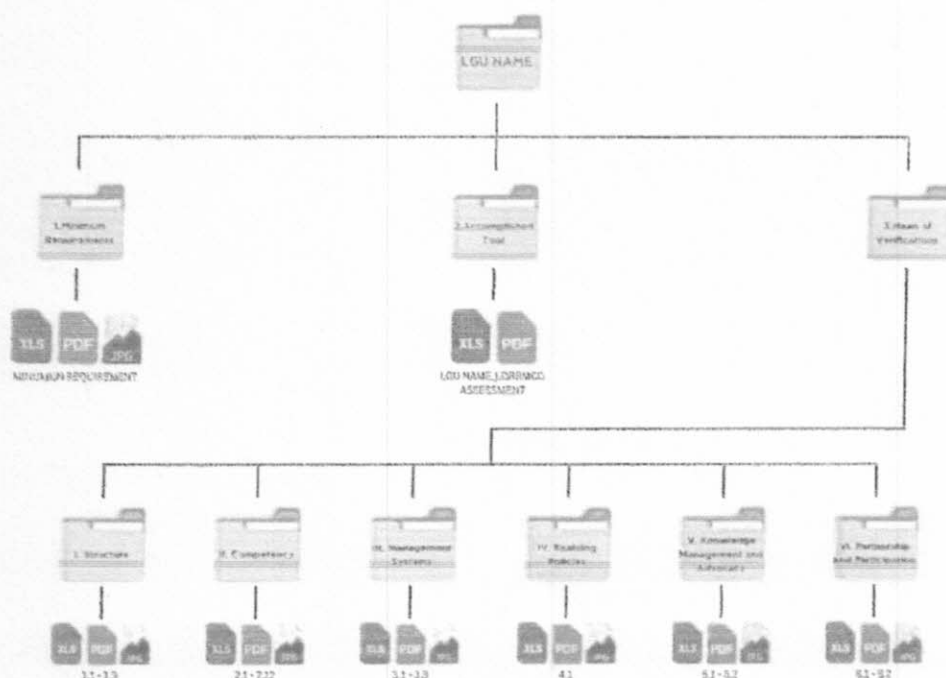
IX. LOGISTICAL AND ADMINISTRATIVE ARRANGEMENTS

IX.A National and Regional Validation

For the RSCs and RVCs, the claim of incidental expenses will be from the sending agency/organization. At the same time, food, transportation, and accommodation will be charged to the funds of OCD Regional Offices.

All LGU passers who garnered a rating of Fully Compliant and Beyond Compliant during the Desk Evaluation shall be endorsed to the National GK Secretariat through an RVC Resolution signed by the respective OOD Regional Director.

Documents of the qualified LGUs, such as assessment results, means of verification, separate folder of Minimum Requirements, duly signed and notarized Omnibus Sworn Statement (OSS), and Assessment Report cards duly signed by the RVC Members shall be submitted through the National GK Secretariat in a Hard Drive and via e-mail, in preparation for the National Validation/Deliberation. The folder arrangement is as follows:



File submission must be in PDF (Portable Document Format), Microsoft Word and Excel, and/or Photos. Only submit photos when necessary to convey visual information that cannot be adequately represented in other formats. Ensure high resolution and clarity for better interpretation.

The National GK Secretariat shall screen the submitted endorsement, ensuring the presence of minimum requirements and identify the Top 3 beyond compliant rating LGUs per classification which shall be subjected to National Field Validation.

The National GK Secretariat shall inform the identified top 3 beyond compliant rated LGUs that they shall be subjected to field validation for secondary-level assessment.

The conduct of national field validation adopts a comprehensive method of secondary data review of the Top 3 beyond compliant rated LGUs per Classification out of all the LGUs assessed by the 17 RVCs across the

country, as well as the conduct of field observation of their actual accomplishments.

During the validation, the Validation Team shall be organized with at least three (3) validators composed of (1) National Validation Committee member, (1) OCD Regional GK Focal, and (1) RVC member and shall be grouped according to their designated categories.

However, the assigned one (1) OCD Regional GK Focal shall not assess his/her own LGU, instead, a Regional GK Focal from the other region will join the National Validating Team.

An automatic succession of the next in rank shall be applied for national field validation if the LGU does not meet the top 3 beyond compliant rating, provided further that the field validation will be conducted within the set time frame or schedule.

A.6 Final Deliberation of Awardees and Joint Plenary Session

The National Validating Team will deliberate on the assessment results of the regional desk evaluation and field validation, and shall identify and recognize the Top 1 Beyond Compliant LGU per classification. All scores assigned after the deliberation are deemed final once presented to the NGKC and duly approved by the Chairperson, NDRRMC.

The validating team shall come up with the final list of awardees to be recommended for presentation to the National Gawad KALASAG Committee (NGKC). Thereafter, the NGKC will convene and decide on the final list of awardees to be recommended to the NDRRMC Chairperson, who shall declare the final awardees of the GK National Awards. The National GK shall notify the LGUs on the official result and feedback of assessment through formal communication.

