



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



ESSD-RM-2024-460

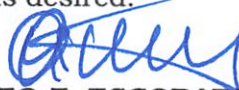
27 June 2024

Regional Memorandum
No. 460 s. 2024

**CALL FOR ENTRIES FOR 24TH GAWAD KALASAG SEAL AND
SPECIAL AWARDS FOR DISASTER RISK REDUCTION
AND MANAGEMENT AND HUMANITARIAN
ASSISTANCE CY 2024**

To **Schools Division Superintendents**

1. In reference to communications from the Regional Disaster Risk Reduction and Management Council CALABARZON, the Education Support Services Division is pleased to announce the call for entries for the 24th Gawad Kalasag Seal and Special Awards for Disaster Risk Reduction and Management and Humanitarian Assistance for CY 2024.
2. This initiative aims to recognize the efforts of schools in establishing disaster-resilient and learner-friendly environment. Interested participants should coordinate with their Division DRRM Coordinators.
3. The following guidelines apply:
 - a) Each Schools Division Office shall submit one (1) entry from secondary schools and one (1) entry from elementary schools on or before July 15, 2024.
 - b) Entries must adhere to the style and guidelines attached to this announcement.
 - c) The Schools Division Superintendent must endorse hardbound entries along with the checklist to the Office of the Civil Defense CALABARZON at Units 301 & 302, 3rd Floor, Milan Prestige Building, Barangay Halang, Calamba City, Laguna.
4. For more details, please contact Wilbert C. Ulpindo, PDO II of the Education Support Services Division, at 0917-854-2321 or via email at essd.calabarzon@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc: 03/ROE2



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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REPUBLIC OF THE PHILIPPINES
REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
CALABARZON

UNITS 301 & 302, MILAN PRESTIGE BLDG., BRGY. HALANG, CALAMBA CITY, LAGUNA

ORD-ILA01-2024-423

MEMORANDUM

No. 47 s. 2024

TO : REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
CALABARZON MEMBER-AGENCIES

CHAIRPERSONS, PROVINCIAL / CITY / MUNICIPAL DISASTER RISK
REDUCTION AND MANAGEMENT COUNCILS IN THE PROVINCES OF
CAVITE, LAGUNA, BATANGAS, RIZAL, AND QUEZON

FROM : CHAIRPERSON, REGIONAL DISASTER RISK REDUCTION AND
MANAGEMENT COUNCIL CALABARZON AND REGIONAL DIRECTOR,
OFFICE OF CIVIL DEFENSE CALABARZON

SUBJECT : CALL FOR ENTRIES FOR 24TH GAWAD KALASAG SEAL AND
SPECIAL AWARDS FOR DISASTER RISK REDUCTION AND
MANAGEMENT AND HUMANITARIAN ASSISTANCE CY 2024

DATE : 28 May 2024

1. Reference is made to the attached Office of Civil Defense Memorandum No. 496 s. 2024 dated 02 May 2024 with the subject: "Orientation and Cascading of the 24th Gawad KALASAG (GK) Guidelines, Tools, and Checklist" (Annex A).
2. For the CY 2024, all Local Government Units / Local DRRM Councils shall be assessed by the Regional Validation Committee and must be able to comply with the following requirements:
 - a. Established and Organized Local Disaster Risk Reduction and Management Council/s (LDRRMC);
 - b. Membership on non-state stakeholders in the LDRRMCs;
(mandatory 16 members, 4 Civil Society Organizations and 1 Private Sector);
 - c. Established Local DRRM Office;
 - d. Permanent/Designated and functional LDRRM Officer;
For CY 2025 onwards, the LDRRM Officer shall be "Permanent" and functional to the LDRRM Office
 - e. Established / Functional Operations Center; and
 - f. Approved and adopted Local DRRM Plan guided by the NDRRM Plan covering the assessment year.
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)

Absence of **any** of the minimum requirements is a **ground** for disqualification for the Gawad KALASAG Seal for LDRRMCO.

3. In view of the mandatory assessment of Local DRRM Councils and Offices (Gawad KALASAG Seal), all Provinces, Cities, and Municipalities are hereby directed to submit the following documentary requirements to OCD CALABARZON **on or before 30 June 2024 (Sunday)**:

- a. Accomplished LDRRMCO Assessment Tool (excel and PDF formats)
- b. Means of Verification in the prescribed format
- c. Duly Accomplished and Notarized Omnibus Sworn Statement

Soft copies of these documents must be saved in a USB and submitted to the **Office of Civil Defense (OCD) CALABARZON located at Units 301 & 302, 3rd Floor, Milan Prestige Bldg., Brgy. Halang, Calamba City, Laguna**. Said documents shall likewise be uploaded in a Google Drive folder through a link to be provided by the Regional GK Focal Person.

