



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**

Region VII, Central Visayas

# **SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capital Area, Dumaguete City

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May 16, 2019

## **DIVISION MEMORANDUM**

No. 245 s. 2019

### **INVITATION FOR THE 21<sup>ST</sup> REGIONAL GAWAD KALASAG SEARCH**

**TO :** Assistant Schools Division Superintendents  
SGOD and CID Chiefs, Education Program Supervisors/Division Coordinators  
Section Heads / Education Programs Specialists  
Public Schools District Supervisors/Districts-In-Charge  
Public Elementary and Secondary School Heads

1. Pursuant to Regional Memorandum No. 0237 s. 2019 re: **Invitation for the 21st Regional Gawad KALASAG Search**, the Schools Division of Negros Oriental enjoins all public and private schools both elementary and secondary to submit entries to the Office of Civil Defense Region 7 on or before May 22, 2019.
2. The search promotes the spirit of volunteerism among agencies and individuals and measures the capacity and capability of various stakeholders in identifying risk and vulnerabilities in the community, and addressing challenges on man-made and natural emergencies and disasters.
3. School entries may be submitted in the following categories:
  - a) Public Elementary School
  - b) Public Secondary School
  - c) Private Elementary School
  - d) Private Secondary School
4. Please refer to the attached memorandum for other details.
5. Immediate and widest dissemination of this Memorandum is directed.

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent

*WDB*

5/16/19



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

**Comprehensive School Safety Checklist  
 Primary and Secondary Schools Category  
 Gawad KALASAG CY 2018  
 NDRRMC  
 Department of Education**

School Category, levels and classification:			
	Public School		Elementary
	Private School		High School

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

	CRITERIA	YES	NO	Points	Remarks/ Recommendation
	<b>ENABLING ENVIRONMENT</b>			<b>23</b>	
1	Adopted/Adapted/localized at least 3 existing policies relating to DRRM/Climate Change Adaptation (CCA)/ in education/school safety			3	
2	Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions			2	
3	Has a comprehensive School DRRM Plan, which includes CCA and Education in Emergencies (EiE) measures, covering risk assessment, risk reduction, and rehabilitation and recovery			1	
4	School budget supports regular DRRM activities			2	
5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning			2	
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and School			4	

	Improvement Plan ( SIP)					
7	Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist			2		
8	Rapid Assessment of Damages Report (RADAR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area			3		
9	100% completion of DRR-related questions in the Education Management Information System (EMIS)/ Enhanced Basic Education Information System (EBEIS)			2		
10	School has partnerships that could be tapped to support its DRRM programs and activities, including those during after a disaster			2		

	<b>Pillar 1: Safe Learning Facilities</b>			35		
1	School building/classroom components are according to DepEd and/or National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points)			29		
2	School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners			2		
3	School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.)			2		
4	Undertaken regular inspection and repair of minor classroom (including facilities) damages			1		
5	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. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR			1		

	<b>Pillar 2: School Disaster Risk Management</b>			30		
1	School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes			3		
2	80% of students and their families have			3		

	accomplished the Family Preparedness Plan together (family evacuation, reunification), as per DO No. 27, series of 2015					
3	School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency			2		
4	Hazard and evacuation maps are located in conspicuous places in the school			1		
5	School has available, accessible, and adequate first aid kit in every instructional classroom			1		
6	School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)			1		
7	School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)			3		
8	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			2		
9	School has trained personnel to administer first aid to students and personnel			1		
10	School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency			1		
11	School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)			2		
12	School has psychosocial interventions for personnel and students			1		
13	School has trained teachers and other personnel who could provide psychosocial support to students			1		
14	School has an evacuation plan and procedures			2		
15	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents			2		
16	School has conducted awareness and capacity building for families and learners			3		
17	School participated in the different DRR/CCA/EiE activities of the LGU			1		
<b>Pillar 3: DRR in Education</b>				<b>12</b>		

1	School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the National Curriculum Guide			5		
2	More than 75% of students are actively participating in various DRRM/CCA/EiE activities			1		
3	School has a DRRM/CCA/EiE capacity building plan for teachers and personnel			1		
4	School Head and personnel have received at least 3 DRRM/CCA/EiE trainings from division or region or partners			3		
5	At least more than 10 DRRM/CCA/EiE resource materials are available in the school			1		
6	Presence of DRRM corner, with updated IEC materials posted in it, in every classroom			1		

