Regional Memorandum
No.379 s.2024

REITERATION OF POLICIES AND GUIDELINES IN
PROMOTING SAFETY AND WELL-BEING OF
LEARNERS WITHIN SCHOOL PREMISES

To: Schools Division Superintendents

1. In reference to the MATATAG Agenda of the Department of Education, this
   Office, through the Education Support Services Division reiterates one of the
   strategic directions to take good care of learners by promoting learner well-
   being, inclusive education, and a positive learning environment.

2. Relative to this, the Schools Division Offices shall promote the implementation
   of programs, projects, and activities that address disaster preparedness and
   mitigation in schools in compliance with DepEd Order No. 37, s. 2015.

3. The School Governance and Operations Division through Division Engineers or
   deployed Engineers and Architects under Contract of Service and Disaster Risk
   Reduction and Management focal person shall provide technical assistance to
   the schools in assessing the safety of school buildings and other facilities and
   providing school safety plan.

4. School heads shall be instructed to encourage learners to identify and address
   hazards and risks as mandated by DepEd Order No. 23, s. 2015.

5. Enclosed is the recommended Hazard Mapping template for quarterly
   submission of schools to the Schools Division Offices, starting June 30, 2024.

6. For more information or queries, please contact Chief Eduarda M. Zapanta,
   Engr. Jamaica Rose G. Rolloque or Wilbert C. Ulpindo of Education Support
   Services Division at (02) 8682 – 2114 local 430.

7. Immediate dissemination and compliance with this Memorandum are highly
   desired.
   
   ATTY. ALBERTO T. ESCOBARTE, CESO II
   Regional Director

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1 The Comprehensive Disaster Risk Reduction and Management (DRRM) in Education Framework
2 Student-Led School Watching and Hazard Mapping

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**SCHOOL WATCHING CHECKLIST**  
(Reference: Annex A of DO 23, s. 2015)

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Date when the survey is conducted</th>
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</thead>
<tbody>
<tr>
<td>School ID:</td>
<td>Date Submitted to SDOs</td>
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</table>

- Broken window
- Slippery pathway
- Blocked corridor
- Heavy objects mounted on top of cabinets/shelves
- Flooded area
- Busted plugs/light bulbs/electrical facilities
- Exposed electrical wires
- Protruding nails in chairs and tables
- Broken door knobs
- Warning sign: Slippery pathways/corridors
- Plants mounted on the building railings
- Flooding
- Exposed chemicals and liquids
- Lack/absence of storage for equipment
- Unlabeled chemicals
- Dripping ceiling
- Open pit
- Stagnant water
- Unpruned trees/bushes/shrubs
- Open/Clogged canals
- No ramps for elevated school buildings or other facilities
- Swing-in doors
- Broken/dilapidated ceiling
- Open/incomplete perimeter fence
- Presence of stray animals inside the school campus
- Presence of electrical post/transformer near or within the school perimeter
- No system of release to parents during emergencies
- No posted emergency hotlines around the school
- Garbage Area (Segregation of Biodegradable and Non-Biodegradable)
- Detached or peeled off GI sheet
- Broken toilet bowl and/or sinks
- Broken chairs/desks/tables
- Blocked/no emergency exits
- Unmounted cabinets/shelves
- Medical kits in every classrooms
- Bells/alarms
- Condemnable building (i.e. very old structure, collapsing building and/or prominent cracks on classroom walls)
- Others *List as many as possible*

**Proposed Actions to be Taken:**

**Prepared by:**

**School Watching Team**

**Noted:**

School Head