



Republic of the Philippines  
Region I  
SCHOOLS DIVISION OFFICE  
Dagupan City



DIVISION MEMORANDUM


No. 112 s. 2018

To: All Concerned

From: **LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent

**RELEASED**  
DEFED  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_

*For and in the absence of the Schools Division Superintendent:*

  
**LOURDES D. SERVITO, Ed. D**  
Assistant Schools Division Superintendent

Re: **ANNUAL SCHOOL FIRE SAFETY INSPECTION 2018  
& FIRE SAFETY INSPECTION ORIENTATION**

PARTICULARS

1. To ensure the safety of our students and the premises of school to which we adhere to the highest degree, all school heads are hereby ordered to strictly enforce RA 9514 and its implementing rules on the matter of Fire Safety and Issuance Certificate and other clearances.
2. Hence, as part of the preparedness measure of the department, the division initiates the conduct of **ANNUAL SCHOOL/SDO FIRE SAFETY INSPECTION** to ensure that the fire safety requirements are strictly complied with.
3. This is in partnership with the Bureau of Fire Protection Dagupan City Station.
4. In view of this, a **FIRE SAFETY INSPECTION ORIENTATION** will be conducted on May 4, 2018 at the Division Training Center, at 9:30 in the morning. Please ensure that ALL School DRRM Coordinators and School Physical Facilities Coordinators will attend the said activity.
5. A copy of school fire safety inspection and intervention report shall be submitted to the Division through the Disaster Risk Reduction Management Service (c/o Ms. Marjorie Sinay-Rodriguez, Division DRRM Coordinator) on or before May 31, 2018.
6. As provided in RA 9514, this order is mandatory in nature and any violation committed by the responsible officials mentioned therein shall be given corresponding sanctions.
7. For strict compliance.

*Encl: Fire Safety Inspection Report Form.*



**FIRE SAFETY INSPECTION CERTIFICATION**

Instructional District: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 School Name: \_\_\_\_\_

This is to certify that the following documents for (Name of School), (District/City) are true and correct.

1. Photocopy of the latest inspection from the Bureau of Fire Protection.

Type of Building	Number of Classroom/s	Number of Fire Extinguisher/s	Condition of Fire Extinguisher/s each floor/building

This is to further certify that I read and am fully aware of the implementing rules and regulations of RA 9514. Any given violation on my part will result to my negligence as the head of the school.

(SIGNATURE OVER PRINTED NAME)  
(SCHOOL HEAD)