**TOTAL POINT SCORE: \_\_\_\_\_**

**Summary Sheet**

<b>Criteria for Checking</b>	<b>MAX. SCORE</b>	<b>ACTUAL SCORE</b>	<b>Remarks, Recommendations and Suggestions</b>
<b>I. ENABLING ENVIRONMENT</b>	23		
<b>II. PILLAR 1: SAFE LEARNING FACILITIES</b>	35		
<b>III. PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT</b>	30		
<b>IV. PILLAR 3: DRR IN EDUCATION</b>	12		
<b>TOTAL</b>	<b>100</b>		

<b>Adjectival Rating</b>	<b>Percentage</b>
Excellent	91-100%
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%

*Validated by:*

Name:	
Position:	
Agency:	
Date:	



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

**Comprehensive School Safety Guidance Notes  
 Primary and Secondary Schools Category  
 Gawad KALASAG CY 2018**

CRITERIA		GUIDANCE FOR POINTS
<b>Enabling Environment</b>		<b>23</b>
1	Adopted/Adapted/localized at least 3 existing policies relating to DRRM/CCA/EiE in education/school safety	3 or more policies adapted/localized = 3 1-2 policies adapted/localized = 1
2	Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions	Presence of all component in the criteria = 2 Absence of even 1 component in the criteria = 0
3	Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction, and rehabilitation and recovery	Presence of all component in the criteria = 1 Absence of even 1 component in the criteria = 0
4	School budget supports regular DRRM activities	Presence of budget allocated for DRRM activities = 2 Absence of budget allocation for DRRM activities = 0
5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning	Students involved in both = 2 Students involved in either the student-led school watching and hazard mapping or DRRM planning = 0
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and SIP	Incorporated in both the DRRM Plan and SIP = 4 Incorporated only in the DRRM Plan = 1
7	Data collection and consolidation on programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist	Presence = 2 Absence = 0
8	Rapid Assessment of Damages Report (RADAR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area	Submission within 72 hours after onslaught of hazard, either through SMS or other means of communication = 3 Submission beyond 72 hours after onslaught of hazard, either through SMS or other means of

		communication = 1
9	100% completion of DRR related questions in the EMIS/EBEIS	100% completion = 2 Less than a 100% completion = 0
10	School has partnerships that could be tapped to support its DRRM programs and activities, including those during after a disaster	Presence of current partnerships = 2 Absence of partnership = 0
<b>Pillar 1: Safe Learning Facilities</b>		<b>35</b>
1	School building/classroom components are according to DepEd and/or National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for scoring)	See Guidance on DepEd Minimum Standards for points (29 POINTS)
2	School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners	Presence as per the criteria = 2 Absence = 0
3	School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.)	Undertaken appropriate action = 2 Absence of any appropriate action = 0
4	Undertaken regular inspection and repair of minor classroom (including facilities) damages	Presence = 1 Absence = 0
5	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. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR	Presence = 1 Absence = 0
<b>Pillar 2: School Disaster Risk Management</b>		<b>30</b>
1	School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes	Presence = 3 Absence = 0
2	80% of students and their families have accomplished the Family Preparedness Plan together (family evacuation, reunification), as per DO No. 27, series of	80% of students accomplished as per criteria = 3 Less than 80% of students accomplished as per criteria = 1

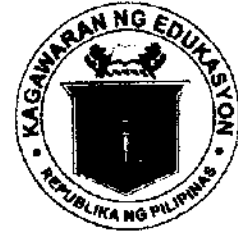


	2015	
3	School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency	Presence of both = 2 Absence of 1 or both = 0
4	Hazard and evacuation maps are located in conspicuous places in the school	Presence = 1 Absence = 0
5	School has available, accessible, and adequate first aid kit in every instructional classroom	Presence and accessibility with basic content = 1 Basic Content: alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first aid book, gloves Absence of any of the criteria = 0
6	School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)	Presence of at least 2 equipment as per criteria = 1 (if fire extinguisher is one of them, should follow BFP minimum standards; otherwise, it is not considered) Less than 2 = 0
7	School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)	If drills dealt with at least 3 hazards in total (each drill being hazard-specific), and as per criteria = 3 If drills dealt with 1-2 hazards in total (each drill being hazard-specific) and as per criteria = 1
8	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	Presence = 2 Absence = 0
9	School has trained personnel to administer first aid to students and personnel	Presence = 1 Absence = 0
10	School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency	Presence = 1 Absence = 0
11	School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)	Presence = 2 Absence = 0
12	School has psychosocial interventions for personnel and students	Presence = 1 Absence = 0