In addition, we will be requesting the **names of focal persons and official email address to access your submission** from your office for ease of coordination and accountability of handling of documents, through this link: <https://tinyurl.com/4A-2024GK-LDRRMCO>

4. In the same manner, the GK Special Awards which will cover major categories as follows:

GK Special Awards for Civil Society Organizations	Volunteer Organizations
	Peoples Organizations
	Local Civil Society Organizations
GK Special Awards for GEMS	Basic Local Emergency Management and Response Team (GEMs) for 2 nd to 6 th Class Municipalities
	Advance Local Emergency Management and Response Team (GEMs) for Provinces, Cities, and 1 st Class Municipalities
GK Special Awards for Hospitals	National Government Hospitals
	Local Government Hospitals
	Private Hospitals
GK Special Awards for Schools	Higher Education Institution
	Public Elementary Schools
	Public High Schools
GK Special Awards for Private Organizations	Private Organizations (Business/Corporate)
GK Special Recognitions	Heroic Act (Individual/Group Living)
	Heroic Act (Individual/Group Posthumous)
	Special Recognition for Individuals
	Special Recognition for Organizations
Hall of Fame Awardees	Three (3) consecutive years awardees of the GK Special Award Categories shall be recognized as Hall of Famer

5. Entries for the Gawad KALASAG Special Awards shall be in reference to the prescribed template / style guide and be submitted in both hard and soft copies **on or before 14 June 2024 (Friday)**.
6. Hard copy of the entries can be sent via courier or hand-carried to OCD CALABARZON, while the soft copy shall be emailed to calabarzon.gawadkalasag@gmail.com on or before the set deadline.
7. All reference materials relative to the 24th GK Seal and Special Awards can be accessed through this link: <https://tinyurl.com/OCD4A-24thGKMaterials>. Final copy of the signed materials and references will be uploaded thru the above link once available.
8. For any queries and/or clarifications, please contact the following Regional GK Focal persons:

NAME	CONTACT NUMBER
MR KELVIN JOHN H REYES	0967-267-1208
MR ROMNICK P BUENO	0917-628-6551
MS JUVY GRACE D ABARQUEZ	0921-543-3927

For information, guidance, and compliance.



CARLOS EDUARDO E ALVAREZ III

Encl. as stated.

HEADER: NAME OF ENTRY; CATEGORY (header from top: 0.5", CENTERED)



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



GAWAD KALASAG

Seal and Special Awards for
Excellence in Disaster Risk Reduction and
Management and Humanitarian Assistance
23rd Edition

(CATEGORY)

(insert official logo/seal of the organization here)

(Name of entry)

(Address)

Civil Society Organization

(Proposed Table of Contents)

Part I. Preliminaries
page

Title	X
Executive Summary	X
Profile	X

Part II. Criteria (Based on Checklist)

Organization	X
Accreditation and Membership	X
Institutional Capacities	X
Sustainability	X

Part III. Annexes

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PROPOSED STYLE GUIDE CSO

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PRELIMINARY TITLE

(SAMPLE CONTENTS PAGE ONLY)

I. INTRODUCTION TO THE AGENCY

Background

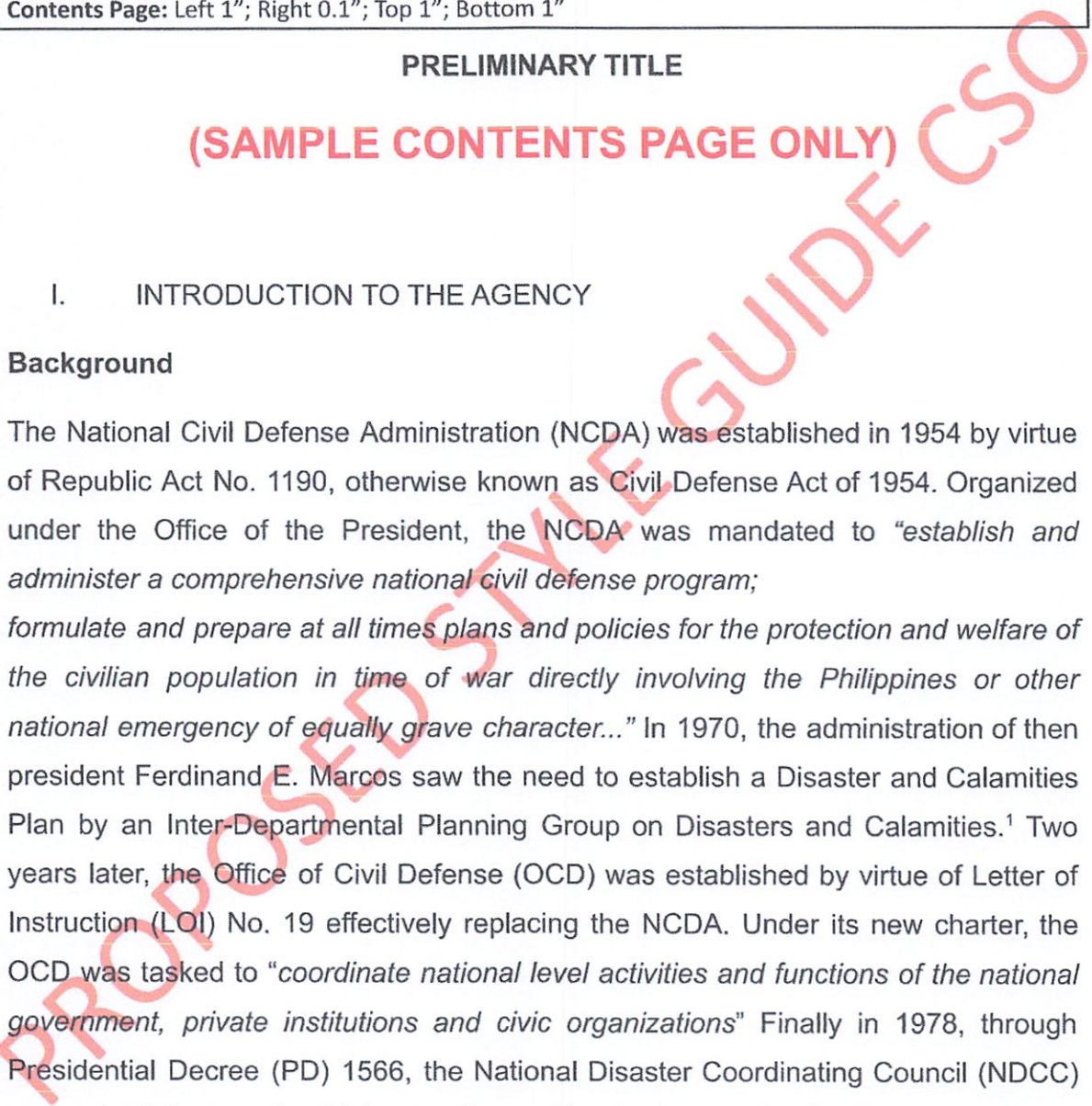
The National Civil Defense Administration (NCDA) was established in 1954 by virtue of Republic Act No. 1190, otherwise known as Civil Defense Act of 1954. Organized under the Office of the President, the NCDA was mandated to "establish and administer a comprehensive national civil defense program; formulate and prepare at all times plans and policies for the protection and welfare of the civilian population in time of war directly involving the Philippines or other national emergency of equally grave character..." In 1970, the administration of then president Ferdinand E. Marcos saw the need to establish a Disaster and Calamities Plan by an Inter-Departmental Planning Group on Disasters and Calamities.¹ Two years later, the Office of Civil Defense (OCD) was established by virtue of Letter of Instruction (LOI) No. 19 effectively replacing the NCDA. Under its new charter, the OCD was tasked to "coordinate national level activities and functions of the national government, private institutions and civic organizations" Finally in 1978, through Presidential Decree (PD) 1566, the National Disaster Coordinating Council (NDCC) was established as the highest policy-making body and the focal organization for disaster management in the country².

