Republic of the Philippines
Region 1
SCHOOLS DIVISION OFFICE
Dagupan City

Division Memorandum No. _67_ ,s. 2018

MEMO TO	:	**All Public Elementary and Secondary Schools** **All School Heads & School DRRM Coordinators** **All concerned**
FROM	:	**LORNA G. BUGAYONG, CESO VI** Schools Division Superintendent
SUBJECT	:	**SCHOOL SUBMISSION OF COMPREHENSIVE SCHOOL SAFETY INITIATIVES THROUGH CSS TOOL: BASELINE (2017) AND TARGET (2018-2020)**
DATE	:	**6 MARCH 2018**

1. The Department of Education submits report to NDRRMC re: DRRM/School Safety as a member of the said council and in accordance with RA10121 which reflect the country's' commitment to the Sendai Framework DRR (SFDRR) and to the global Comprehensive School Safety Framework (CSSF).

2. The use of the Comprehensive School Safety Monitoring Tool was included in the Division DRRM Training last August 2017 (held at DTC), and all School Heads & SDRRMCs (participants) were oriented and were given both hard and e-copy (in CD). This monitoring tool aims to:

   a) Establish the comprehensive baseline with respect to the implementation of the 3 Pillars of DepEd's Comprehensive DRRM in Education Framework (DO37, s. 2015).
   b) Set the school's DRRM targets for 3 years, based on the baseline; and
   c) Track the annual progress of the school with respect to its targets;

3. In view of this, we are tasked to come up with the baseline data needed, subject for DRRM assessment and analysis in preparation for the much needed intervention in School DRRM implementation, particularly the 2017 baseline and 2018-2020 target, which is due on March 30, 2018 to the RO/CO DRRMS Office.

4. Schools are required to fill-up the CSS Monitoring Tool with the School DRRM Committee and submit it to the Division office.

5. All signed reports (scanned & e-copies) should be submitted to the Division thru e-mail: **marjorie.rodriguez001@deped.gov.ph** **on or before March 28, 2018** for consolidation, assessment and analysis prior to submission to RO/CO.

6. Meanwhile, all supporting documents shall be compiled and shall be included in the (School DRRM Portfolio), validation of which shall be in April 2018. While the validation for CSS 2018 progress shall be Quarter 4 this year.

7. **For your information, guidance and strict compliance.**

COMPREHENSIVE SCHOOL SAFETY MONITORING TOOL

This school level Comprehensive School Safety Monitoring Tool is aligned with the Sendai Framework for DRR (SFDRR) and the global Comprehensive School Safety Framework (CSSF) developed by the UN International Strategy for Disaster Reduction (UNISDR). As a signatory to the SFDRR, the Philippine Government is expected to report to the UNISDR its accomplishment in implementing the SFDRR. In line with this, the Department of Education is required to record its accomplishment in implementing Disaster Risk Reduction and Management (DRRM)/School Safety to the National DRRM Council (NDRRMC) as a member of the said council, and in accordance to RA 10121 (Philippine DRRM Act of 2010) which reflects the country's commitment to SFDRR.

This Monitoring Tool aims to: 1) establish the baseline with respect to the implementation of the 3 Pillars of DepEd's Comprehensive DRRM in Education Framework (Do 37, s. 2015); 2) Set the School's DRRM targets for 3 years, based on the baseline; and, 3) Track the annual progress of the school with respect to its targets.

This is primarily for the use of the School DRRM Team whose members are expected to facilitate the completion of this monitoring tool. The Head of the SDRRM Team shall submit the completed forms with the signature of the School Head to the Division DRRM Coordinator. The Division DRRM Coordinator is expected to orient the SDRRM Team on how this tool is going to be filled-up, monitor the completion of schools and consolidate the results of all schools using the template also provided by the DRRMS. The consolidated results shall be submitted by the Division DRRM Coordinator to the DRRMS Central Office in _____ of the current school year.