13	School has trained teachers and other personnel who could provide psychosocial support to students	Presence = 1 Absence = 0
14	School has an evacuation plan and procedures	Presence = 2 Absence = 0
15	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents	Presence = 2 Absence = 0
16	School has conducted awareness and capacity building for families and learners	Four or more = 3 Less than 4 = 1
17	School participated in the different DRRM/CCA/EiE activities of the LGU	Presence = 1 Absence = 0
<b>Pillar 3: DRR in Education</b>		<b>12 POINTS</b>
1	School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the national Curriculum Guide	Integrated in 4 or more subjects = 5 Integrated in 2-3 subjects = 3
2	More than 75% of students are actively participating in various DRRM/CCA/EiE activities	More than 75% of students = 1 Less than 75% of students = 0
3	School has a DRRM/CCA/EiE capacity building plan for teachers and personnel	Presence = 1 Absence = 0
4	School Head and personnel have received at least 3 DRRM/CCA/EiE trainings from division or region or partners	At least 3 DRRM/CCA/EiE trainings as per criteria = 3 Less than 3 = 1
5	At least more than 10 DRRM/CCA/EiE resource materials are available in the school	Presence = 1 Absence = 0
6	Presence of DRRM corner, with updated IEC materials posted in it, in every classroom	Presence = 1 Absence = 0
<b>TOTAL POINTS</b>		<b>100</b>



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



MAY 10 2019

REGIONAL MEMORANDUM  
No. 0237s. 2019

**INVITATION FOR THE 21<sup>ST</sup> REGIONAL GAWAD KALASAG SEARCH**

To : Schools Division Superintendents  
Division DRRM Coordinators  
Public and Private Elementary and Secondary School Heads


1. Attached is a letter of invitation from Regional Disaster Risk Reduction and Management Office through the Office of Civil Defense (OCD)7 regarding the 21<sup>st</sup> Regional Gawad Kalasag Search, which recognizes the outstanding performance of all stakeholders that continue to render exemplary contribution in promoting and implementing Disaster Risk Reduction and Management and Climate Change Adaptation programs and innovations that build school resilience before, during or after disasters or emergencies.

2. In this connection, this Office through DRRM Unit of Education Support Services Division (ESSD) encourage all public and private elementary and secondary schools within Region VII to participate this 21<sup>st</sup> Regional Gawad Kalasag Search to show that every schools are promoting and implementing DRRM, CCA programs/projects.

3. Deadline of submission of entries to the Office of Civil Defense Region 7 will be on or before May 22, 2019.

4. For the details, please refer to the attached documents for the NDRRMC Memorandum Circular, new guidelines with style guide as well as the checklists and the sample style guide or you may contact Ms. Rizajoy Hernandez and Ms. Tash Villafior through her cellular phone numbers 0995-463-2084 and 0936187-7389 respectively or you may contact through office landline nos. 410-6451 and 410-6452.

5. Immediate and wide dissemination of this Memorandum is desired.

  
SALUSTIANO T. JIMENEZ, CESO VI  
Assistant Regional Director

IAJ/STJ/ESSD/RLE

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. No.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. No.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"EKA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*



Republic of the Philippines  
**REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

Region VII  
Labrador Bldg., N. Bacalso Ave., Brgy. Sambag 1, Cebu City  
Telefax (032) 410-6451-410-6451  
Email Address: [rdrrmc7@deped.gov.ph](mailto:rdrrmc7@deped.gov.ph)

02 May 2019

**DR. JULIET A. JERUTA**  
Regional Director  
Department of Education  
Region 7

Dear Dr. Jeruta,

Greetings from the Office of Civil Defense!