B. Gawad KALASAG (GK) Special Awards

B.1 Joint Orientation on the GK Guidelines and Checklists for the GK Regional Focal Persons, National and Regional Selection Committee

A qualitative approach will be utilized, gathering participants from the various services of the OCD Central Office, Regional Offices, and member agencies.

Specifically, the conduct of Orientation to GK Focal Persons and National Validation and Selection Committee composed of Validators from partner agencies on the new GK Guidelines will employ a classroom or via video-conference discussion wherein the new GK Guidelines and the GK Time and Work Plan for implementation will be presented in plenary.

Thereafter, there will be an open forum where the participants will have the chance to ask questions relevant to the GK procedures.

B.2 Call for Entries

The NDRRMC, through the NGKC, shall issue a Memorandum for the commencement of the GK Seal and Special Awards, disseminate Information, Education, and Communication Materials (IEC) through e-mail and various outlets such as posting of announcements in the OCD and NGKC-member agencies' websites and official social media accounts.

B.3 Regional Selection (Desk Evaluation, Field Validation, and Deliberation)

Applicants at the Regional level for GK Special Awards shall undergo desk evaluation and field validation. Their winning entries, both in hard and soft copies, shall be submitted to the OCD Central Office through the Gawad KALASAG Secretariat using the prescribed template/style guide. (Annex B: Style Guide)

The GK Special Recognition for Individual category may also be through nomination from credible institutions or organizations such as Regional and National DRRM Councils, heads of agencies/offices/organizations, local chief executives, etc.

B.4 Desk Evaluation

For the Regional and National Levels, the top three (3) finalists for each category who garnered a score of at least 80% shall be determined through the desk evaluation. The scores of the top three (3) finalists shall then be reset to zero (0) and subjected to field validation. Only the top awardees in each category at the Regional Level shall make it to the National Level selection process.

At the national level, the desk evaluation will adopt a data review or content analysis of the winning entries/top awardees or evidential documents assessed by the 17 regional selection committees.

The results of the desk evaluation shall remain confidential until the NGKC deliberation is completed. Hence, R/NSC shall sign a non-disclosure agreement before the start of the desk evaluation.

B.5 Field Validation

The conduct of field validation adopts a comprehensive method of secondary data review of the winning nominees and field observation of their actual accomplishments.

The R/NSC will be grouped according to their designated categories for validation. After laying down the standards and procedures, the validating team will conduct the field validation.

An automatic succession of the next in rank will be applied for regional/national field validation if the entry did not meet the hurdle rate and/or did not meet the minimum requirements explicitly provided in the

checklist. The field validation for the next in rank will also be conducted within the set time frame or schedule.

B.6 Final Deliberation of Awardees and Joint Plenary Session

For NSC Deliberation of Awardees, the NSC will review and deliberate on the validation and desk evaluation results. With a consensus from the members of the validating team, the NSC shall provide a list of awardees to be recommended for presentation to the NGKC. The NSC will also prepare the citations of the awardees and finalists.

For the plenary, there will be a joint congress of the NGKC and NSC to deliberate on the Results of the validation. Thereafter, the NGKC will convene and decide on the final awardees to be recommended to the NDRRMC Chairperson, who will declare the final awardees of the GK Special Awards.

Official Results with comments and feedback shall be communicated by the National Secretariat to the Regional Offices prior to the endorsement to the NGKC Chairperson and the SND. However, the Regional Office is not allowed to disclose the results of the deliberation.

C. Redress Mechanism

The RDRRMC will serve as a primary Redress Committee for the Gawad KALASAG to address grievances, appeals, and protests arising from the evaluation and validation of submissions and entries. Matters that cannot be resolved at the regional level shall be raised to the national level by the concerned RDRRMC.

Any grievance should be made in writing by the interested parties within fifteen (15) calendar days from receipt of official results (or receipt of the LGU scorecard), citing the grounds of their complaint(s) or appeal.

V. SELECTION COMMITTEES

There shall be two (2) types of selection committees organized: (1) Validation Committee for GK Seal for LDRRMCO Category and (2) Selection Committee for GK Special Awards.

Members of the Regional and National Selection/Validation Committees are designated focal persons from selected Regional and National DRRM Council Member Agencies and partner organizations.

There shall also be a National GK Committee, which will serve as the Steering Committee, composed of selected NDRRMC member agencies and partner organizations.

The NGKC member agencies will be represented by undersecretary-level officials or their equivalent. The NGKC will be officially convened as needs arise with the Civil

The National and Regional Selection/Validation Committee members shall receive honoraria amounting to Php 2,000.00 per technical service provided during the Gawad KALASAG major events or activities, such as but not limited to Desk Evaluation, Field Validation, and Deliberations.

All payments shall be in accordance with the existing government accounting and auditing rules and regulations.

IX.B Implementation of Activities

All activities hereunder shall be conducted in accordance with the existing health protocols issued by relevant authorities.

