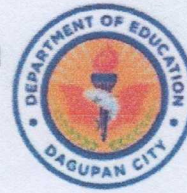


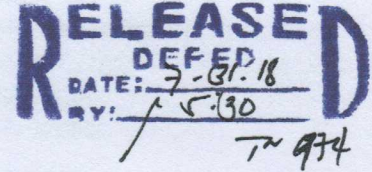


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region I  
SCHOOLS DIVISION OFFICE  
DAGUPAN CITY



Division Memo No. 275 s., 2018

TO: All Public and Private Schools  
All Concerned

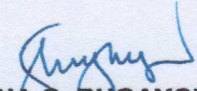



FROM: The Office of the Schools Division Superintendent

RE: SUBMISSION OF RAPID ASSESSMENT AND DAMAGES REPORT & SCHOOL CLEAN UP REPORT REQUIREMENTS

DATE: July 31, 2018

1. In view of the recent Typhoons which affected the Schools, the division reiterates the **submission of the Rapid Assessment & Damages Report (RADAR)** using the Radar 1 & 2 Template in view of the DO 21, s. 2015- Disaster Risk Reduction and Management Coordination and Information Management Protocol.
2. All public schools are instructed to submit the said **RADAR/CLEAN-UP REQUIREMENT** reports, supported by the necessary documentations (Summary of School Situation Report) from July 17, 2018 to July 31, 2018. Please include photos, list damaged equipment or learning materials/classrooms.
3. All reports should be duly signed by the School DRRM focal person and the School Head, and must be in A4 size coupon bond, A4 Folder with side label (SCHOOL NAME/ RADAR & CLEAN-UP REPORT), and with cover letter from the School head.
4. Please submit both hard-copy and e-copy to the division through the DRRM/EFU office, with e-mail: **marjorie.rodriquez001@deped.gov.ph, on/or before August 6, 2018.**
5. Attached is the Radar template/clean up requirements.
6. For your information, guidance and strict compliance.

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






**Department of Education**

**Revised Rapid Assessment of Damages Report 1 (RADaR 1) as of January 2015 School-Level Form**

Instructions to School Heads:

1. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
2. Send via text message (SMS) to Globe/Smart. The answers should be sent using the following format:  
**RADAR1,<Name of incident>,<EBEIS School ID>,<Incurred damages because of incident? (Yes/No)>,<Number of totally damaged classrooms>,<Number of classrooms with major damage>,<Number of classrooms with minor damage>,<Number of temporary learning spaces needed for resumption of classes>,<Number of deceased personnel>,<Number of injured personnel>,<Number of missing personnel>,<Number of displaced personnel>,<Number of classrooms used for evacuation of families>,<Are there still evacuees after three days? (Yes/No)>,<Full name of sender>,<Designation>**

For example: RADAR1,Luis,102121,No,0,0,0,0,0,0,0,0,0,0,Orville Benigno,HT RADAR1,Mayon Eruption,199991,No,0,0,0,0,0,0,0,4,4,Yes,Jose Garcia III,MT

**Send it to 0908-2630382 (Smart) or 0915-5153138 (Globe). Invalid text messages, and forms sent via e-mail or fax shall not be processed.** Kindly check the following before sending: (1) Only the answers are typed, no need to input questions; (2) No spaces between commas; and, (3) **RADAR1** and **SCHOOL ID** is indicated. By sending this form via SMS, please note that the sender is certifying that the information sent is true and accurate. Any inaccurate and incorrect information shall be the responsibility of the sender.

Instructions to Divisions:

A link to the consolidated RADaR shall be given to divisions so that they can check the RADaR1 data sent by school heads. Divisions are in-charge of ensuring all affected schools send RADaRs via SMS and shall be responsible for schools without reports. Only divisions with DepEd e-mail accounts can access and check the RADaR submissions of schools. For divisions without DepEd e-mail accounts, kindly inquire with your ICT Coordinators on how to register for a DepEd e-mail account.

For inquiries about this form, contact DRRMO at (02) 637-4933 and/or (02) 635-3764.

Division: Dagupan City

#	QUESTIONS	ANSWERS
1	<b>Name of incident</b> (Can be name of tropical cyclone, name of volcano or description of incident)	
2	<b>EBEIS SCHOOL ID</b>	
3	Incurred damages because of incident? (Indicate <b>Yes/No</b> only)	
4	<b>Number</b> of academic classrooms that are <b>totally</b> damaged (damaged academic classrooms that cannot be used)	
5	<b>Number</b> of academic classrooms with <b>major</b> damage (damaged academic classrooms needing major repair and cannot be repaired by school)	
6	<b>Number</b> of academic classrooms with <b>minor</b> damage (damaged academic classrooms needing minor repair that can all be repaired by school)	
7	<b>Number</b> of temporary learning spaces (TLS) needed for immediate class resumption	
8	<b>Number</b> of deceased DepEd teaching and non-teaching personnel	
9	<b>Number</b> of injured DepEd teaching and non-teaching personnel	
10	<b>Number</b> of missing DepEd teaching and non-teaching personnel	
11	<b>Number</b> of displaced DepEd teaching and non-teaching personnel	
12	<b>Number</b> of academic classrooms used for evacuation of families (all academic classrooms used since Day 1)	
13	Are there still evacuees after three days? (Indicate <b>Yes/No</b> only)	

By sending this RADaR via SMS, I hereby certify that the information sent is true and accurate.