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¹ https://www.coa.gov.ph/disaster_audit/article2.html

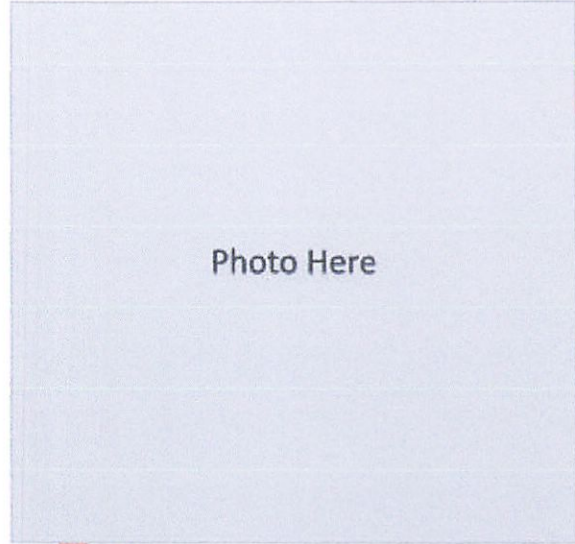
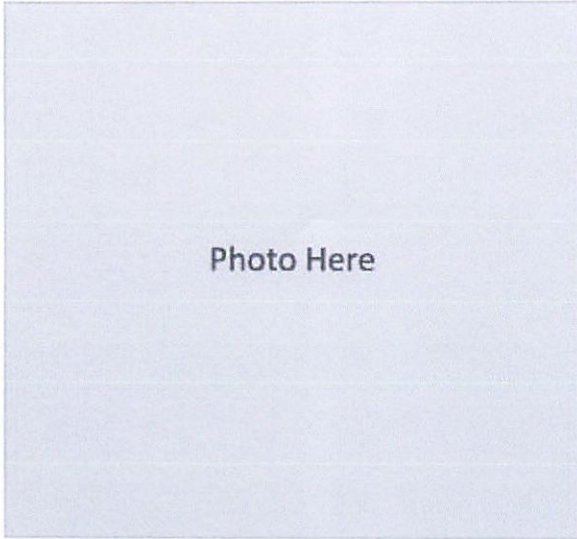
² *Ibid.*

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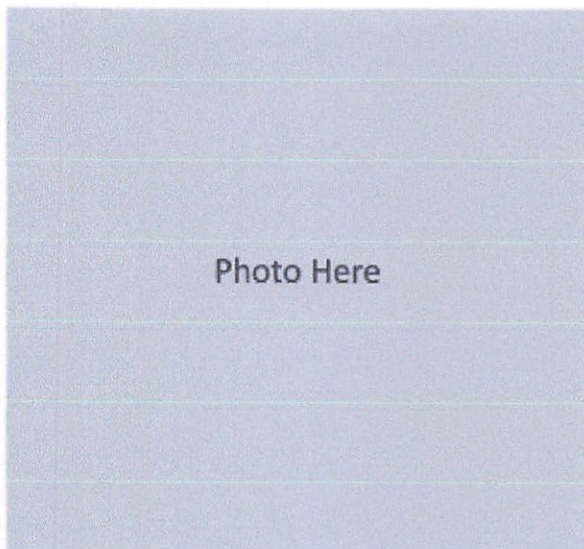