The 1st column indicates the particular Priority for Action in the SFDRR that are related to the Targets of the global CSSF in the 2nd column. The 3rd column indicates DepEd's Comprehensive School Safety indicators at the school level that are related to columns 1 and 2. The school level DepEd indicators are based on the Department's Disaster Risk Reduction and Management (DRRM) policies and the School DRRM Manual (SDRRM). The 4th column sets the baseline of the school with respect to DepEd's indicators in the 3rd column. The 5th column sets the targets/plans of the school based on its baseline. The remaining columns will be accomplished by the school on an annual basis to indicate progress against the targets set for 3 years.

Name of Head/Focal Person of School DRRM Team: _____ Designation: _____

Name of School: _____

School ID: _____ _____ Municipality/City: _____

Name of the Division DRRM Coordinator: _____ Division: _____

Date the Division DRRM Coordinator Oriented the SDRRM Team: _____ Region: _____

ENABLING DEPARTMENT									
Related Sendai Framework for DRR (SFDRR)	Global Comprehensive School Safety (CSS) TARGETS		DepEd DRRMS CSS INDICATORS (Based on DepEd's DRRM Policies and School DRRM Manual)	SCHOOL LEVEL	BASELINE (2017)	TARGETS/ PLANS	PROGRESS (2018)	PROGRESS (2019)	PROGRESS (2020)
Priority for Actio	Legal Frameworks & Policies	A.1	School has existing policies relating to DRRM in education/school safety	NO OF POLICIES ADOPTED AND IMPLEMENTED BY THE SCHOOL; OTHER POLICIES RELATED TO SCHOOL SAFETY					
Priority for Actio	Organizational arrangements, leaderships, and coordination for risk reduction and resilience is established by senior mangement, and includes designated focal points responsible at all levels.	A.2.1	Designated School DRRM Focal Person	NO OF SDRRM COORDINATOR PER SCHOOL, IF LARGE SCHOOLS/INTEGRATED ELEM AND HIGH SCHOOL LEVEL					
		A.2.2	Formed School DRRM Team (state if you have tapped the SGC or SPT; state of composition of SDRRM Team)	NO OF DRRM TEAMS PER SCHOOL; IF LARGE SCHOOLS/INTEGRATED ELEM AND HIGH SCHOOL LEVEL					
		A.2.3	SDRRM Team are knowledgeable and able to execute their tasks in accordance to role of schools as per DO 21, s. 2015	ANSWERABLE BY 'YES' OR 'NO'					
		A.2.4	School DRRM Focal Person and School Head and other officials know how to manage information at any phase of the disaster	ANSWERABLE BY 'YES' OR 'NO'					

Priority for Action	A comprehensive approach to school safety, is the foundation for integrating risk reduction and resilience into DRRM.	A.3.1	Translated national and regional policies into a comprehensive School DRRM Plan	ANSWERABLE BY 'YES' OR 'NO'						
		A.3.2	Integrated DRRM into the Enhanced School Improvement Plan (E-SIP)	ANSWERABLE BY 'YES' OR 'NO'						
Priority for Action	Funding is in place to reduce education sector risks	A.4.1	Regular DRRM activities are supported by school budget	ANSWERABLE BY 'YES' OR 'NO'						
		A.4.2	Education in emergencies and/or other funding sources exist and can be drawn upon in cases of disasters	ANSWERABLE BY 'YES' OR 'NO'						
		A.4.3	Partnerships that can be tapped for support on DRRM, including during and	ANSWERABLE BY 'YES' OR 'NO'						
Priority for Action	Child-centered Risk Assessment is in place at all levels in the education sector	A.5.1	Conducted student-led school watching and hazard mapping (DO 23, s. 2015)	ANSWERABLE BY 'YES' OR 'NO'						
		A.5.2	Incorporated results of student-led school watching and hazard mapping in the	ANSWERABLE BY 'YES' OR 'NO'						
		A.5.3	Incorporated results of student-led school watching and hazard mapping in the community hazard maps of LGUs provided by DOST	ANSWERABLE BY 'YES' OR 'NO'						
		A.5.4	School Planning Team have linked the community hazard maps with education	ANSWERABLE BY 'YES' OR 'NO'						
Priority for Action	Monitoring and Evaluation for CSS is underway	A.6.1	Data collection and consolidation on programs and activities on DRRM covering the 3 Pillars to monitor results and impact exist., AS INDICATED IN THEIR ACCOMPLISHMENT REPORT, TO MONITOR RESULTS AND IMPACTS EXIST	ANSWERABLE BY 'YES' OR 'NO'						
		A.6.2	indicator data of impacts of hazards of deaths, injuries, damage to education sector infrastructure, and long-term educational outcomes is systematically (72 HOURS) collected and submitted to the Central Office	ANSWERABLE BY 'YES' OR 'NO' BY EVIDENCE OF RADAR REPORTS/INCIDENT REPORT SUBMITTED						