This is in line with the 21<sup>st</sup> Regional Gawad Kalasag Search, which recognizes the outstanding performances of all stakeholders that continue to render exemplary contribution in promoting and implementing Disaster Risk Reduction and Management and Climate Change Adaption programs and innovations that build community resilience as well as those groups and individuals who have shown acts of heroism before, during or after disasters or emergencies.

We have already opened the search last month but as of this time, only few have submitted their entries, thus, we would like to respectfully request your office to recommend and invite our stakeholders to join the said search particularly our Schools (Public Elementary, Private Elementary, Public High School and Private High School).

Deadline of submission of entries to the Office of Civil Defense Region 7 is on or before **May 22, 2019**. Attached herewith is the new guidelines with style guide as well as the checklists.

Should you have any query, Ms. Rizajoy Hernandez and Ms. Tash Villaflor, our Gawad Kalasag focal persons, can be reached at 0995-463-2084 and 0938-187-7389 or at (032) 410-6451, 410-6452.

Your support and cooperation to this undertaking is highly appreciated.

Thank you very much and best regards.

  
**DIR. EUGENE G. CABRERA**  
Chairperson, RDRMC 7



MAR 19 2019

**NDRRMC MEMORANDUM CIRCULAR**  
**No. 26 s. 2019**

**TO :** Members, National Disaster Risk Reduction and Management Council (NDRRMC);  
Chairpersons, Regional Disaster Risk Reduction and Management Councils (RDRRMCs);  
Chairpersons, P/C/MDRRMCs;  
Chairpersons, BDRRMCs, and  
Head of Organizations/Other Concerned Offices

**SUBJECT :** Amendment to Memorandum Circular No. 03 s. 2018 dated 03 April 2018 re: Revised Guidelines on the Gawad KALASAG: Search for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance CY 2017

**I. Reference**

Memorandum Circular No. 03 s. 2018 dated 03 April 2018 on the Revised Guidelines on the Gawad KALASAG: Search for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance CY 2017

**II. BRIEF BACKGROUND**

The annual Gawad KALASAG Search aims to recognize outstanding performances of Local Disaster Risk Reduction and Management Councils (LDRRMCs), Barangay Disaster Risk Reduction and Management Committees (BDRRMCs), Civil Society Organizations (CSOs), Volunteer Organizations (VOs), People's Organizations (POs), schools such as Early Learning Centers (ELCs), Elementary, High School, and Higher Education Institutions (HEIs), Government Emergency Management or GEM, Hospitals, Private (Business/ Corporate) Organizations, and individuals who have shown acts of heroism before, during or after disasters and emergencies, and other major stakeholders that continue to render exemplary contribution in promoting and implementing significant and gender sensitive DRRM, Climate Change Adaptation (CCA) programs and innovations that build community resiliency in the long term.

One of the usual application process for the annual Gawad KALASAG is the submission of entries wherein nominees at the Regional and National level will undergo thorough desk evaluation and field validation. The Regional Selection Committee (RSC) shall submit at the National level, only relevant evidential documents in accordance with the standard Checklists. Only the top place winner per category will advance to the national level, and each must have garnered a

score of at least 80% and duly endorsed by the RSC to the NSC. The NSC shall determine the top three (3) nominees for each category thru desk evaluation, field validation and deliberation.

### **III. PURPOSE**

This memorandum circular is issued to prescribe an amendment to the guidelines on the criteria (requirements/qualifications) and procedures (phases/steps) on the implementation of *Gawad KALASAG Search for Excellence in DRRM and Humanitarian Assistance*.

Specifically, this aims to provide the:

- enhancement of the criteria on stakeholders who may participate in the Search, i.e. government agencies and institutions; local government units; civil society organizations; private sectors, and individuals who have engaged in the promotion of inclusive DRR-CCA;
- standardization of the implementation of procedures and processes for both the stakeholders and the implementers, i.e. NDRRMC-OCD and its partners.

### **IV. AMMENDMENT**

NDRRMC Memorandum Circular No. 03 s. 2018, particularly (1) Section III: Evaluation Process, (2) Section IV: Selection Committee, and (3) Section V: Recognition and Incentives, is hereby amended as follows:

#### **A. EVALUATION PROCESS**

##### **STYLE GUIDE/TEMPLATE**

The Style Guide/Template was formulated to standardize the format of all entries from various categories of the Gawad KALASAG. It was the result of the common agreement of the National Validators to develop a uniformed format for all entries to ensure equal opportunity for all the applicants and avoid the submission of unnecessary voluminous documents for more expedient and accurate validation process.