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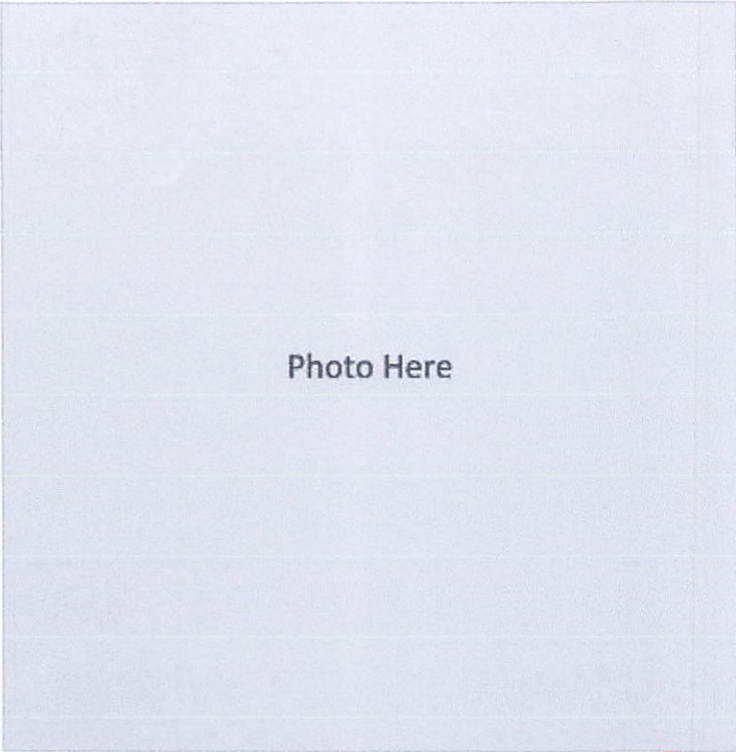


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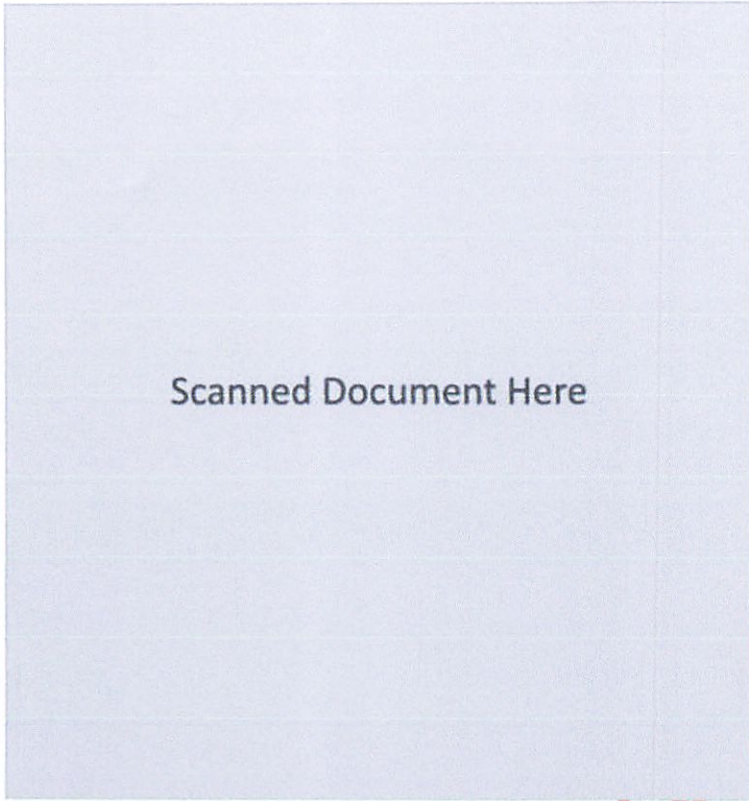
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PROPOSED STYLE GUIDE CSO