Name of School Head:_____   Signature of School Head:_____

Date Signed and Approved: _____

			PILLAR 1: SAFE LEARNING FACILITIES						
Related Sendai Framework for DRR (SFDRR) Priorities	Global Comprehensive School Safety (CSS) TARGETS		DepEd DRRMS CSS INDICATORS (Based on DepEd's DRRM Policies and School DRRM Manual)	SCHOOL LEVEL	BASELINE (2017)	TARGETS / PLANS (2018-2020)	PROGRESS (2018)	PROGRESS (2019)	PROGRESS (2020)
	Every new school built is safe								
		1.1	Guidance and regulations on the following are followed:						
			safe school site selection	ANSWERABLE BY 'YES' OR 'NO'; REFERRED TO PHYSICAL FACILITIES					
Priority for Action 2	Guidance and regulations for safe school construction are in place		resilient design, and	ANSWERABLE BY 'YES' OR 'NO'; REFERRED TO PHYSICAL FACILITIES					
			resilient construction	ANSWERABLE BY 'YES' OR 'NO'; REFERRED TO PHYSICAL FACILITIES					
		1.2	New school construction is monitored for compliance with						
			safe school site selection	ANSWERABLE BY 'YES' OR 'NO'; REFERRED TO PHYSICAL FACILITIES					
Priority for Action 2	Safe school site selection, design and construction are monitored for compliance/enforcement by appropriate authorities		safe school design	ANSWERABLE BY 'YES' OR 'NO'; REFERRED TO PHYSICAL FACILITIES					
			safe school construction	ANSWERABLE BY 'YES' OR 'NO'; REFERRED TO PHYSICAL FACILITIES					
	Existing schools are being made safer, systematically								

Priority for Action 1	A systematic plan for assessment and prioritization for retrofit and replacement of unsafe schools has been developed, and is being implemented.	1.3.1 # of school buildings that has been inventd	# of school buildings that has been inventoried						
		1.3.2 # of school buildings with risk assessment	# of school buildings with risk assessment						
		1.3.3 # of unsafe school buildings identified	# of unsafe school buildings identified						
Priority for Action 3	The prioritization plan for upgrading of existing unsafe school buildings is being resourced and implemented.	1.4.1 Construction capacity and systems for monitoring and quality assurance exist	ANSWERABLE BY 'YES' OR 'NO'						
		1.4.2 Financial resources are allocated for completion of needed upgrading within a	ANSWERABLE BY 'YES' OR 'NO'						
		1.4.3 # of unsafe school buildings upgraded each year	NO OF UPGRADED SCHOOL BUILDINGS						
Priority for Action 3	Education authorities promote routine maintenance and non-structural mitigation for increased safety and protection of investments in public schools.	1.5.1 Conducted regular school inspection and maintenance of facilities conducted (state how often)	ANSWERABLE BY 'YES' OR 'NO'						
		1.5.2 Undertaken regular repair of minor classroom (including facilities) damages	ANSWERABLE BY 'YES' OR 'NO'						
		1.5.3 Roles and responsibilities for maintenance and non-structural mitigation are defined, documented and	ANSWERABLE BY 'YES' OR 'NO'						
		1.5.4 School Heads have allotted budget for routine maintenace of school facilities for safety and to protect investments, with transparent monitoring oversight at the school level	ANSWERABLE BY 'YES' OR 'NO'; SCHOOLS MUST REFLECT THE BUDGET						
Priority for Action 4	Planning is undertaken for limited use of schools as temporary shelters or collective centers, during the school year.	1.6.1 School Heads have identified those schools that are expected to be used as temporary evacuation centers for	ANSWERABLE BY 'YES' OR 'NO'						
		1.6.2 School Heads are clear with their roles and functions in camp management vis-a-	ANSWERABLE BY 'YES' OR 'NO'						