#### **B. SELECTION COMMITTEE**

##### **1. Validators per Category (Desk Evaluation, Field Validation and Deliberations)**

The National/Regional Validators for the conduct of the Desk Evaluation, Field Validation, and Deliberations should preferably be composed of the following:

##### **Local DRRMC Categories**

- a) Provincial DRRMC Caterogy:
  - a. DILG Representative (Team Leader)
  - b. DSWD Presentative
  - c. OCD Representative

City DRRMC Category:

- b) Highly Urbanized City
  - a. DRRNet Phils. Representative (Team Leader)
  - b. NEDA Representative
  - c. OCD Representative
- c) Independent Component/Component Cities
  - a. PAGASA Representative (Team Leader)
  - b. NEDA Representative
  - c. OCD Representative

Municipal DRRMC Category:

- d) 1<sup>st</sup>-3<sup>rd</sup> Class
  - a. DILG Representative (Team Leader)
  - b. PHILVOLCS Representative
  - c. OCD Representative
- e) 4<sup>th</sup>-6<sup>th</sup> Class
  - a. DILG Representative (Team Leader)
  - b. DSWD Representative
  - c. OCD Representative

Barangay DRRM Committee Category:

- f) Urban
  - a. PHIVOLCS Representative (Team Leader)
  - b. NAMRIA Representative
  - c. OCD Representative
- g) Rural
  - a. DRRNet Representative (Team Leader)
  - b. PAGASA Representative
  - c. OCD Representative
- h) Civil Society Organizations Category (NGOs, Volunteer Org)
  - a. PIA Representative (Team Leader)
  - b. PRC Representative
  - c. OCD Representative
- i) Volunteers Organizations
  - a. DILG Representative (Team Leader)
  - b. PNVSCA Representative
  - c. OCD Representative

- j) Peoples Organizations
  - a. PIA Representative (Team Leader)
  - b. NAMRIA Representative
  - c. OCD Representative
  
- School Categories
  
- k) Public Elementary
  - a. DepEd Representative (Team Leader)
  - b. BFP Representative
  - c. OCD Representative
  
- l) Private Elementary
  - a. DepEd Representative (Team Leader)
  - b. DPWH Representative
  - c. OCD Representative
  
- m) Public Highschool
  - a. DepEd Representative (Team Leader)
  - b. DPWH Representative
  - c. OCD Representative
  
- n) Private Highschool
  - a. DepEd Representative (Team Leader)
  - b. BFP Representative
  - c. OCD Representative
  
- o) Child Development Centers (CDCs) (Previously ELC)
  - a. DSWD Representative (Team Leader)
  - b. PRC Representative
  - c. OCD Representative
  
- p) Higher Education Institutions Category
  - a. CHED Representative (Team Leader)
  - b. BFP Representative
  - c. OCD Representative
  
- Hospital Category
  
- q) Government National Hospital
  - a. DOH Representative (Team Leader)
  - b. BFP Representative
  - c. OCD Representative
  
- r) Local Government Unit Hospital
  - a. DOH representative (Team Leader)
  - b. DPWH Representative
  - c. OCD Representative
  
- s) Government Specialty Hospital
  - a. DOH Representative (Team Leader)
  - b. DPWH Representative



c. OCD Representative

**Special Citation Category**

- t) Private Hospital
  - a. DOH Representative (Team Leader)
  - b. PRC Representative
  - c. OCD Representative
- u) Private (Business/Corporate) Category
  - a. NEDA Representative (Team Leader)
  - b. DTI Representative
  - c. OCD Representative
- v) Government Emergency Response Management (GEMs) Category
  - a. AFP Representative (Team Leader)
  - b. PNP Representative
  - c. OCD Representative

In case the aforesaid agencies/organizations are not present and unavailable at the regional level, the Regional Selection Committee may opt to change or reorganize the composition of the validating teams.

For Heroic Act and Special Recognition categories, evaluation shall be done during the plenary session of the NSC.

**2. Roles and Functions**

- a) Coordinate activities for the implementation of the national assessment;
- b) Set and update selection guidelines/criteria and guidance notes for the Search;
- c) Evaluate entries at the National level;
- d) Recommend the national winners of each category to the NDRRMC Chairperson;
- e) Prepare field validation reports of nominees and citations of all *Gawad KALASAG* national winners.