X. UTILIZATION OF LDRRMCO ASSESSMENT RESULTS

Results of the assessment may be provided to and be used by the NDRRMC Member agencies to review the performance of the LGUs in DRRM to serve as a basis in the formulation of the guidelines and policies in disaster resilience in light of the increasing intensity and frequency of hazards in the country. The NDRRMC Member agencies may request the assessment through a letter containing a provision that the information will only be used for its intended purpose.

For the RDRRMCs, the result of the assessment can be used to assess the capacity of LGUs and serve as a basis for providing interventions, technical assistance, and capacity-building activities.

For the LGUs, the result of the assessment can be used to identify the strengths and weaknesses in local DRRM, which they can prioritize in the programming of their local DRRM funds for implementation or enhancement.

XI. TIMELINE OF ACTIVITIES

The timeline of activities is attached as **Annex D**.

XII. AUTHORITY OF CHAIRPERSON, NGKC

The Chairperson, NGKC, shall have the authority to sign and promulgate policies involving the implementation of the Gawad KALASAG for the succeeding sessions. Further, the Chairperson, NGKC, shall facilitate the expedient resolutions of appeals and/or other forms of redress grievances in relation to the selection process.

The Chairperson, NDRRMC, and SND shall have the final approval and declaration of winners duly endorsed by the Chairperson, NGKC.

XIII. REPEALING CLAUSE

The provisions of NDRRMC Memorandum Circular No. 005 s. 2025, "Guidelines for CY 2025 Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance", and all other issuances inconsistent thereof are hereby repealed.

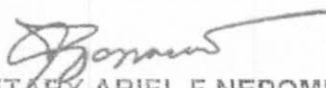
XIV. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon the approval of the Chairperson, NDRRMC, unless revoked or revised.

XV. APPROVAL AND PROMULGATION

These Guidelines on the Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance are hereby approved and thereby promulgated.

For guidance and compliance.


UNDERSECRETARY ARIEL F NEPOMUCENO
Executive Director, NDRRMC and
Civil Defense Administrator



84 

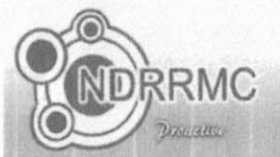
ANNEX B

STYLE GUIDE FOR ENTRIES

1. This style guide applies only for entries for the following categories: Hospitals, Schools, Civil Society Organization (CSO), Volunteer Organization, Peoples' Organization, Private Organization, Government Emergency Management and Response Teams (GEMs), and Special Recognition for Individuals and Organizations.
2. All entries must contain an accurate Table of Contents, indicating the Preliminaries and Criteria including their corresponding pages. All pages except the Table of Contents must indicate their corresponding page numbers. Each criterion shall be tabbed accordingly. Please see attached sample.
3. Introduction shall be limited to the following:
 - a. Brief description or profile of the category
 - b. Brief message and acknowledgments
 - c. Executive Summary
4. All pictures must be colored and in high-definition quality to ensure clarity when expanded. There shall be a minimum of two (2) photo attachments per page if supplemented with captions, or at least three (3) photos when not accompanied with captions.
5. A minimum of two (2) scanned copies of documents per page is required. Unless of utmost importance or relevance that the contents may not be readable when reduced in size, such documents shall be allowed to occupy an entire page.
6. All entries shall be submitted book bound and hardbound in one single document. Consideration shall be made for localities wherein hard binding services are not available. In such case, the OCD Regional Office concerned shall furnish the Gawad KALASAG Secretariat a certification, signed by the Regional Director, to prove the same.
7. The following standards on font type, font size, paper size, paper orientation, line spacing, indents, and the maximum number of pages shall be required for all entries.
 - a. Font type: Times New Roman/Arial
 - b. Font size for the context: 12
 - c. Paper orientation: Portrait
 - d. Paper size: A4
 - e. Line spacing: Single spacing

- f. Indents provided for in the style guide sample format
 - g. Maximum pages: 300 including introduction, annexes, and attachments (NOT back-to-back)
8. The following color coding of entry cover page according to category shall be followed:
- Hospitals: Blue
 - Schools: Green
 - Civil Society Organization: Yellow
 - Peoples' Organization: Orange
 - Volunteer Organization: Violet
 - Private Organization: Pink
 - Government Emergency Management and Response Teams (GEMs): Red
 - Special Recognition and Heroic Act: White
9. The presentation of compliance in different categories shall be clear, concise, and straight to the point. Unnecessary inclusion whether in text or document to an entry is highly discouraged. Annexes shall be limited to the following:
- a. Means of verification
 - b. Relevant photos
 - c. Clearances/ Titles
 - d. Minutes of the Meeting
 - e. MOA/MOU
 - f. Documents that will prove a claim

To facilitate efficient and orderly deliberation and evaluation of all entries, deliberate non-compliance to the aforementioned requirements shall merit disqualification of the entry.