Name of School Head:_____   Signature of School Head:_____

Date Signed and Approved: _____

PILLAR 2: DISASTER RISK MANAGEMENT								
Related Sendai Framework for DRR (SFDRR) Priorities	Global Comprehensive School Safety (CSS) TARGETS	DepEd DRRMS CSS INDICATORS (Based on DepEd's DRRM Policies and School DRRM Manual)	SCHOOL LEVEL	BASELINE (2017	TARGETS/ PLANS (2018-2020)	PROGRESS (2018)	PROGRESS (2019)	PROGRESS (2020)
Priority for Action 4	Education authorities have national and sub-national plans for education sector risk reduction and management, with focus on safety and security, educational continuity, and protection of education sector investments.	2.1.1 School DRRM Plans include risk assessment, risk reduction, preparedness and education continuity in cases of disasters	ANSWERABLE BY 'YES' OR 'NO'					
		2.1.2 Planning processes include inputs from children/students	ANSWERABLE BY 'YES' OR 'NO'					
		2.1.3 School has necessary equipment (e.g. fire extinguisher, first aid kit) in the event of disaster	ANSWERABLE BY 'YES' OR 'NO'; INVENTORY ATTACHED					
		2.1.4 School has pre-identified spaces for putting up Temporary Learning Spaces/Shelters in the aftermath of disaster	ANSWERABLE BY 'YES' OR 'NO'					
		2.1.5 School has ready resumption strategies and alternative delivery modes to ensure education continuity	ANSWERABLE BY 'YES' OR 'NO'					
		2.1.6 School Head is familiar and able to submit RADaR to Central Office in a timely manner	ANSWERABLE BY 'YES' OR 'NO'					
		2.1.7 School ensures that students and their family have accomplished the Family Preparedness Plan together	ANSWERABLE BY 'YES' OR 'NO'; WITH MONITORING TOOL ATTACHED					
		2.1.8 School has established a school personnel tracking system/protocol in the event of disaster	ANSWERABLE BY 'YES' OR 'NO'; WITH ATTACHMENT					
		2.1.9 School has psychosocial interventions for personnel & students	ANSWERABLE BY 'YES' OR 'NO'					
		2.1.10 School has trained teachers to provide psychosocial support to students	ANSWERABLE BY 'YES' OR 'NO'; PROVIDE LIST OF TRAINED TEACHERS					
Priority for Action 4	Schools annually review school disaster risk reduction and management measures (e.g. as part of school-based management and/or school improvement)	2.2.1 School DRRM Plan and E-SIP with DRRM integration are reviewed annually	ANSWERABLE BY 'YES' OR 'NO'; ATTACHED COPY DRRM PLAN/SIP					
		2.2.2 Conducted Brigada Eskwela to ensure school safety preparedness measures are in place as per DO	ANSWERABLE BY 'YES' OR 'NO'; ATTACHED CHECK LIST					
		2.2.3 Students, teachers, parents and other stakeholders participated in Brigada Eskwela [ ] yes [ ] no	ANSWERABLE BY 'YES' OR 'NO'; ATTACHED F1-F4 FORMS					