



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

DIVISION MEMORANDUM

No. 415, s. 2026

**INSTITUTING DIVISION-BASED ENHANCED MEASURES TO PROMOTE THE
SAFETY AND WELL-BEING OF LEARNERS AND PERSONNEL DURING
PERIODS OF EXTREME HEAT AND HIGH HEAT INDEX**

To:

Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
School DRRM Coordinators
School Health Personnel
All Teaching and Non-Teaching Personnel
All Others Concerned

I. RATIONALE

The Department of Education recognizes that extreme heat and elevated heat index levels may adversely affect the health, safety, attendance, concentration, and learning performance of learners and may likewise expose teachers and other school personnel to heat-related illnesses.

In view of the prevailing and potentially increasing occurrence of extreme heat conditions, the Schools Division of Northern Samar hereby institutes enhanced preventive and responsive measures to **ensure that the protection of learners and personnel remains paramount while maintaining learning continuity.**

These measures are anchored on DepEd policies on class suspension and learning continuity, **including DepEd Order No. 22, s. 2024**, and subsequent DepEd directives on heat-index safety measures. DepEd has emphasized localized assessment and timely intervention when environmental conditions threaten the health and safety of the school community.

II. OBJECTIVES

This Memorandum aims to:

1. protect learners, teachers, and non-teaching personnel from heat-related illnesses;
2. establish preventive measures against excessive heat exposure in schools;
3. strengthen school-level monitoring of heat index and heat-related incidents;
4. ensure adequate hydration, ventilation, rest, and access to immediate first aid;
5. provide clear protocols for modifying learning activities during extreme heat; and
6. ensure learning continuity whenever face-to-face classes become unsafe.



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III. GENERAL POLICY

All schools shall adopt a **“Safety First, Learning Continuity Always”** approach.

The conduct of face-to-face classes and school activities shall be continuously assessed based on actual local conditions, PAGASA advisories, classroom environmental conditions, learner vulnerability, and the capacity of the school to provide a safe learning environment.

There shall be no automatic suspension solely on the basis of a heat-index reading. Decisions shall be guided by applicable DepEd policies and localized assessment. School heads shall exercise their authority and responsibility to protect learners and personnel when extreme heat conditions pose a risk to health and safety, consistent with existing DepEd rules.

IV. MANDATORY PREVENTIVE MEASURES

All school heads shall ensure the following:

A. Hydration and Cooling

1. Ensure the availability of **safe and potable drinking water** throughout the school day.
2. Encourage learners and personnel to drink water regularly, even before they feel thirsty.
3. Establish or maintain accessible **hydration stations**.
4. Permit reasonable hydration breaks during learning sessions.
5. Make available cold or cool water, wet towels, cooling packs, and other appropriate cooling measures whenever feasible.

B. Classroom Ventilation

Schools shall:

1. maximize natural ventilation by opening windows and doors where safe;
2. remove unnecessary obstructions that restrict airflow;
3. ensure that electric fans and other cooling devices are functional;
4. avoid overcrowding of classrooms whenever practicable; and
5. identify cooler and adequately ventilated spaces that may temporarily serve as learning or resting areas.

DepEd's national guidance has specifically emphasized improved ventilation, hydration stations, flexible scheduling, and additional rest/hydration breaks during extreme heat.

C. Modification of Activities

School heads and teachers shall:

1. suspend, postpone, reschedule, or modify strenuous outdoor activities during periods of excessive heat;
2. avoid prolonged exposure to direct sunlight;
3. transfer outdoor activities indoors whenever a safe and suitable space is available;
4. provide additional rest periods when necessary; and
5. ensure that Physical Education, sports, field activities, drills, assemblies, and similar activities are appropriately adjusted according to prevailing conditions.



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D. Learner Health Monitoring

Teachers and school health personnel shall be alert to signs and symptoms of heat-related illness, including:

- excessive sweating;
- headache;
- dizziness or faintness;
- weakness or unusual fatigue;
- muscle cramps;
- nausea or vomiting;
- rapid pulse;
- confusion or unusual behavior; and
- hot, flushed skin or loss of consciousness.

Any learner showing signs of heat exhaustion or possible heatstroke shall be **removed immediately from heat exposure and referred for appropriate first aid and medical evaluation.**

V. HEAT INDEX MONITORING

School heads shall ensure daily monitoring of:

- PAGASA heat-index forecasts and advisories;
- actual school and classroom conditions;
- availability of water;
- classroom ventilation;
- learner attendance and health complaints; and
- reported heat-related incidents.

The School DRRM Coordinator, School Health Personnel, and designated school personnel shall assist the School Head in documenting and reporting heat-related incidents.