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

Camp General Emilio Aguinaldo, Quezon City, Philippines



CHECKLIST
Elementary and Secondary Schools Category
25th Gawad KALASAG

School Category, Levels, and Classification:			
	Public		Elementary (Kinder to Grade 6)
	Private and Integrated		Secondary (Junior, Senior High School or Combination)

Name of School:	Legislative District:
School ID:	Province:
Division:	School District:
Region:	Date Visited/Inspected:
School Address:	GENERAL SCORE:

NOTE: The documents to be validated shall come from the prior school year and current school year.
Policy issuances adopted must be issued in the last 2 Calendar years including the current year

	CRITERIA	Means of Verification	Guidance for Points	Max Points	Score	Comments/Recommendations
I.	ENABLING ENVIRONMENT			25		
1	<p>School has adopted/localized existing policies relating to Disaster Risk Reduction and Management and Climate Change Adaptation (DRRM-CCA) from DepEd and other government agencies within the last 2 calendar years – signed and approved.</p> <p><i>Reference:</i> DepEd Order No. 37, s. 2015 "The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework"</p>	<p>Screenshot or scanned copy of:</p> <p>a. Adopted/localized issuances/policies – signed and approved, within the last two years.</p>	<p>1 point = 1 adopted/ localized policy signed and approved, within the last 2 calendar years (maximum of 3 points)</p>	3		
2	<p>School has organized and functional School DRRM Team with the participation of the Supreme Student Government (SSG)/ Supreme Pupil Government (SPG) in the planning process, with school DRRM Coordinator and consisting of personnel from different school stakeholders with defined membership and roles and responsibilities/functions.</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	<p>Screenshot or scanned copy of:</p> <p>a. Approved School Memo creating the organization - signed</p> <p>b. SDRRM Team with approved duties and responsibilities - signed</p> <p>c. Approved SDRRM Organizational Structure posted in a conspicuous place inside the school</p>	<p>1 point = Presence of the Approved School Memo creating the organization – signed.</p> <p>0.5 point = Presence of the SDRRM Team with approved duties and responsibilities – signed</p> <p>0.5 point = Presence of the Approved SDRRM Organizational Structure posted in a conspicuous place inside the school</p> <p>0 point = No School DRRM Team organized</p>	2		

3	<p>School has a Comprehensive School DRRM Plan. This includes DRRM-CCA, measures covering risk assessment, risk reduction including rehabilitation and recovery.</p>	<p>a. Approved Comprehensive School DRRM Plan - signed</p>	<p>1 point = Approved Comprehensive School DRRM plan - signed</p> <p>0 point = School has no Approved Comprehensive DRRM Plan</p>	1		
4	<p>School budget supports regular DRRM-CCA activities.</p> <p><i>References:</i> DepEd Order No. 37, s. 2015 "The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework</p> <p>DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p> <p>OUOPS Memorandum No. 2024-04-01088 "Guidelines on the Utilization and Reporting of the FY 2024 Disaster Preparedness and Response Program (DPRP) Funds</p>	<p>a. Approved School Improvement Plan - signed</p> <p>b. Approved Annual Implementation Plan - signed</p> <p>c. Approved School DRRM Plan - signed</p>	<p>1 point = Approved SIP - signed</p> <p>1 point = Approved AIP - signed</p> <p>1 point = Approved School DRRM Plan - signed</p>	3		
5	<p>School has conducted student-led school watching and hazard mapping and involved students in DRRM planning.</p> <p><i>Reference:</i> DepEd Order No. 23, s. 2015 "Student-Led School Watching and Hazard Mapping"</p>	<p>a. Approved/signed narrative documentation of findings of the conducted school watching and hazard mapping</p> <p>b. Accomplished DepEd checklist of</p>	<p>1 point = Presence of the Approved/signed narrative documentation of findings</p> <p>1 point = Presence of the Accomplished DepEd checklist of student-led school watching and hazard mapping</p>	3		

		<p>student-led school watching and hazard mapping - signed</p> <p>c. Signed photo documentation report of the conducted school watching and hazard mapping</p>	<p>1 point = Presence of the signed photo documentation report of the conducted school watching and hazard mapping</p> <p>0 point = No student-led school watching and hazard mapping conducted in the school</p>			
6	<p>School has incorporated the results of student-led school watching and hazard mapping in the School DRRM Plan and Annual Implementation Plan (AIP).</p> <p><i>Reference:</i> DepEd Order No. 23, s. 2015 "Student-Led School Watching and Hazard Mapping"</p>	<p>a. Approved Annual Implementation Plan</p> <p>b. Approved School DRRM Plan</p>	<p>2 points = Presence of the approved AIP incorporating the results of the student-led school watching and hazard mapping conducted in the school</p> <p>2 points = Presence of the approved DRRM Plan incorporating the results of the student-led school watching and hazard mapping conducted in the school</p>	4		
7	<p>Copies of the School Report Card (SRC) is presented and distributed to stakeholders.</p> <p><i>Reference:</i> DepEd Order 44, s. 2015 "Guidelines on the Enhanced School Improvement Planning Process and the School Report Card"</p>	<p>a. Approved/signed School Report Card</p> <p>b. Photo documentation (Presentation and distribution of SRC)</p> <p>c. Posted on school official social media accounts</p>	<p>1 point = Presence of the approved/signed SRC ONLY</p> <p>0.5 point = Presence of the photo documentation on the presentation and distribution of the SRC - signed</p>	2		

