



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

May 19, 2025

Division Memorandum
No. 156, s. 2025

**RISK ASSESSMENT AND HAZARD MAPPING
CUM BRIGADA ESKWELA KICK-OFF 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals-in-Charge
Elementary and Secondary School Heads
Section Heads
Stakeholders
All Others Concerned

1. To ensure the safety and welfare of the Nortesahanon learners, school personnel and the learning environment, this Office, through the Schools Governance and Operations Division-Social Mobilization and Networking Section - (SGOD-SMN), will conduct the Risk Assessment and Hazard Mapping Cum Brigada Eskwela Kick-Off 2025 in Victoria Covered Court, Victoria, Northern Samar on June 7 at exactly 8:00 A.M. Victoria District will host the said event.
2. The Brigada Eskwela is a nationwide school maintenance program that engages all education stakeholders to contribute their time, efforts, and resources in ensuring that public schools are set in time for class opening. An event where local communities, parents, alumni, civic groups, local businesses, non-governmental organizations, private individuals, and volunteers their time and effort for the conduct of clean-ups, minor to medium repairs, and maintenance work in classrooms and within the school site to ensure the safety and welfare of our young learners upon opening of classes.
3. The participants of this activity are the Schools Division Superintendent, the Assistant Schools Division Superintendent, SGOD and CID Chiefs, Education Program Supervisors, all Unit/Section Heads, Education Program Specialists, Public Schools District Supervisors/Principals in-Charge, Elementary and Secondary School Heads, Project Development Officers I, members of TWG, teaching and non-teaching personnel of Victoria District and other concerned personnel and stakeholders.



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4. Following the kick-off ceremonies, participants will proceed to their assigned school (*see attachment*) to engage in the following activities:
 - a. Risk assessment and hazard mapping using the Disaster Risk Reduction and Management (DRRM) tool based on the DO 33, 2021, titled "Schools-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and Other Weather-Related Disturbances and Calamities", provided in the attached documents;
 - b. Cleaning the School surroundings; and
 - c. Doing minor repairs on the school building and other facilities as necessary.
5. The participants are required to provide the cleaning and painting materials, such as paints and paint brushes, since these will not be shouldered by this office.
6. All schools of this Division are likewise encouraged to hold their kick-off ceremonies in their respective areas after this Division kick-off activity. The School Heads are also reminded to have Risk assessment and Hazard Mapping in their schools led by the School DRRM Focal in collaboration with the SSLG as mandated under DO 23, s. 2015, relevant to the Guidelines on Student-Led School Watching and Hazard Mapping.
7. School-based non-teaching personnel who will render services related to Brigada Eskwela are entitled to claim a one-day compensatory time-off, while teachers are entitled to service credit.
8. This memorandum shall serve as the **Travel Authority** of the participants.
9. Expenses incurred relative to the conduct of the activity such as meals, snacks, supplies and supplies shall be charged against FY 2024 Disaster Preparedness and Response Program Funds (RO-8-24-0539).
10. For inquiry and concern, you may contact the Social Mobilization and Networking Section through this contact no. 09692384047 or this email address: socmob.unit@gmail.com.
11. For immediate dissemination and guidance


GAUDENCIO C. ALJIBE JR., Ph.D. CESO VI
Schools Division Superintendent

DepEd Northern Samar
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Annex A**SCHOOL SAFETY AND PREPAREDNESS GUIDE**

In view of DO 33, 2021, titled “*Schools-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and Other Weather-Related Disturbances and Calamities*” shall provide guidance to schools and education partners in ensuring the safety and preparedness of our learners and personnel before, during, and after emergencies.

Enumerated below is a list of recommended activities that may contribute to a safer school. The SHs need to identify which among those listed below are most appropriate and important for their schools. They may also identify other measures that may add-up to this list.

A. SAFE LEARNING FACILITIES

1. Facilitate the assessment of school building structure and electrical wiring and make necessary repairs and/or upgrades to prevent unnecessary incidents.
2. Repair minor classroom damages such as broken windows, doors, blackboard, roofs and other furniture, etc.
3. Install appropriate and available fire suppression, including fire extinguishers, water source and relevant indigenous materials.
4. Ensure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to learners are removed.
5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.
6. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings.
7. Secure cabinets and drawers and ensure that heavy objects are below head level.
8. Post safety measures to be observed in laboratories, workshops, and other facilities requiring the same.
9. Prepare an evacuation/exit plan and post directional signage on every floor of the building.
10. Identify evacuation areas and classrooms that may be used as temporary shelters during disasters and emergencies.
11. Prune trees to avoid entanglement from electrical wiring and avoid potential harm to life and property.

B. SCHOOL DISASTER MANAGEMENT

1. Post a directory of emergency contact numbers of relevant government agencies and officers in various high traffic areas of the school.
2. Establish and maintain early warning mechanisms in the school.
3. Equip school with first aid kits, flashlights, megaphones, and other supplies necessary in cases of emergency. Ensure that these items are highly accessible and can be easily located.
4. Identify alternative sources and/or maintain supply of drinking water within the school.
5. Ensure that learners, teachers, and personnel have identification cards with relevant information.
6. Create database of learners with the contact details of their immediate family members/relatives/guardians.
7. Secure and safely store vital school records.
8. Coordinate with barangay officials on pedestrian safety of learners.
9. Document accidents experienced by learners and personnel within the school to improve prevention and mitigation measures.
- 10.

C. RISK REDUCTION AND RESILIENCE EDUCATION

1. Identify a storage area for safekeeping of vital schools' records, textbooks, teaching manuals, computers, and other school equipment.