Particular attention shall be given to **kindergarten learners, young children, learners with disabilities, learners with medical vulnerabilities, athletes, and other learners who may be more susceptible to heat stress.**

VI. FLEXIBLE LEARNING ARRANGEMENTS

When heat conditions significantly affect the safety and effectiveness of face-to-face learning, schools may implement appropriate measures consistent with existing DepEd policies, including:

1. adjustment of class schedules;
2. shortened or modified heat-exposed activities;
3. temporary shift to appropriate **Alternative Delivery Modes (ADM)**;
4. asynchronous learning activities;
5. printed learning materials and performance-based tasks; and
6. other appropriate learning-continuity arrangements.

DepEd has previously encouraged flexible schedules such as early-morning or later-afternoon sessions in areas affected by extreme heat, together with ADM when necessary.



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Where the localized assessment indicates that continued full in-person classes may pose a significant health and safety risk, the **School Head, through the concerned Public Schools District Supervisor/District Head, shall formally request from the Schools Division Superintendent (SDS) the approval to implement an appropriate Flexible Learning Arrangement (FLA).**

The request shall, whenever practicable, indicate:

1. the current and forecasted heat index in the locality;
2. the prevailing classroom and school-site conditions, including ventilation and availability of potable drinking water;
3. the number and grade levels of affected learners and personnel;
4. the specific health and safety risks identified;
5. the proposed duration of the Flexible Learning Arrangement;
6. the proposed learning delivery modality and activities;
7. the measures to ensure learning continuity and prevent or minimize learning loss; and
8. such other relevant information as may be required by the Schools Division Office.

The **Public Schools District Supervisor/District Head shall evaluate and endorse the request** to the Schools Division Superintendent, taking into consideration the localized conditions, available learning modalities, learner and personnel safety, and applicable DepEd policies and directives.

Upon approval by the SDS, the School Head shall implement the authorized Flexible Learning Arrangement and ensure that learners, parents/guardians, teachers, and concerned personnel are properly informed of the arrangement.

The implementation of the Flexible Learning Arrangement shall be temporary, responsive to the prevailing conditions, and subject to continuing assessment. The School Head shall recommend the resumption of regular in-person classes when conditions have sufficiently improved, subject to applicable DepEd policies and the approval or authority required under existing regulations.

Nothing in this provision shall be construed as limiting the authority of the appropriate DepEd officials under **DepEd Order No. 022, s. 2024, Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies**, or subsequent issuances, particularly in circumstances requiring immediate action to protect the health and safety of learners and personnel.

VII. CLASS SUSPENSION

Class suspension shall be governed by the prevailing DepEd policies on class and work suspension, including **DepEd Order No. 22, s. 2024**, and subsequent issuances.

School heads shall continuously assess the actual situation in their respective schools and shall take appropriate action when extreme heat poses an imminent risk to learners and personnel, consistent with their authority under existing DepEd policies.

When in-person classes are suspended, the School Head shall ensure the immediate implementation of an appropriate learning-continuity arrangement.



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The suspension of face-to-face classes shall not automatically mean the suspension of learning.

VIII. RESPONSIBILITIES

A. School Heads

School Heads shall:

1. lead the school's heat-safety response;
2. monitor local heat conditions;
3. ensure availability of water and appropriate cooling measures;
4. ensure adequate classroom ventilation;
5. modify or suspend activities when necessary;
6. communicate promptly with parents and guardians;
7. coordinate with the LGU, RHU, MDRMO/CDRRMO, and other concerned agencies when necessary;
8. document heat-related incidents; and
9. ensure learning continuity during modified learning arrangements.

B. Teachers

Teachers shall:

1. monitor learners for signs of heat stress;
2. provide reasonable hydration and rest breaks;
3. modify classroom activities when necessary;
4. avoid unnecessary heat exposure;
5. immediately report heat-related incidents to the School Head or health personnel; and
6. maintain appropriate learning continuity during ADM or other flexible arrangements.

C. School Health Personnel

School health personnel shall:

1. provide first aid and initial assessment;
2. maintain records of heat-related health incidents;
3. coordinate referrals to appropriate health facilities;
4. provide health education on heat-related illness prevention; and
5. coordinate with the Rural/City Health Office when necessary.

D. School DRRM Coordinators

The School DRRM Coordinator shall:

1. assist in heat-index monitoring;
2. integrate heat-related risks into the school's DRRM mechanisms;
3. support emergency preparedness and response;
4. maintain appropriate incident documentation; and
5. coordinate with the Division DRRM Office.



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IX. PARENT AND COMMUNITY ENGAGEMENT

Parents and guardians shall be regularly informed of:

- prevailing heat conditions;
- school safety measures;
- symptoms of heat-related illnesses;
- hydration and appropriate clothing;
- changes in class schedules; and
- alternative learning arrangements.