**C. RECOGNITION AND INCENTIVES**

**1. CATEGORIES**

National and Regional winners for all categories shall receive plaques of recognition. Cash awards shall be given to the winners of selected categories at the National level.

For the Heroic Act Categories, a maximum of three (3) awardees shall likewise receive cash awards for each category. However, should there be more than one (1) awardee each for the individual and group categories; the maximum amount allowable for the said category shall be divided equally among the awardees.

The following are the awards and incentives to be given only for the National Awardees:

#### **MAJOR CATEGORIES**

**a. Gawad KALASAG for Best Local DRRM Councils/ Committees**

1. Provinces (1)
2. Cities
  - a. Highly Urbanized City (2)
  - b. Component/Independent Chartered Component City (3)
3. Municipalities
  - a. 1st-3rd Class (4)
  - b. 4th-6th Class (5)
4. Barangay
  - a. Urban (6)
  - b. Rural (7)

**b. Gawad KALASAG for Best Civil Society Organizations (8)  
(14 Basic sectors)**

**c. Gawad KALASAG for Best Volunteer Organization (9)**

**d. Gawad KALASAG for Best People's Organizations (10)  
(14 Basic sectors)**

**e. Gawad KALASAG for Best Schools**

1. Primary
  - a. Public Elementary (11)
  - b. Private Elementary (12)
2. Secondary
  - a. Public High School (13)
  - b. Private High School (14)
3. Child Development Centers (Previously ELC) (15)
4. Higher Educational Institutions (16)

**f. Gawad KALASAG for Hospitals**

1. National Government (17)

2. Local Government Unit (18)

3. Government Specialty (19)

g. Gawad KALASAG for Heroic Act of Individuals/Groups in providing Humanitarian Assistance

1. Individual (20)

2. Group (21)

**SPECIAL CITATION**

a. Gawad KALASAG for Best Private Organization (Business/Corporate) (22)

b. Gawad KALASAG for Best Private Hospitals (23)

c. Gawad KALASAG for Best Local Government Emergency Management (GEM) and Response Teams (24)

d. Gawad KALASAG for Special Recognition for Individual/Group in providing Humanitarian Assistance

1. Individual (25)

2. Group (26)

e. Other special recognitions (subject for nomination).

**2. INCENTIVES**

All cash prizes shall be subject to existing Accounting and Auditing Rules and Regulations.

No.	Name of Categories	Incentives
<b>Gawad KALASAG MAJOR CATEGORIES</b>		
1	Provincial DRRM Council	
2	Highly Urbanized City DRRM Council	Winner: Plaque plus Php 500,000.00
3	Independent/Component City DRRM Council	Finalist: Plaque plus Php 200,000.00
4	Municipality DRRM Council (1 <sup>st</sup> – 3 <sup>rd</sup> Class)	Finalist: Plaque plus Php 200,000.00
5	Municipality DRRM Council (4 <sup>th</sup> – 6 <sup>th</sup> Class)	

6	Barangay Urban DRRM Committee	
7	Barangay Rural DRRM Committee	
8	Civil Society Organization	
9	People's Organization	
10	Volunteer Organization	
11	Best Public Elementary	
12	Public High School	Winner: Plaque plus Php 300,000.00
13	Private Elementary	Finalist: Plaque plus Php 100,000.00
14	Private High School	Finalist: Plaque plus Php 100,000.00
15	Child Development Center (Previously ELC)	Finalist: Plaque plus Php 100,000.00
16	Higher Education Institutions	
17	National Government Hospital	
18	Local Government Unit Hospital	
19	Government Specialty Hospital	
20	Heroic Act (Individual)	Plaque plus Php 100,000.00
21	Heroic Act (Group)	Plaque plus Php 100,000.00
<b>Gawad KALASAG SPECIAL CITATION</b>		
22	Private Organization (Business / Corporate)	Plaque of Recognition/Commendation
23	Private Hospitals	
24	Local Government Emergency Management (GEM) and Response Teams	
25	Special Recognition (Individual)	
26	Special Recognition (Group)	

**V. ANNEXES**

Annex A contains the Style Guide and Annex B contains the Template which shall form part of this Memorandum Circular.