	<p><i>- the SRC is vital in SBM for it serves as a communication and advocacy tool to inform the stakeholders of the school status and to encourage and inspire them to take an active role in planning, managing, and improving the school.</i></p>		<p>0.5 point = Scanned copy or screenshot of the posted approved/signed SRC on the school official social media accounts</p>			
8	<p>School has data collection and consolidation of programs, projects, and activities (PPAs) on DRRM-CCA, covering the 3 Pillars to monitor results and impact exist (Monitoring and Evaluation mechanism).</p> <p><i>Reference: DepEd Order No. 37, s. 2015 "The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework</i></p>	<p>a. Accomplished Monitoring and Evaluation tool on DRRM-CCA PPAs, covering the 3 pillars, with baseline information and progress reports – approved/signed</p>	<p>3 points = Presence of the Accomplished Monitoring and Evaluation tool for the 3 pillars with baseline information and progress reports – approved/signed</p> <p>0 point = No accomplished Monitoring and Evaluation tool for the 3 pillars with baseline information and progress reports</p>	3		
9	<p>Rapid Assessment of Damages Report (RADaR) is submitted to Central Office, within 72 hours AFTER the onslaught of a hazard in the area, or Certificate of No Damages (CND) in cases of no damages incurred during disaster/emergency.</p> <p><i>Reference: DepEd Order 21, s. 2015 "Disaster Risk Reduction and Management Coordination and Information Management Protocol"</i></p>	<p>a. RADaR or CND Screenshot/Scanned Copy with timestamp of time of submission</p>	<p>3 points = Presence of submitted RADaR or CND within 72 hours AFTER onslaught of hazard, either through RADaR app or other means of communication, with timestamp of time of submission</p> <p>2 points = Presence of submitted RADaR or CND beyond 72 hours AFTER the onslaught of hazard, either through RADaR app or other means of communication, with</p>	3		

			timestamp of time of submission			
			0 point = Absence of RADaR/CND submission			
10	<p>School has established partnerships with partners/stakeholders that could be tapped to support its DRRM-CCA programs, projects, and activities (PPAs), including those during and after a disaster/emergency.</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	<p>a. Signed and notarized Memorandum of Agreement/ Memorandum of Understanding (MOA/MOU) with partners/stakeholders for DRRM-CCA partnership initiatives</p>	<p>1 point = Presence of the signed and notarized Memorandum of Agreement/ Memorandum of Understanding (MOA/MOU) with partners/stakeholders for DRRM-CCA partnership initiatives</p> <p>0 point = School has no DRRM-CCA partnership initiatives</p>	1		

II. PILLAR 1: SAFE LEARNING FACILITIES				8		
1.	<p>School DRRM Team has conducted risk assessment of school facilities, in coordination with the Division Engineer and other partner agencies and stakeholders. Appropriate actions on the findings are included in the Annual Implementation Plan and School DRRM Plan.</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	<p>a. Approved Certification/ report regarding the conducted risk assessment of school facilities signed by Division Engineer indicating recommendations based on conducted risk assessment</p> <p>b. Approved Annual Implementation Plan</p> <p>c. Approved School DRRM Plan</p>	<p>3 points = Presence of the Approved Certification/ report regarding the conducted risk assessment of school facilities signed by Division Engineer indicating recommendations based on conducted risk assessment</p> <p>1 point = Presence of Approved Annual Implementation plan</p> <p>1 point = Presence of Approved DRRM Plan</p>	5		

			0 point = No risk assessment of school facilities conducted			
2	<p>School has documented an Updated Memorandum of Agreement or Memorandum of Understanding (MOA/MOU) (2024-2025) with the LGU and/or DSWD for the use of its facilities as evacuation centers following the JMC No. 1 s. 2013 and RA 10821 OR Approved/Signed Certification that the school is not used as Evacuation Center.</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	a. Updated MOA/MOU (2024-2025) (signed and notarized) OR Approved/Signed Certification that the school is not used as Evacuation Center by the LGU	<p>1 point = Presence of the Updated MOA/MOU (2024-2025) (signed and notarized) OR Approved/Signed Certification that the school is not used as Evacuation Center</p> <p>0 point = No MOA/MOU or Certification documented on the use of school as Evacuation Center</p>	3		

III. PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT				34		
1	<p>School has hazard-specific Contingency Plans (at least top 3 hazards)</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	a. Approved School Contingency Plan	1 point = 1 Contingency Plan per hazard (Maximum of 3 points)	3		
2	100% of learners and their families have accomplished the Family Preparedness Plan	a. Accomplished Family Preparedness Plan - signed	3 points = 100% of learners accomplished as per MOVs	3		

