



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas

# **SCHOOLS DIVISION OF NEGROS ORIENTAL**

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July 16, 2019

## **DIVISION MEMORANDUM**

No. 442; s. 2019

### **PREPAREDNESS MEASURES FOR THE RAINY SEASON**

**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  
District DRRM Coordinators/Alternates/School DRRM Coordinators

1. The Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAG-ASA) released a statement indicating that the onset of the rainy season associated with the Southwest Monsoon (locally known as the Habagat) is now in progress.
2. This Division calls to all public and private schools, all teaching and non-teaching personnel to make necessary safety preparations and precautions to lessen the impact of any untoward incident. This is to ensure
  - a) increased preparedness and safety of all school personnel and learners; and
  - b) safety of school properties, learning materials and vital school records from any possible occurrence of hazards to enable learners' continued access to education.
3. **All staff of schools and offices are advised to do the following:**
  - a) Ensure that school buildings can withstand heavy rain and strong winds. Anchor the facilities built at ground level with guy wires to strengthen the stability of the structure;
  - b) Identify a storage area for safekeeping of learning materials, teachers' manuals, vital records and equipment (fax, laptops, computers, photocopiers, TVs, VCRs, among other machines), preferably on an elevated room to ensure protection from rain or flood;
  - c) Turn off and unplug electrical equipment and appliances when not in use;
  - d) Equip school with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed;
  - e) Prepare the classrooms for possible use as evacuation centers and ensure that the staff-in-charge of the keys are accessible;
  - f) Regularly conduct school disaster response-drills or simulations;

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- g) Post emergency hotline numbers in classrooms and offices;
- h) Update database of student and their family contact details; and
- i) Prepare contingency plan.

**4. For the DepEd personnel and learners:**

- a) Educate personnel and learners about weather disturbances, including typhoon signals rainfall warnings and possible effects and measures to undertake, using the Department of Science and Technology (DOST) and PAG-ASA website;
  - b) Educate school children on preparedness for tropical cyclones, flood and other related hazards; and
  - c) Educate school children and their parents about health-related effects resulting from the rainy season.
5. All are advised to observe strict compliance of DepEd Order No. 43, s. 2012 entitled *Guidelines on the Implementation of Executive Order No. 66, s. 2012 (Prescribing Rules on the Cancellation of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances and Calamities)*.
6. All schools are encouraged to involve the students, their families and communities in preparing for disasters, for this is an effective method of raising their awareness and action about risk education.
7. All DRRM coordinators should maintain an open communication with school officials for any needed assistance. Immediate coordination and reporting of any untoward incident should be observed to provide timely and necessary support.
8. In addition, all teaching and non-teaching personnel who shall be called to duty in the evacuation center and those who are actively engaged in coordination and management and monitoring shall be entitled to Service Credits and Compensatory Overtime Credits (COC) for Non-teaching personnel as provided in DepEd Order No. 53 s. 2003 entitled, "*Updated Guidelines on Grant of Vacation Service Credits to Teachers*".
9. This Memorandum is coherent with DO 83, s. 2011 entitled *Disaster Preparedness Measures for Schools*, DO 43, 2012 entitled *Guidelines on the Implementation of Executive Order No. 66, s. 2012 (Prescribing Rules on the Cancellation of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances and Calamities)* and DepEd Memorandum No. 108, s. 2016 entitled *Preparedness Measures For The Rainy Season*.
10. All are encouraged to keep monitoring for updates, stay safe and continue praying for everyone's safety.
11. Immediate dissemination of this Memorandum is desired.

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



7/22/19