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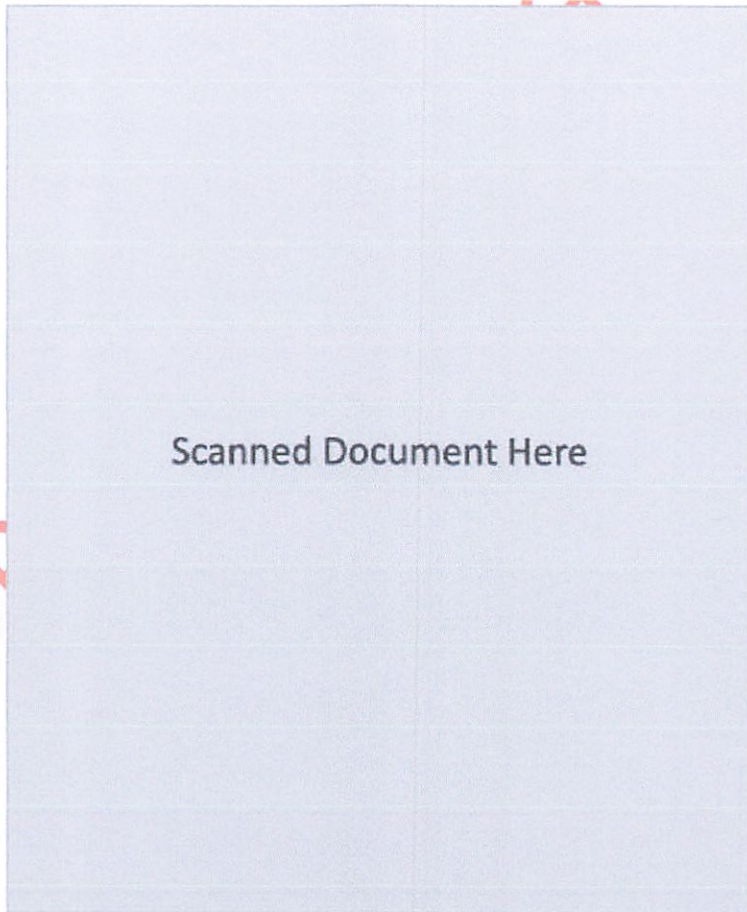
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GUIDE CSO

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PROPOSED STYLE GUIDE CSO

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
24th Gawad KALASAG CY 2024

School Category, Levels, and Classification:		
Public		Elementary (Kinder to Grade 6)
Private		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
	ENABLING ENVIRONMENT			24		
1	Adopted/Adapted/localized at least 3 existing policies relating to Disaster Risk Reduction and Management (DRRM) Climate Change Adaptation and Mitigation (CCAM) and Peacebuilding in education	Screenshot or scanned copy of: a. Approved issuances adopted/localized	1 point per policy adapted/localized. Maximum of 3 points	3		
2	Formed 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	Screenshot or scanned copy of: a. Approved School Memo creating the organization b. SDRRM Team with approved duties and responsibilities c. Approved SDRRM Organizational Structure posted in a conspicuous place inside the school	Presence of all components in the criteria = 2 Absence of even 1 component in the criteria = 1 No formed School DRRM Team = 0	2		
3	Has a Comprehensive School DRRM Plan. This includes DRRM, CCAM, and Peacebuilding measures covering risk assessment, risk reduction including rehabilitation and recovery	a. Approved Comprehensive School DRRM Plan	Presence of the criteria = 1 Absence of the criteria = 0	1		
4	School budget supports regular DRRM activities	a. Approved School Improvement Plan b. Approved Annual Implementation Plan c. Approved School DRRM Plan	With Approved SIP - 1.0 with approved AIP - 0.5 with Approved School DRRM Plan - 0.5	2		

5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning	<ul style="list-style-type: none"> a. Accomplished DepEd checklist of student-led school watching and hazard mapping b. Approved Documentation of findings c. Photo documentation in the conduct of school watching and hazard mapping 	<p>Learners are involved in school watching and hazard mapping = 1</p> <p>Learners are involved in development of the DRRM Planning = 1</p>	2		
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and Annual Implementation Plan (AIP)	<ul style="list-style-type: none"> a. Approved Annual Implementation Plan b. Approved School DRRM Plan 	<p>Incorporated the result of the student-led school watching and Hazard mapping in the approved AIP = 2</p> <p>Incorporated the result of the student-led school watching and Hazard mapping in the approved School DRRM Plan = 2</p>	4		
7	Copies of the School Report Card (SRC) is presented and distributed to stakeholders	<ul style="list-style-type: none"> a. Approved School Report Card b. Photo documentation (Presentation and distribution of SRC) c. Posted on official school Social media accounts 	<p>With approved SRC only = 1</p> <p>Photo documentation on the presentation and distribution of the SRC = 0.5</p> <p>Posted on Official Social Media Account = 0.5</p>	2		
8	Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to monitor	a. Accomplished Monitoring and Evaluation tool for the 3 pillars with	Presence of collected and consolidated data covering the 3 pillars = 2	2		

	results and impact exist (Monitoring and Evaluation Tool)	baseline information and progress reports	Presence of collected but not consolidated data covering the 3 pillars = 1 Absence of collected and consolidated data = 0			
9	Rapid Assessment of Damages Report (RADaR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area or a Certificate of no damage/hazard experience signed by the School Division Office	a. RADaR Screenshot b. Mock RADaR text if the school did not experience any major hazards c. Certificate of no damage signed by the Schools Division Superintendent or his/her authorized representative	Submission of RADaR within 72 hours after onslaught of hazard, either through SMS or other means of communication = 3 Submission beyond 72 hours after the onslaught of hazard, either through SMS or other means of communication = 2 Absence of RADaR submission = 0	3		
10	100% completed of DRR-related questions in the Education Management Information System (EMIS) and Enhanced Basic Education Information System (EBEIS)	a. Presence of Education Management Information System Board (School level) b. Accomplished Enhanced Basic Education Information System (DepEd Database)	100% completion DRRM related indicators in the EMIS = 1 100% completion DRRM related questions in the EBEIS = 1 99% and below completion DRRM related indicators in the EMIS = 0 99% and below completion DRRM related questions in the EBEIS = 0	2		