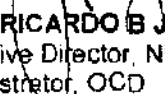
**VI. EFFECTIVITY**

This Memorandum Circular shall take effect immediately.

**VII. APPROVAL AND PROMULGATION**

This Memorandum Circular is hereby approved and thereby promulgated.

**FOR THE CHAIRPERSON, NDRRMC:**

  
**USEC RICARDO B. JALAD**  
 Executive Director, NDRRMC and  
 Administrator, OCD

# **ANNEX A**

## **Gawad KALASAG Style Guide**

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1. All entries must contain an accurate and comprehensive table of contents; all pages must also contain a page number. Each criterion shall have a corresponding tabbing.
2. Attachment of pictures: All pictures must be in colored format; At least two (2) photo attachments are required for each page when supplemented with text description or a maximum of three (3) photos provided with text description. HD photos are required in order not to compromise its quality when expanded or otherwise.
3. Scanned documents as attachment: Unless of utmost importance or relevance, such documents shall not be allowed to occupy the entire page. It is recommended that there are at least two (2) scanned copy of documents per page.
4. All of the entries shall be compiled or presented in one single document (or book).
5. Introduction shall be limited to the following:
  - Brief description or profile of the category (city, school etc)
  - Brief message and acknowledgements
  - Executive Summary
6. Use of standardized font, font size, paper size, paper orientation, line spacing, indents, and number of pages for all entries.
  - Font type: Times New Roman/Arial
  - Font size for the context: 12
  - Paper orientation: Portrait
  - Paper size: A4
  - Line spacing: Single spacing
  - Indents provided for in the style guide sample format
  - Maximum pages: **300** including annexes and attachments (not back-to-back)
7. The entry shall be hardbound (solid/laminated format), unless there is a proof of unavailability of hard binding in the area or place (e.g remote Barangays).
8. There shall be a color coding of entries' cover page per category.

- L/B DRRMC: Red
- CSO: Yellow
- PO: Orange
- VO: Violet
- Schools: Green
- Hospitals: Blue
- Special Recognition: White

9. The presentation of compliance in different categories shall be clear, concise and straight to the point; it is highly encouraged to avoid unnecessary inclusions in the presentation.

Annexes shall be limited to the following:

- Means of verification
- Relevant photos
- Clearances/ Titles
- Minutes of the meeting
- MOA/U
- Any relevant/primary documents that will prove a certain claim.

10. Maximum number of pages: Standard in all categories, the maximum number of page per entries shall be 300, including the introduction and annexes. Deliberate non-compliance shall constitute disqualification from the Search.

# **ANNEX B**



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REPUBLIC OF THE PHILIPPINES

# NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines



Times New Roman;  
48; Bold

# GAWAD KALASAG

**Search for Excellence in Disaster Risk Reduction and  
Management and Humanitarian Assistance**

**21<sup>st</sup> Edition**

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20; Bold

Calibri (Body); 20; Bold w/  
bottom boarder

**(CATEGORY)**

(Insert official logo/seal of the organization here)

Calibri (Body);  
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**(Name of entry)**

**(Address)**

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

(Name of Category Here)

(Proposed Table of Contents)

**Part I. Preliminaries**

**page**

Title	x
Executive Summary	x
Profile	x

**Part II. Criteria (Based on Checklist)**

Prevention and Mitigation	x
Preparedness	x
Response	x
Rehabilitation and Recovery	x

**Part III. Annexes**

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SAMPLE STYLE GUIDE

Contents Page: Left 1"; Right 0.1"; Top 1"; Bottom 1"

PRELIMINARY TITLE

(SAMPLE CONTENTS PAGE ONLY)

I. INTRODUCTION TO THE AGENCY

Background

The National Civil Defense Administration (NCCA) 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 NCCA 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.<sup>1</sup> Two years later, the Office of Civil Defense (OCD) was established by virtue of Letter of Instruction (LOI) No. 19 effectively replacing the NCCA. 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 country<sup>2</sup>.

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<sup>1</sup> [https://www.dem.gov.ph/disaster\\_audit/article2.html](https://www.dem.gov.ph/disaster_audit/article2.html)

<sup>2</sup> *Ibid.*

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SAMPLE COPY

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Subject

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