Schools are encouraged to coordinate closely with **Local Government Units, Municipal/City Health Offices, MDRRMC/CDRRMC, barangay officials, and other partners** to strengthen localized heat-risk response.

X. NORTHERN SAMAR-SPECIFIC IMPLEMENTATION

Given the geographical and climatic conditions of Northern Samar, School Heads are directed to undertake **school-specific heat-risk assessment**, particularly in schools with:

- poorly ventilated classrooms;
- limited water supply;
- inadequate electrical capacity;
- classrooms with direct exposure to sunlight;
- large class sizes;
- limited shaded areas; and
- learners who may require additional health protection.

Schools shall prioritize **low-cost, immediate interventions** such as opening windows, improving airflow, providing drinking water, creating shaded areas, rearranging learning spaces, scheduling outdoor activities during cooler periods, and establishing designated cooling/rest areas.

XI. REPORTING

All School Heads shall immediately report significant heat-related incidents involving learners or personnel to the Public Schools District Supervisor and the Division DRRM/School Health and Nutrition Unit, following existing reporting mechanisms.

The Division Office shall consolidate reports and provide appropriate technical assistance and intervention to schools requiring support.

XII. COMPLIANCE

All concerned are directed to **strictly comply with this Memorandum** and all existing DepEd policies and directives on learner safety, health, disaster risk reduction, class suspension, and learning continuity.

School Heads are reminded that **the protection of life, health, safety, and dignity of every learner shall remain the foremost consideration in every decision involving extreme heat conditions.**



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XIII. CONTINUING VALIDITY OF OTHER ISSUANCES

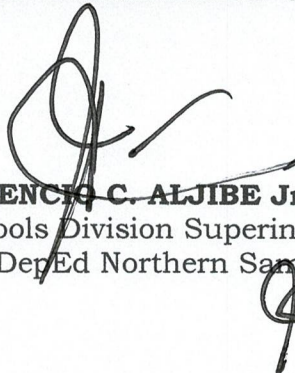
Nothing in this Memorandum shall be construed as modifying, repealing, or superseding existing national, regional, or division issuances on class and work suspension, occupational safety and health, child protection, emergency preparedness, learning continuity, and related matters.

In case of conflict, the latest and controlling DepEd issuances or directive shall prevail.

XIV. EFFECTIVITY

This Memorandum shall take effect immediately upon issuance and shall remain in force unless modified, superseded, or revoked by subsequent issuance.

All concerned are directed to ensure its **immediate dissemination and strict compliance.**


GAUDENCIO C. ALJIBE Jr., CESO V
Schools Division Superintendent
DepEd Northern Samar



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Annex _____

**SCHOOL REPORT ON EXTREME HEAT CONDITIONS
AND REQUEST FOR APPROVAL OF FLEXIBLE LEARNING ARRANGEMENT**

Date: _____

I. SCHOOL INFORMATION

Name of School: _____
School ID: _____
District: _____
Municipality: _____
School Head: _____
Contact Number: _____

Public Schools District Supervisor/District Head:

II. EXTREME HEAT / HEAT INDEX INFORMATION

Particular	Information
Date of Observation	_____
Time of Observation	_____
PAGASA Heat Index	_____ °C
Heat Index Classification	☐ Caution ☐ Extreme Caution ☐ Danger ☐ Extreme Danger
Weather Condition	☐ Sunny ☐ Partly Cloudy ☐ Cloudy ☐ Other: _____
Source of Information	☐ PAGASA ☐ Local Observation ☐ Other: _____
Forecasted Heat Index	_____ °C
Expected Duration	_____

Attach a screenshot/printout of the relevant PAGASA heat-index forecast/advisory.



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telephone Nos: (055) 500 1020
Email Address: northernsamar@deped.gov.ph
Division Official Website: <https://northernsamar.deped.gov.ph>

III. SCHOOL CONDITIONS AND RISK ASSESSMENT

Please indicate the prevailing conditions:

Indicator	Yes	No	Remarks
Adequate classroom ventilation	☐	☐	
Functional electric fans/ventilation equipment	☐	☐	
Adequate potable drinking water	☐	☐	
Sufficient shaded/cooling areas	☐	☐	
Classrooms experiencing excessive heat	☐	☐	
Learners experiencing heat-related discomfort	☐	☐	
Personnel experiencing heat-related discomfort	☐	☐	
Outdoor activities affected	☐	☐	
Physical education/sports activities affected	☐	☐	
Other heat-related concerns	☐	☐	

IV. AFFECTED LEARNERS AND PERSONNEL

A. Learners

Grade Level	No. of Learners	No. Potentially Affected	Remarks
Kindergarten			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
TOTAL			

B. Personnel

Category	Total Personnel Potentially Affected	Remarks
Teaching Personnel		
Non-Teaching Personnel		
TOTAL		