	<p><i>Reference:</i> DepEd Order No. 27, s. 2015 "Promoting Family Earthquake Preparedness"</p>	b. Accomplished School Form 1 (School Register) - signed	<p>2 points = 80% to 99% of learners accomplished as per MOVs</p> <p>1 point = 50% to 79% of learners accomplished as per MOVs</p> <p>0 point = Below 50% of learners accomplished as per MOVs</p>			
3	<p>School has a Student-Family Reunification Plan that is clearly disseminated to students, teachers, and parents.</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	<p>a. Accomplished Reunification Plan - signed</p> <p>b. Approved Narrative Report -signed</p>	<p>1 point = Presence of learner family reunification plan</p> <p>1 point = Presence of Narrative Report</p>	2		
4	<p>School hazard and evacuation maps are located in conspicuous places inside the school campus.</p> <p><i>Reference:</i> DepEd Order No. 23, s. 2015 "Student-Led School Watching and Hazard Mapping"</p>	<p>a. Updated school Hazard map</p> <p>b. Updated school Evacuation map</p>	<p>1 point = Presence of the updated school hazard map inside the school</p> <p>1 point = Presence of the updated school evacuation map inside the school</p>	2		
5	<p>School has available and accessible first aid kits with updated basic contents in ALL instructional and non-instructional rooms.</p> <p><i>Reference:</i></p>	a. Updated first aid kits with updated basic contents in ALL instructional and non-instructional rooms	3 points = Availability and accessibility of the first aid kits with updated basic contents in ALL	3		

	<p>DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p> <p>OUOPS Memorandum No. 2024-04-01088 "Guidelines on the Utilization and Reporting of the FY 2024 Disaster Preparedness and Response Program (DPRP) Funds"</p>	<p>Basic Content: alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first-aid book, gloves</p>	<p>instructional and non-instructional rooms</p> <p>2 points = Availability and accessibility of first aid kits with updated basic contents in SOME of the instructional and non-instructional rooms ONLY</p> <p>1 point = Availability and accessibility of first aid kits with outdated basic contents (with expired items identified) in any of the instructional/ non-instructional rooms</p> <p>0 point = School has no first aid kits</p>			
6	<p>School has available and accessible functional / non-expired response/ emergency equipment in case of a disaster and/or emergency.</p> <p>Reference: DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p> <p>OUOPS Memorandum No. 2024-04-01088 "Guidelines on the Utilization and Reporting of the FY</p>	<p>a. Availability and accessibility of functional/ non-expired response/ emergency equipment, any of the following:</p> <ul style="list-style-type: none"> • Fire extinguisher • Spine board • Pry bar • Shovel • C-collar • Splint board • Bandage • Wheel chair • Radio • others 	<p>0.5 point = Per functional / non-expired response/ emergency equipment (maximum of 3 points)</p>	3		

	2024 Disaster Preparedness and Response Program (DPRP) Funds					
7	<p>School has conducted hazard-specific drills (at least 3 hazards present in the school based on the result of the school watching and hazard mapping conducted) with the participation of different stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others).</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	<p>a. Signed hazard-specific Post-Activity Reports with photos and attached Attendance Sheet</p> <p>b. Comments/ Feedback/Evaluation from different participating stakeholders</p>	<p>1 point = 1 hazard-specific drill conducted supported with complete MOV a and b (maximum of 3 points)</p> <p>0.5 point = 1 hazard-specific drill conducted with incomplete MOVs (maximum of 3 hazards only)</p> <p>0 point = No drill conducted</p>	3		
8	<p>School has established inclusive (PWD-friendly) functional early warning system (EWS) to inform learners and personnel of hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols.</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	<p>a. Functional School Early Warning System (EWS), for any of the following:</p> <ul style="list-style-type: none"> • Fire alarm • Siren/bell • Megaphone • Whistle • Flashlight • Printed EWS (billboard/ bulletin-type) • Lighting system/ flashlights • Other localized EWS 	<p>0.5 point = per EWS (maximum of 3 points)</p>	3		
9	<p>School has available and accessible updated ready go-bag or equivalent with at least the minimum basic inclusions (e.g., food, hygiene,</p>	<p>a. Updated go-bag or its or equivalent with at least the minimum basic inclusions (e.g.,</p>	<p>2 points = Availability and accessibility of updated go-bag or its equivalent</p>	2		

