



Republic of the Philippines  
Department of Education

**Tanggapan ng Kalihim**  
Office of the Secretary

## MEMORANDUM

TO : All Regional Directors  
All School Division/City Superintendents  
All DRRM Focal Persons  
All School Heads

FROM : *Reynaldo D. Laguda*  
REYNALDO D. LAGUDA  
Assistant Secretary and Chief of Staff

SUBJECT : **PREEMPTIVE ADVISORY FOR SCHOOLS IN PREPARATION FOR TYPHOON RUBY (HAGUPIT)**

DATE : December 3, 2014

*To: SDSs  
for your information,  
appropriate action to  
compliance, please.  
Thanks. Good Blessings  
Dec 2014*

As per PAGASA 24-Hour Public Weather Forecast, as of 4:00 am of 3 December, Typhoon with international name "Hagupit" and local name Ruby was estimated based on all available data at 1,670 km East of Mindanao (6.8°N, 141.7°E) with maximum winds of 130 kph. It is forecasted to move West Northwest at 30 kph.

In anticipation of TY Ruby, all Regional Directors, Schools Division/City Superintendents, DRRM Focal Persons, and school heads are advised to **prepare** and take precautionary measures as early as Thursday (4 December). Please take note of the following:

- 1) All RD's, SDS's and school heads are reminded to work with their respective school communities and ensure that:
  - a) computers and other electrical equipment are unplugged; and,
  - b) textbooks, school records, furniture, and other important materials are moved to safe areas.
- 2) Additionally, the following measures should also be undertaken as appropriate with the help of the local community or LGU:
  - a) secure roof beams with wires or heavy duty ropes;
  - b) board up jalousies and windows with plywood or other secure material;
  - c) prune trees especially those adjacent to buildings and along electrical posts; and,
  - d) secure all ongoing construction projects including supplies and materials
- 3) For schools that may be designated by LGUs as evacuation centers, school heads should immediately contact their respective Division Offices via text message and identify the DepEd school coordinator and contact details.

While TY Ruby is inside the Philippine Area of Responsibility (PAR), all DRRM Focal Persons are advised to stay alert and to **monitor** the effects of the typhoon. RD's and SDS's are likewise advised to report daily via SMS the status of their whereabouts and their condition every 8:00 AM and 5:00 PM. In addition, RD's and SDS's are advised to personally attend all local DRRM council meetings together with their respective DRRM Focal Persons. **Everyone should observe necessary class suspensions based on LGU announcements and EO No. 66, s. 2012.**

FROM :

FAX NO. :6364876

4 Dec. 2014 3:57AM P2

Please be on standby for further announcements. Should there be any damage incurred, we will be adopting the prescribed procedures using the **Revised Rapid Assessment of Damages Report (RADaR) Forms** attached (please see Annex A and B).

For more inquiries, please call telephone nos. (TF) **02-637-4933** and (T) **02-635-3764**; or text mobile nos. **63-908-2630382** and **63-915-5153138**. You may also e-mail DepEd DRRMO at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

Received: Joseph  
12-4-14  
6251



## Annex A: Revised Rapid Assessment of Damages Report (RADaR) Part One



**Department of Education**  
**Revised Rapid Assessment of Damages Report (RADaR) 1**  
**School-Level**

**Instructions to School Heads:**

1. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
2. Submit the form as soon as possible through any of the following means:
  - a. E-mail to DRRMO Central Office via [drmmo+reports@deped.gov.ph](mailto:drmmo+reports@deped.gov.ph) and respective Division Offices with the following format in the subject area: **RADAR1: <Name of incident>, <Region>, <Division>, <School ID>**  
 For example: **RADAR1: Mario, Region I, Pangasinan I – Lingayen, 321118**  
**RADAR1: Earthquake, Region VIII, Southern Leyte, 303473**
  - b. Send via SMS/text message. The answers should be sent using the following format: **RADAR1, <Name of incident>, <School ID>, <Incurred damages because of incident (Yes/No)>, <Number of totally damaged classrooms>, <Number of classrooms with major damage (Cannot be repaired by school)>, <Number of classrooms with minor damage (Can all be repaired by school)>, <Number of makeshift classrooms needed (For class resumption)>, <Number of classrooms used for evacuation of families>, <Are there still evacuees after three days? (Yes/No)>, <Name of sender>, <Position>**  
 For example: **RADAR1, Luis, 102121, No, 0, 0, 0, 0, No, Orville Benigno, HT**  
**RADAR1, Mayon Eruption, 199991, No, 0, 0, 0, 4, 4, Yes, Jose Garcia, MT**  
 Send it to 0908-2630382 (for SMART) or 0915-5153138 (for GLOBE). Incorrect entries shall not be processed. Kindly check the following before sending: Text the answers only; no need to text the questions. Do not put spaces between commas. Do not forget to write **RADAR1** and **SCHOOL ID** and please be reminded that you are responsible for all accurate/inaccurate submissions.
  - c. Fax a printed copy to DRRMO Central Office (02-637-4933) and respective Division Planning Office.
3. For inquiries about this form, contact DRRMO at 02-637-4933 and 02-635-3764.