V. HEALTH AND SAFETY INCIDENTS

Indicate whether any heat-related health concerns have been reported:

- ☐ None
- ☐ Yes — indicate details below:

Date/Time	Learner/Personnel	Grade/Position	Symptoms/Incident	Action Taken	Referred to Health Facility
_____	_____	_____	_____	_____	_____

VI. MEASURES ALREADY UNDERTAKEN

Please check all measures implemented:

- ☐ Increased availability of drinking water
- ☐ Additional hydration breaks
- ☐ Improved classroom ventilation
- ☐ Use of electric fans/ventilation equipment
- ☐ Transfer to a cooler/ better-ventilated classroom
- ☐ Cancellation/postponement of outdoor activities
- ☐ Modification of physical activities
- ☐ Adjustment of class activities/schedules
- ☐ Provision of shaded/rest areas
- ☐ Health monitoring of learners and personnel
- ☐ Coordination with Barangay/LGU/RHU/MDRRMO
- ☐ Parent/guardian notification
- ☐ Other measures: _____

Narrative of interventions undertaken:

VII. ASSESSMENT AND JUSTIFICATION FOR FLEXIBLE LEARNING ARRANGEMENT

Based on the school's assessment of the prevailing and forecasted heat conditions, the School Head determines that:

- ☐ Regular in-person classes may continue with enhanced heat-safety measures.
- ☐ Certain activities should be modified, postponed, or suspended.
- ☐ A **Flexible Learning Arrangement (FLA)** is recommended.

☐ Other intervention: _____

Basis for the Recommendation

The proposed Flexible Learning Arrangement is necessary to protect the health and safety of learners and personnel while maintaining learning continuity.

VIII. PROPOSED FLEXIBLE LEARNING ARRANGEMENT

Proposed period: From _____ to _____

Proposed modality:

- ☐ Modular Distance Learning
- ☐ Online/Virtual Learning
- ☐ Blended Learning
- ☐ Take-home Learning Activities
- ☐ Asynchronous Learning Activities
- ☐ Other DepEd-authorized modality: _____

Proposed Schedule

Date	Grade/Section	Proposed Arrangement	Learning Activities	Teacher/Personnel Responsible
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Measures to Ensure Learning Continuity

Measures to Minimize Learning Loss

IX. COMMUNICATION AND COORDINATION PLAN

The school shall inform and coordinate with:

- ☐ Learners
- ☐ Parents/Guardians
- ☐ Teachers
- ☐ Non-Teaching Personnel
- ☐ PTA
- ☐ Barangay/LGU
- ☐ Rural Health Unit/Health Office
- ☐ District Office
- ☐ Other stakeholders: _____

Means of communication:

- ☐ Official school communication
- ☐ SMS/Text
- ☐ Parent/Teacher Group Chat
- ☐ School Facebook Page
- ☐ Written Notice
- ☐ Other: _____

X. RECOMMENDATION OF THE SCHOOL HEAD

In view of the foregoing circumstances, I respectfully recommend the adoption of the proposed **Flexible Learning Arrangement** for the above-mentioned period in order to protect the health, safety, and well-being of learners and personnel while ensuring continuity of learning.

The school commits to comply with all applicable DepEd policies and to monitor the implementation of the arrangement.

Prepared and Recommended by:

SCHOOL HEAD

Name: _____

Date: _____

XI. DISTRICT EVALUATION AND ENDORSEMENT

After evaluation of the school's report and supporting documents, the undersigned:

- ☐ **RECOMMENDS APPROVAL** of the proposed Flexible Learning Arrangement.
- ☐ **DOES NOT RECOMMEND APPROVAL** of the proposed Flexible Learning Arrangement.
- ☐ **RECOMMENDS MODIFICATION**, as follows:

Name of PUBLIC SCHOOLS DISTRICT SUPERVISOR / DISTRICT HEAD
District: _____
Date: _____

XII. ACTION OF THE SCHOOLS DIVISION SUPERINTENDENT

- ☐ **APPROVED** the proposed Flexible Learning Arrangement.
- ☐ **APPROVED WITH MODIFICATIONS**, as follows:

- ☐ **NOT APPROVED**, for the following reason/s:

GAUDENCIO C. ALJIBE, JR., PhD, CESO V

Schools Division Superintendent

Date: _____

XIII. ATTACHMENTS

- ☐ PAGASA heat-index forecast/advisory
- ☐ Photographs of classroom/school conditions
- ☐ School heat-risk assessment
- ☐ List of affected learners/personnel

- ☐ Proposed FLA schedule
- ☐ Learning continuity plan/activities
- ☐ Documentation of health-related incidents, if any
- ☐ Other relevant supporting documents: _____