11	The school has established partnerships that could be tapped to support its DRRM programs and activities, including those during and after a disaster	a. Signed and notarized Memorandum of Agreement/ Understanding with partners	Presence of approved (signed and notarized) MOA/MOU for partnerships = 1 Absence of approved MOA/MOU for partnerships = 0	1		
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	Pillar 1: Safe Learning Facilities	MOV		33		
1	School building/classroom components are in accordance to DepEd and National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points)	a. Engineering report from LGU and/or Schools Division Office b. Certification from the Bureau of Fire Protection that the school building/classroom met the safety requirements	Strict compliance to the DepEd and National Building Code, Standards and Specifications = 31 <i>Refer to SCHOOLS CHECKLIST ANNEX A</i>	31		
2	School DRRM Team conducted risk assessment of school facilities, in coordination with the division engineer and other partner agencies and stakeholders. Appropriate action on the findings are included in the Annual Implementation Plan and School DRRM Plan.	a. Approved Certification/ report regarding the conducted risk assessment of school facilities b. Approved Annual Implementation Plan c. Approved School DRRM Plan	Presence of 3 criteria = 1 Absence of any of the criteria = 0	1		

3	School Heads are clear with the roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per Joint Memorandum Circular No. 2, series of 2021 "Guidelines on Camp Coordination and Camp Management and Internally Displaced Persons and Protection" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR, if applicable. <i>If not applicable, the school head is knowledgeable and oriented on JMC No. 1 and RA 10821.</i>	<p>a. Presence of approved MOA (signed and notarized), if the school was used as an evacuation center</p> <p>b. approved resolutions/ordinances</p> <p>c. If not used as EC, the school head must present a certificate of training/attendance/documentation report on JMC No. 1 and RA 10821</p>	<p>Presence signed and notarized MOA/MOU or agreement and/or Resolutions/Ordinances = 1</p> <p>Absence of MOU/MOA and/or Resolutions/Ordinances agreement = 0</p>	1		
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	Pillar 2: School Disaster Risk Management			30		
1	The school has a hazard-specific Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes or emergency (at least 3 hazards)	a. Approved School Contingency Plan	1 point per approved contingency plan for disaster and/or emergency. Maximum of 3 points.	3		
2	100% of learners and their families have accomplished the Family Preparedness Plan as per DO No. 27, series of 2015	<p>a. Accomplished Family Preparedness Plan</p> <p>b. Accomplished School Form 1 (School Register)</p>	<p>100% of learners accomplished as per criteria = 3</p> <p>80% to 99% of learners accomplished as per criteria = 2</p> <p>50% to 79% of learners accomplished as per criteria = 1</p> <p>Below 50% of learners accomplished as per criteria = 0</p>	3		

3	School has a learners family reunification plan that is clearly disseminated to students, teachers, and parents	<p>a. Accomplished Reunification Plan</p> <p>b. Approved Narrative Report</p>	<p>Presence of learners family reunification plan = 1</p> <p>Presence of Narrative Report = 1</p>	2		
4	The school has established a school personnel and learners tracking system/protocol in the event of a disaster and/or emergency	<p>a. School personnel tracking system</p> <p>b. Learners tracking system</p>	<p>Presence of established tracking system for school personnel = 1</p> <p>Presence of established tracking system learners = 1</p>	2		
5	Hazard and evacuation maps are located in conspicuous places inside the school campus	<p>a. School Hazard map</p> <p>b. School Evacuation map</p>	<p>Presence of hazard map inside the school = 0.5</p> <p>Presence of evacuation map inside the school = 0.5</p>	1		
6	The school has available, accessible, and adequate first aid kits in every instructional and non-instructional rooms	<p>a. Presence of First Aid kit</p> <p><i>Basic Content:</i> <i>alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first-aid book, gloves</i></p>	<p>Presence and accessibility with adequate first aid kit in every instructional classroom = 1</p> <p>Absence and inaccessibility with inadequate first aid kit even in one instructional classroom = 0</p>	1		
7	School has at least 3 essential and functional pieces of equipment in case of a disaster and/or emergency	<p>a. Presence of functional:</p> <ul style="list-style-type: none"> - fire extinguisher - Fire alarm 	Presence of at least 3 of the essential and functioning equipment as per criteria = 1	1		

		<ul style="list-style-type: none"> -Spine Board -Pry bar -Shovel -C-collar -Splint board -Bandage - others 	Absence and/or defective of majority of the essential equipment = 0			
8	School 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)	<ul style="list-style-type: none"> a. Post-Activity Reports with photos b. Comments/ Feedback from the different stakeholders participate 	<p>1 point per hazard specific drill. Maximum of 3 points.</p> <p>drill conducted = 0</p>	3		
9	School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols (to at least 3 hazards)	<ul style="list-style-type: none"> a. Functional Early Warning System <ul style="list-style-type: none"> - Fire alarm - handheld/ based radio - Siren/bell - localized Emergency Warning System -Megaphone 	1 point per equipment. Maximum of 2 points	2		
10	School has a ready go-bag or equivalent in every classroom with proper label on its content	<ul style="list-style-type: none"> a. Presence of Go-bag or its equivalent in every classroom with the minimum required number of specific content 	<p>Presence of go-bag or its equivalent in each instructional classroom = 1</p> <p>Absence of go-bag or its equivalent even in one classroom = 0</p>	1		
11	The school has a pre-identified space for putting up Temporary Learning	<ul style="list-style-type: none"> a. If within the school's vicinity: This shall be part 	Presence of approved MOU/MOA and/or enough space for putting up TLS = 1	1		