Division \_\_\_\_\_  
 School ID \_\_\_\_\_

<b>Name of incident</b> (Can be name of tropical cyclone, name of volcano or description of incident)	
<b>Incurred damages because of incident</b> <b>(Yes/No)</b>	
<b>Number of totally damaged classrooms</b> (Needs to be Replaced)	
<b>Number of classrooms with major damage</b> (Needs major repair that cannot be repaired by school)	
<b>Number of classrooms with minor damage</b> (Needs minor repair that can all be repaired by school)	
<b>Number of temporary learning spaces (TLS) needed</b> (For class resumption)	
<b>Number of classrooms used for evacuation of families</b> (From Day 1)	
<b>Are there still evacuees after three days?</b> <b>(Yes/No)</b>	

**Submitted by:**

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Contact Number \_\_\_\_\_

## Annex B: Revised Rapid Assessment of Damages Report (RADaR) Part Two



**Department of Education**  
**Revised Rapid Assessment of Damages Report (RADaR) 2**  
**School-Level**

**Instructions to School Heads:**

1. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
2. Submit the form as soon as possible through any of the following means:
  - a. E-mail to DRRMO Central Office via [drmmo+reports@deped.gov.ph](mailto:drmmo+reports@deped.gov.ph) and respective Division Offices with the following format in the subject area: **RADAR2: <Name of incident>, <Region>, <Division>, <School ID>**  
**For example: RADAR2: Mario, Region I, Pangasinan I - Lingayen, 321118**  
**RADAR2: Fire, NCR, Quezon City, 399999**
  - b. Send via SMS/text message. The answers should be sent using the following format: **RADAR2, <Name of Incident>, <School ID>, <Number of deceased personnel>, <Number of injured personnel>, <Number of missing personnel>, <Number of displaced personnel>, <Number of damaged school furniture>, <Number of damaged textbooks>, <Number of damaged desktop computers>, <Name of Sender>, <Position>**  
**For example: RADAR2, Bush Fire, 300461, 0, 1, 0, 1, 23, 45, 0, Juan Dela Cruz, Principal**  
**RADAR2, Luis, 102121, 0, 0, 0, 0, 0, 0, 0, Orville Benigno, HT**  
 Send it to 0908-2630382 (for SMART) or 0915-5153138 (for GLOBE). Incorrect entries shall not be processed. Kindly check the following before sending: Text the answers only; no need to text the questions. Do not put spaces between commas. Do not forget to write **RADAR2** and **SCHOOL ID** and please be reminded that you are responsible for all accurate/inaccurate submissions.
  - c. Fax a printed copy to DRRMO Central Office (02-637-4933) and respective Division Planning Office.
3. For inquiries about this form, contact DRRMO at 02-637-4933 and 02-635-3764.

Division \_\_\_\_\_  
 School ID \_\_\_\_\_

<b>Name of incident</b> (Can be name of tropical cyclone, name of volcano, or description of incident)	
<b>Number of deceased personnel</b> (DepEd teaching and non-teaching personnel)	
<b>Number of injured personnel</b> (DepEd teaching and non-teaching personnel)	
<b>Number of missing personnel</b> (DepEd teaching and non-teaching personnel)	
<b>Number of displaced personnel</b> (DepEd teaching and non-teaching personnel)	
<b>Number of damaged school furniture</b> (armchairs)	
<b>Number of damaged textbooks</b>	
<b>Number of damaged desktop computers</b>	

**Submitted by:**

Signature \_\_\_\_\_  
 Full Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Date \_\_\_\_\_  
 Contact Number \_\_\_\_\_