	<p>medicine, emergency directory, map, whistle, flashlight, among others). in all classrooms.</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	<p>food, hygiene, medicine, emergency directory, map, whistle, flashlight, among others) in all classrooms.</p>	<p>with at least the minimum basic inclusions IN ALL classrooms</p> <p>0.5 point = Availability and accessibility of updated go-bag or its equivalent with at least the minimum basic inclusions IN SOME classrooms ONLY</p> <p>0 point = School has no go bag or its equivalent</p>			
10	<p>School has a pre-identified space for putting up Temporary Learning Spaces (TLS) in the aftermath of a disaster and/or emergency.</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	<p>a. If within the school's vicinity: Certification of buildable space signed by SDO Engineer with attached map of the buildable space OR if outside the school: Approved (signed and notarized) MOA with the LGU/private entity for TLS space within the LGU</p>	<p>2 points = Presence of the Certification signed by SDO Engineer supported by map of the buildable space within the school OR MOA with LGU/private entity (signed and notarized) for TLS space within LGU</p> <p>0 point = No buildable space within the school or no MOA/MOU from LGU or private entity for TLS space within LGU</p>	2		
11	<p>The school has ready resumption strategies and alternative delivery modes (ADMs) to ensure education continuity (strategies, materials, focal persons to implement) in times of emergencies/disasters</p> <p><i>Reference:</i></p>	<p>a. Availability of updated learning modules</p> <p>b. Approved and signed updated Learning Continuity Plan</p>	<p>1 point = Presence of the Updated learning modules</p> <p>1 point = Presence of the Approved and signed updated Learning Continuity Plan</p>	2		

	<i>DepEd Order 22, s. 2024 "Revised Guidelines on Class and Work Suspension in Schools during Disasters and Emergencies"</i>					
12	<p>School has trained and accredited teaching and non-teaching personnel on psychosocial first aid (PFA).</p> <p><i>Reference:</i> <i>DepEd Order 22, s. 2024 "Revised Guidelines on Class and Work Suspension in Schools during Disasters and Emergencies"</i></p>	<p>a. Updated inventory of trained and accredited teaching and non-teaching personnel on PFA - signed</p> <p>b. Accreditation document of teaching and non-teaching personnel who underwent PFA training (TOT), issued by any of the following:</p> <ul style="list-style-type: none"> - DOH - Red Cross - SWD - BJMP 	<p>1 point = Updated inventory of trained and accredited teaching and non-teaching personnel on PFA – signed.</p> <p>1 point = Accreditation document of teaching and non-teaching personnel who underwent PFA training (TOT), issued by accredited organizations identified.</p>	2		
13	<p>School has participated in the different DRRM-CCA activities of the LGU and other agencies (government/NGO/private)</p> <p><i>Reference:</i> <i>DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</i></p>	<p>a. Post-Participation / Activity Report with Attendance Sheet (all signed) and attached photo documentation</p> <p>b. Copy of the Program of Activity highlighting DRRM-CCA topics</p> <p>c. Certificate of Participation of school, , or equivalent, from the organizer/activity proponent/sponsor</p>	<p>1 point = Presence of Post-Participation / Activity Report with Attendance Sheet (all signed) and attached photo documentation</p> <p>0.5 point = Presence of the Copy of the Program of Activity highlighting DRRM-CCA topics</p> <p>0.5 point = Presence of the Certificate of Participation of school, or equivalent, from the</p>	2		

			<p>organizer/activity proponent/sponsor</p> <p>0 point = School has no participation in any DRRM-CCA activities of the LGU or other agencies</p>			
14	<p>School is a member of the Local Disaster Risk Reduction and Management Council/Committee (LDRRMC) in its respective LGU</p> <p><i>Reference:</i> DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</p>	<p>a. Copy of the latest/current LGU Executive Order (EO) indicating membership of the School in the LDRRMC</p> <p>b. Copy of Minutes of Meeting, or equivalent, with Attendance Sheet presenting school participation in any LDRRMC activities (2024-2025)</p>	<p>1 point = Presence of the Copy of the latest/current LGU Executive Order (EO) indicating membership of the School in the LDRRMC</p> <p>1 point = Presence of the Copy of Minutes of Meeting, or equivalent, with Attendance Sheet presenting school participation in any LDRRMC activities (2024-2025)</p> <p>0 point = School is not member of the LDRRMC</p>	2		
IV. PILLAR 3: DRRM IN EDUCATION				9		
1	<p>School has integrated key DRRM-CCA concepts in at least 5 subject areas in all grade levels based on the Basic Education Curriculum Guide</p> <p><i>Reference:</i> DepEd Order No. 37, s. 2015 "The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework"</p>	<p>a. Approved Lesson Plan</p> <p>b. Daily Lesson Log</p> <p>c. Activity Worksheets</p>	<p>1 point = per subject with integrated DRRM-CCA concepts, supported with complete MOVs (a-c) (maximum 5 points)</p> <p>0.5 point = per subject with integrated DRRM-CCA concepts, with incomplete</p>	5		