	Spaces (TLS) in the aftermath of a disaster and/or emergency	of the contingency plan containing the identified open space b. If outside the school: Approved (signed and notarized) MOA with the LGU	Absence of approved MOU/MOA and/or not enough space for putting up TLS = 0			
12	The school has ready resumption strategies and alternative delivery modes (ADMs) to ensure education continuity (strategies, materials, focal persons to implement)	a. Availability of learning modules b. Approved Learning Continuity Plan	Presence of learning modules = 1 Presence of approved Learning Continuity Plan = 1	2		
13	The school a has psychosocial interventions for personnel and learners. If not applicable, certification of no hazard/disaster experience to enable psychosocial interventions.	a. Training Certificate of school personnel and learners from authorized partners	Presence of approved school psychological intervention = 1 Absence of approved school psychological intervention = 0	1		
14	School has trained teaching and non-teaching personnel who could provide psychosocial support to learners	a. Training Certificate of teachers and learners b. Photo documentation c. Narrative report d. Certification issued any of the following - DOH - Red Cross - DSWD - BJMP	Presence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 1 Absence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 0	1		

15	School has an evacuation plan / route and procedures (to at least 3 hazards)	<ul style="list-style-type: none"> a. Approved Contingency Plan b. Approved School DRRM Plan c. Approved Evacuation Map with route including the date prepared/updated d. Approved Evacuation protocol 	Presence of approve CP = 0.5 Presence of approved School DRRM Plan = 0.5 Presence of Evacuation Plan = 0.5 Presence of approved Evacuation protocol = 0.5	2		
16	School has conducted awareness and capacity building for families (included during the Parents & Teachers Association Assembly) and learners	<ul style="list-style-type: none"> a. Photo Documentation b. Approved Narrative Report c. Attendance sheet 	Presence of all = 2 Absence of any = 0	2		
17	School participated in the different DRRM, CCAM and Peacebuilding activities of the LGU	<ul style="list-style-type: none"> a. Certificate of Participation 	Presence of Certificate of participation = 1 Absence of Certificate = 0	1		
18	School has designated DRRM focal to represent in Local Disaster Risk Reduction and Management Committee LDRRMC in their respective LGUs	<ul style="list-style-type: none"> a. Appointment order signed by the school head 	Presence of approved Office Order or any equivalent document = 1 Absence of proof = 0	1		

	Pillar 3: DRRM in Education			13		
1	School has integrated key DRRM, CCAM and Peacebuilding concepts in at least 4 subject areas in all grade levels based on the Basic Education Curriculum Guide	a. Lesson Plan b. Daily Lesson Log c. Activity Worksheets	Integrated in 4 or more subjects = 5 Integrated in 3 subject areas = 4 Integrated in 2 subject areas = 3 Integrated in 1 subject area = 2 Absence of integration = 0	5		
2	100% of students are actively participating in various DRRM, CCAM and Peacebuilding activities	a. Approved attendance sheet vs the number of enrollees	100% of students are actively participating in various DRRM, CCAM and Peacebuilding activities = 1 1 of the students are inactively participating in various DRRM, CCAM and Peacebuilding activities = 0	1		
3	School has a DRRM, CCAM and Peacebuilding activities for school personnel	a. Project proposal b. Work plan c. Gantt Chart	Presence of all the criteria = 1 Absence of any of the criteria proposal = 0	1		
4	School Head, teaching and non-teaching personnel have received at least 3 DRRM, CCAM and Peacebuilding trainings from the Department of Education and other partners	a. Photo Documentation b. Approved Activity Report c. Certificate of Attendance and/or Participation	Presence of Photo documentation = 1 Presence of Approved Activity Report = 1 Presence of certificate of attendance = 1	3		

5	Availability of learning materials each of the DRRM, CCAM and Peacebuilding in the school library	<ul style="list-style-type: none"> a. Modules b. Worksheet c. Books d. Booklets e. Flyers f. Posters g. Brochures 	Presence DRRM, CCAM and Peacebuilding resource materials = 1 Less than 10 or absence DRRM, CCAM and Peacebuilding resource materials = 0	1		
6	Presence of a DRRM corner in every classroom, with updated IEC materials	<ul style="list-style-type: none"> a. Classroom DRRM Information Board that contains the following: <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 b. Information, Education and Communication learning materials c. First Aid kit d. Go Bag 	Presence of DRRM corner in every instructional classroom, with updated IEC materials = 2 Absence of DRRM corner in every instructional classroom = 0	2		
TOTAL				100		

