



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

October 13, 2025

DIVISION MEMORANDUM

No. 509 s. 2025

**DIVISION SEARCH FOR 2025 GAWAD KALAKBAY AWARD FOR DRRM
ADVOCATES**

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

1. As one of the innovation projects of SDO Bulacan, this Office through the Disaster Risk Reduction and Management shall conduct its 5th annual 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 advocates on the following dates as stated on the timetable below:

Date	Activity	Person/ Group Involved
October 9, 2025	Division announcement of the search	Office of the Superintendent
October to November 14, 2025	EDDIS Level Search for Gawad KALAKBAY	EDDIS Chair and members
November 24-28, 2025	Division Field Validation	Division Validation Team (PDO-II DRRM, Division Nurse, Division Engineer)
December 2025	Awarding of Winners (Date and Venue to be announced)	Office of the Superintendent

2. Each EDDIS (Educational District) chairperson in elementary and secondary level shall select three (3) elementary schools and three (3) secondary schools as the EDDIS winners to be submitted to the Division Office c/o Mr. Pedro G. Lacap, PDO II, School Governance and Operations Division.



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3. The Division Selection Team shall declare Top 10 DRRM best implementing schools, leaders and advocates. Winners shall be awarded with plaque and certificate of recognition.
4. Attached is the criteria/checklist as reference and guidance.
5. Expenses to be incurred during the Division field validation and awarding ceremony shall be charged against the DRRM Downloaded Fund for 2025, subject to the usual accounting and auditing rules and regulations of the government
6. Immediate and wide dissemination of this Memorandum is desired.


CECILIA E. VALDERAMA, PhD

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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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				
	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		0.5		
	j. Provisions for fire extinguisher		1		
	k. Emergency and fire exit signs		1		
2.0	Ancillary Facilities				
	Support in the Provision/ presence of other instructional rooms				
	a. School health clinic		1		
	b. Guidance and counseling		1		
	c. School canteen		0.5		



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	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	
3.0		Help in the maintenance and provision of other Facilities			
	a.	Sports/ recreational facilities (gym, basketball court)		1	
	b.	Emergency gates		1	
	c.	Waiting shed		1	
	d.	Perimeter fence		1	
	e.	School waste disposal area		1	
	f.	Stage and open grounds		1	
	g.	Covered pathwalks		1	
4.0		WASH Facilities			
		Support and monitored Adequate number of functional WASH facilities			
	a.	Water source		1	
	b.	Toilets		1	
	c.	Handwashing Facilities		1	
	d.	Drinking facilities		1	
	e.	Wash for physically impaired		1	
5.0		Monitor Power and Telecommunication Facilities in the school			
	a.	Power/ electrical connection		1	
	b.	Proper electrical wiring system		1	
	c.	Electrical Fans/ACUs		0.5	
	d.	Telecommunication Facilities		0.5	
		Sub-TOTAL		30	



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CRITERIA FOR CHECKING		N O	Y E S	POINTS		Remarks, Recommendations and suggestions
II. SAFETY CHECK ON HEALTH & ENVIRONMENT						
1.	Lead the School Safety and Security					
0						
	Warning Signs					
	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		
	Security					
	a. Gate passes/ security rounds/schedules			1		
	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		
2.	Ensures Health and environment Safety					
0						
	a. Regular schedule for trash disposal			1		
	b. No possible areas /places for breeding bats			1		
	c. No stray animals inside the school premises			1		
	d. School First Aid Kits are available, accessible and adequate			2		
	e. Implementing School Waste Management Program			1		

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f.	With clear and strict regulations on drugs, alcohol and vandalism in school			1		
g.	Water source, WASH facilities and sanitation are properly located			2		
h.	Implement safety measures during school activities, sports, laboratory experiments etc.			1		
i.	Have transportation means during emergency cases			1		
Sub-TOTAL				20		

CRITERIA FOR CHECKING			Yes	NO	POINTS		Remarks, Recommendations and suggestions
III. DISASTER PREPAREDNESS							
1.0	Lead in the conduct of Regular Drills						
	a.	Earthquake Drill			5		
	b.	Fire Drill			5		
	c.	Other Appropriate Drills (Tsunami , flood , landslide , mudslide)			5		
2.0	Lead in the preparation School Preparedness Plan						
	a.	School Improvement Plan Incorporating DRRM			4		
	b.	School DRRM organizational Structure			5		
	c.	Provision of Contingency Plans/Measures			3		
	d.	School personnel /students attended DRRM training, seminars, capacity building and workshops on DRR/CCA			2		
	e.	Communication and coordination mechanism			1		



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		(cellphone, telephone, handheld radio, megaphone, etc.)				
	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	
3.0	School Mapping					
	a.	Presence of hazard map			2	
	b.	Risk profile			2	
4.0	SCHOOL BASE DRRM INNOVATION					
	a.	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			4	
	b.	School has documented a Learner-led DRRM-CCA innovation			4	
			Sub-TOTAL		50	

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



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

Inspected by:

Name: _____

Position: _____

Date: _____