	<p><i>Republic Act No. 10533 The Enhanced Basic Education Act of 2013 or the K-12 Act strengthened curriculum integration of key climate change concepts across grade levels. DRRM and CCA concepts are integrated from kinder to junior high school subject areas such as: Health, Science, Araling Panlipunan, and Edukasyon sa Pagpapakatao. For senior high school, a special subject in DRRM is offered as part of the STEM strand.</i></p>		<p>MOVs (maximum of 5 subjects only)</p> <p>0 point = No subjects integrated with DRRM-CCA</p>			
2	<p>School has adopted Alternative Delivery Modes (ADMs) during class suspensions, to ensure learning continuity in times of disaster/emergency, as necessary.</p> <p><i>Reference: DepEd Order 022, s. 2024 Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies</i></p>	<p>a. Copy of Updated ADM Monitoring Sheet – signed</p> <p>b. Signed Activity Documentation / Report of conducted ADM with photo documentation (at least 1 disaster/emergency/incident)</p>	<p>1 point = Presence of the Copy of Updated ADM Monitoring Sheet – signed</p> <p>1 point = Presence of signed Activity Documentation / Report of conducted ADM with photo documentation (at least 1 disaster/emergency/incident)</p> <p>0 point = No MOVs presented</p>	2		
3	<p>Presence of a DRRM corner, with updated IEC materials, in ALL classrooms</p> <p><i>Reference: DepEd Order No. 033, s. 2021 "School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities"</i></p>	<p>a. Classroom DRRM Information Board that contains the following:</p> <ul style="list-style-type: none"> • Name of teacher, ID Number and Contact Information • Name of Learner, LR Number and parents/guardian contact number • Emergency hotlines 	<p>2 points = Presence of DRRM corner, with updated IEC materials, in ALL classrooms.</p> <p>1 point = Presence of DRRM corner, with updated IEC materials, in SOME classrooms ONLY.</p>	2		

		b. Information, Education and Communication (IEC) learning materials c. First Aid kit/s d. Go Bag/s	0 point = Classrooms have no DRRM corner			
V. SCHOOL-BASED DRRM-CCAM INNOVATIONS <i>(This category will showcase innovations that recognizes and promotes creative, sustainable, and impactful solutions on disaster preparedness, risk reduction, and climate resilience in schools)</i>						
1	School has documented a Learner-led DRRM-CCA innovation (at least 1)	<u>On Innovation and Uniqueness</u> Signed Project Proposal or Concept Paper showcasing that the project is a learner-led initiative, supported with the following: a. Documentation of the problem/issue addressed and how the innovation provided a solution - signed b. Photos of the innovation in action (optional: video) c. Patents, copyrights, or other intellectual property documents (if	3 points = Signed Project Proposal / Concept Paper showcasing that the project is learner-led initiative - signed 3 points = Presence of the documentation of the problem/issue addressed and how the innovation provided a solution 2 points = Presence of photos / videos in action 2 points = Presence of patents, copyrights, or other intellectual property documents (if applicable) – LGU or other external authority (not necessarily DepEd) may provide certification of ownership to proponent with name of project and name of school	10		

		applicable) - LGU or other external authority (not necessarily DepEd) may provide certification of ownership to proponent with name of project and name of school				
		<p><u><i>On Effectiveness and Impact</i></u></p> <p>a. Feedback or Evaluation Report from learners, teachers, and/or stakeholders with attached accomplished evaluation forms (could be in paper or done through online evaluation)</p> <p>b. Any media presence featuring the innovation (school official social media account; school paper press release; news article of school, local community; or individual/private group, others)</p> <p>c. Any partnership support from LGU, NGOs, individual, or</p>	<p>3 points = Presence of the Feedback or Evaluation Report from learners, teachers, and/or stakeholders with attached accomplished evaluation forms (could be done in paper or through online evaluation)</p> <p>1 point = Feedback or evaluation report ONLY from learners, teachers, and/or stakeholders, with no attached accomplished evaluation forms</p> <p>2 points = Any media presence featuring the innovation (screenshot or copy)</p> <p>2 points = Any partnership support from stakeholders</p> <p>2 points = Signed attendance sheet</p>	9		

		group (signed commitment form, donation receipt, MOA/MOU, others)				
		Signed attendance sheet of conducted activities (planning, meetings, trainings, others) – at least 1				
	School was recognized or awarded by external partner/ stakeholder/ other award-giving body for its School-Based DRRM-CCAM Innovations (at least 1) – except GK	<p>a. Recognition/award of the School-Based DRRM Innovation with citation of the award-giving body (in paper, digital or photo of plaque, or any form of recognition indicating the title of the project/initiative the name of school) – could be issued by LGU, NGA, NGO, private org, etc</p> <p>b. Documentation of the innovation with photos (Post Activity/ Accomplishment/ Completion report)</p>	<p>3 points = Presence of the recognition/award of the School-Based DRRM Innovation with citation of the award-giving body (in paper, digital or photo of plaque, or any form of recognition indicating the title of the project/ initiative the name of school) – could be issued by LGU, NGA, NGO, private org, etc</p> <p>2 points = Documentation of the innovation with photos (Post Activity/ Accomplishment/ Completion Report) that was recognized/awarded</p>	5		
			TOTAL	100		