References:

International Finance Corporation (no date) Disaster and Emergency Preparedness Guidance for Schools, (IFC World Bank).

Department of Education (2015 DRRM in Basic Education Framework PowerPoint presentation).

Annex B

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DISASTER RISK REDUCTION AND MANAGEMENT SERVICE
 Rm206MABINI BLDG., DEPED COMPLEX, MERALCO AVENUE, PASIG CITY
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**School DRRM Monitoring Tool**

| Region | Division | School ID | School Name |
|--------|----------|-----------|-------------|
| | | | |

A. General Information

| No. | | Yes | No | Remarks |
|-----|---|-----|----|---------|
| 1 | Implemented Comprehensive School Safety (CSS) Monitoring Tool | | | |
| 2 | Received SDRRM Manuals 1 and 2 | | | |
| 3 | Oriented on RADAR | | | |
| 4 | Recipient of Response Interventions | | | |
| | (Triangulate w/ DRRMS Data) | | | |
| | 4a. Temporary Learning Spaces | | | |
| | 4b. School Clean-Up and Minor Repair | | | |
| | 4c. Temporary WASH | | | |
| | 4d. Hygiene Kit | | | |
| | 4e. Learners' Kit | | | |
| | 4f. Teachers' Kit | | | |
| | 4g. School Emergency Feeding | | | |
| 5 | Experienced flooding | | | |
| | Experienced landslide | | | |
| | Experienced armed conflict | | | |

B. Safe Learning Facilities

| No. | | Yes | No | Remarks |
|-----|--|-----|----|---------|
| 1 | Facilitated the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire | | | |

| | | | | |
|---|--|--|--|--|
| | incident. | | | |
| 2 | Installed appropriate and available fire suppression equipment or resource such as fire extinguishers, water source, and other indigenous materials. | | | |
| 3 | Made sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed. | | | |
| 4 | Cleaned and cleared drainage to prevent clogging. Cover drainage canals and provide necessary warnings. | | | |
| 5 | Cordon off and post safety signage for ongoing construction, unfinished, damaged and condemned buildings. | | | |
| 6 | Secured cabinets and drawers and ensure that heavy objects are below head level. | | | |
| 7 | Posted a safety measures in laboratories and workshops. | | | |
| 8 | Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property. | | | |

C. School Disaster Management

| No. | | Yes | No | Remarks |
|-----|---|-----|----|---------|
| 1 | Posted a directory of emergency contact numbers of Relevant government agencies and offices, in various Areas of the school. | | | |
| 2 | Identified alternative sources and / or maintain supply of drinking water within the school. | | | |
| 3 | Ensured that students, teachers, and personnel have Identification cards with relevant information. | | | |
| 4 | Created database of student and their family contact details. | | | |
| 5 | Secured vital school records and store in safe locations. | | | |
| 6 | Identified a storage area for safekeeping of vital schools records, textbooks, teaching manuals computers, and other school equipment. | | | |
| 7 | Coordinated with barangay officials on pedestrian safety of students. | | | |
| 8 | Documented accidents experienced by students and personnel within the school to improve prevention and Mitigation measures. | | | |
| 9 | Conducted activities for declaring schools as zones of peace (e.g. code of conduct with community to parties to armed conflict, peace education, peace month celebration, etc.) | | | |

D. Disaster Risk Reduction in Education

| No. | | Yes | No | Remarks |
|-----|---|-----|----|---------|
| 1 | Integrated DRRM and CCA in school subjects | | | |
| 2 | Conducted National Disaster Resilience Month (NDRM) | | | |

E. Others

| Issues/ Concerns | Recommendations |
|------------------|-----------------|
| | |

References:

- Department of Education (2015) DRRM in Basic Education Framework
- Comprehensive School Safety (CSS) Monitoring Tool

Monitor by:

Interviewee:

(Signature Over Printed Name)

Enclosure 1: Assigned schools to render Brigada at Victoria District**ASSIGNED SCHOOLS TO RENDER BRIGADA AT VICTORIA DISTRICT**

| Number | School Category | School | Assigned Districts |
|---------------|------------------------|--------------------------|--|
| 1 | Small | San Lazaro ES | Biri, San Antonio, San Vicente, Capul |
| 2 | Medium | Erenas ES | Silvino Lobos District and Lapinig |
| 3 | Small | Libertad ES | San Roque and Mapanas District |
| 4 | Medium | Victoria CES | Pambujan I, Pambujan II, Gamay I |
| 5 | Large | Victoria NHS | Laoang I, Laoang II, Laoang III, Laoang IV, Laoang V Districts |
| 6 | | Victoria Stand Alone SHS | Catubig I - Catubig III Districts |
| 7 | Small | Colab-og ES | Gamay I and Gamay II |
| 8 | Small | Buenos Aires ES | Las Navas I, Las Navas II |
| 9 | Small | Gonzaga ES | Las Navas III, Lope de Vega and Mondragon III |
| 10 | Small | Lungib ES | Catarman V and Catarman VI, |
| 11 | Small | Luisita ES | San Isidro I and San Isidro II |
| 12 | Small | Buenasuerte ES | Bobon |
| 13 | Small | Acedillo ES | Mondragon I, Mondragon II, Catarman I |
| 14 | Small | San Roman ES | Catarman II, Catarman III, Catarman IV |
| 15 | Small | Maxvilla ES | San Jose |
| 16 | Small | Maxvilla NHS | Allen II |
| 17 | Small | San Miguel ES | Rosario |
| 18 | Small | Pasabuena ES | Allen I |

Note: All schools are passable by a four-wheeled vehicle.