Summary Sheet

Criteria for Checking	Max. Score	Actual Score	Remarks, Recommendations and Suggestions
I. ENABLING ENVIRONMENT	24		
II. PILLAR 1: SAFE LEARNING FACILITIES	33		
III. PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT	30		
IV. PILLAR 3: DRR IN EDUCATION	13		

TOTAL	100		
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Adjectival Rating	Percentage
Excellent	91-100%
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%

Validated by:

Name:	
Position:	
Agency:	
Date:	

**NDRRMC GAWAD KALASAG: COMPREHENSIVE SCHOOL SAFETY
CHECKLIST (PILLAR 1, NO.1)**

**ASSESSMENT TOOL
DEPARTMENT OF EDUCATION**

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

Criteria for Checking		YES	NO	Points	REMARKS/RECOMMENDATIONS
PILLAR 1: SAFE LEARNING FACILITIES (Under no. 1 criteria)					
1.0	School Building Components				
	<i>School building /classroom components is/are according to the DepED and/or National Building Code approved/ standard design and specifications*</i>				
	<i>Academic or Instructional Rooms</i>				
	a. Smooth Wall Finish			0.8	Photo documentation
	b. Smooth Flooring			0.8	Photo documentation
	c. Smooth and fixed Ceiling			1.0	Photo documentation
	d. Adequate Window/ Ventilations			1.2	Photo documentation
	e. Fixed and No leak Roofing			1.2	Photo documentation
	f. Unblocked Corridors			1.0	Photo documentation
	g. 2-Doors Swing-out per classroom			1.2	Photo documentation
				10	

		h. Railings/ handrails/ ramps in good condition			0.8	photo documentation
		i. Standard room dimensions per class			1.2	photo documentation
		j. Presence of emergency fire exits and signages			0.8	photo documentation
		2.0 Ancillary Facilities				
		Provisions /designated space for other instructional rooms (in good condition)				
		a. School Health Clinic			0.6	Photo documentation
		b. Guidance and Counseling			0.6	Photo documentation
		c. School Canteen			0.6	photo documentation
		d. Home Economics Building/ Room			3 0.6	Photo documentation
		e. Science Laboratory Room/Bldg.			0.6	Photo documentation
		3.0 Other Facilities				
		a. Sports/ recreational facilities (gym, basketball courts etc.)			0.2	Photo documentation
		b. Emergency exit gate/s			1.0	Photo documentation
		c. Waiting Shed within the school premises			0.3	Photo documentation
		d. Complete perimeter fence			3 0.3	Photo documentation
		e. Stage and open ground			1.0	Photo documentation
		f. Covered pathwalks			0.2	Photo documentation
		4.0 WASH Facilities				
		<i>Adequate number and functional WASH facilities</i>				
		a. Water source			1.0	Photo documentation
		b. Toilets			1.0	Photo documentation
		c. Handwashing facilities			3 0.4	Photo documentation
		d. Drinking facilities			0.4	Photo documentation

	e.	WASH for physically impaired				0.2	Photo documentation
5.0 Power and Telecommunication Facilities/Equipment							
	a.	Presence of any of communication facility/equipment (e.g: telephone, internet connection, etc.)				0.5	photo documentation
	b.	Proper electrical wiring system & connections				1 0.5	MOV: Photo documentation, Fire safety inspection certificate

			Sub- TOTAL		20		
Criteria for Checking			YES	NO	Points		REMARKS/RECOMMENDATIONS
II. SAFETY CHECK ON HEALTH & ENVIRONMENT							
1.0 School Safety and Security							
<i>Presence/visibility of Warning Signs</i>							
	a.	Pedestrian lane markings/humps				0.2	MOV: Photo documentation
	b.	Loading/Unloading Signs				0.2	MOV: Photo documentation
	c.	Stop and Go Signs				0.2	MOV: Photo documentation
	d.	Signs for the physically impaired				0.2	MOV: Photo documentation
<i>Security</i>							
	a.	Presence of Identification Cards for students, parents/guardians and school security				1.0	MOV: Photo documentation
	b.	Proper coordination with Baranggay Officials/ nearest Police stations				0.5	MOV: Proof of Meeting (Photos, minutes of meeting, attendance sheets)
	c.	Presence of telephone hotlines (Directory) in a conspicuous place in the school premises				0.5	MOV: Photo documentation
2.0 Health and Environmental Safety							

	a.	Waste segregation/Regular schedule for trash disposal				1.0	MOV: Photo documentation
	b.	Presence of Material Recovery Facility				1.0	MOV: Photo documentation
	c.	No possible areas /places for mosquitoes breeding, bats and presence of stray animals				1.0	MOV: Result of Student-led Hazard Mapping
	d.	With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school				1.0	MOV: Posters, Student Manual
	e.	Absence of electrical post or other hazardous structures or facilities inside the school premises				0.2	MOV: Result of Student-led Hazard Mapping
	f.	Safety measures during school activities: (sports, laboratory experiments etc.)				1.0	MOV: Safety Manuals/SOP
	g.	Transportation means during emergency cases				1.0	MOV: MOU, vehicle of school
	h.	Implementation of health programs/projects				2.0	MOV: Annual Implementation Plan 0.5 point per project/program. Maximum of 2 points
						Sub- TOTAL	11
						TOTAL	31