(14) Full Name of sender \_\_\_\_\_ Date \_\_\_\_\_

(15) Designation of sender \_\_\_\_\_ Contact Number \_\_\_\_\_





**Department of Education**  
**Revised Rapid Assessment of Damages Report 2 (RADaR 2) as of January 2015**  
**School-Level Form**

Instructions to School Heads:

1. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
2. Send via text message (SMS) to Globe/Smart. The answers should be sent using the following format:  
**RADAR2,<Name of Incident>,<School ID>,<Number of damaged school furniture (armchairs)>,<Number of damaged copies of learning materials/textbooks used for instruction>,<Number of damaged sets of computer equipment used for instruction>,<Full name of sender>,<Designation>**

For example: RADAR2,Bush Fire,300461,23,45,0,Juan Dela Cruz  
 Jr,Principal RADAR2,Luis,102121,0,0,0,Orville Benigno,HT

Send it to 0908-8718053 (Smart) or 0915-2053244(Globe). Invalid text messages, and forms sent via e-mail or fax shall not be processed. Kindly check the following before sending: (1) Only the answers are typed, no need to input questions; (2) No spaces between commas; and, (3) **RADAR2** and **SCHOOL ID** is indicated. By sending this form via SMS, please note that the sender is certifying that the information sent is true and accurate. Any inaccurate and incorrect information shall be the responsibility of the sender.

Instructions to Divisions:

A link to the consolidated RADaR shall be given to divisions so that they can check the RADaR2 data sent by school heads. Divisions are in-charge of ensuring all affected schools send RADaRs via SMS and shall be responsible for schools without reports. Only divisions with DepEd e-mail accounts can access and check the RADaR submissions of schools. For divisions without DepEd e-mail accounts, kindly inquire with your ICT Coordinators on how to register for a DepEd e-mail account. **Divisions are advised to make the necessary detailed assessment for reports received under RADaR2.** They are also advised to send the consolidated detailed assessment to respective DepEd Offices (cc: drrmo@deped.gov.ph).

For inquiries about this form, contact DRRMO at (02) 637-4933 and/or (02)635-3764.

Division: \_\_\_\_\_

#	QUESTIONS	ANSWERS
1	<b>Name of incident</b> (Can be name of tropical cyclone, name of volcano or description of incident)	
2	<b>EBEIS SCHOOL ID</b>	
3	<b>Number</b> of damaged school furniture (armchairs) that needs to be replaced for use of learners ( <u>Additional information on damaged teachers' tables and chairs, tables and chairs for Kinder, and/or desktops shall be consolidated by respective divisions. Divisions shall endorse the detailed assessment to respective DepEd offices for proper intervention.</u> )	
4	<b>Number</b> of copies of learning materials/textbooks used for instruction that were damaged because of incident ( <u>Detailed information on number of copies needed for instruction per grade level and subject area shall be consolidated by respective divisions. Divisions shall endorse the detailed assessment to respective DepEd offices for proper intervention.</u> )	
5	<b>Number</b> of sets of computer equipment used for instruction that were heavily damaged because of incident ( <u>Detailed information on type of equipment damaged shall be consolidated by respective divisions. Divisions shall endorse the detailed assessment to respective DepEd offices for proper intervention.</u> )	

By sending this RADaR via SMS, I hereby certify that the information sent is true and accurate.

(6) Full Name of sender \_\_\_\_\_ Date \_\_\_\_\_

(7) Designation of sender \_\_\_\_\_ Contact Number \_\_\_\_\_



## Clean-Up Report Guidelines

### Checklist:

1. RADAR 1 & 2 REPORT (VIA TEXT MESSAGE)
2. RADAR 1 & 2 (HARD COPY, PLEASE SEE ABOVE TEMPLATE)
3. ATTACH SITUATION REPORTS ( BEST PHOTOS FLOODED SHOWING LEVEL OF FLOOD AND AFFECTED EQUIPMENTS/MATERIALS (DURING)
4. ATTACH LIST OF LEARNING MATERIALS DAMAGED
5. ATTACH LIST OF EQUIPMENTS (COMPUTER) DAMAGED, IF THERE ARE ANY
6. ATTACH PHOTOS OF DAMAGED LEARNING MATERIALS/EQUIPMENTS

### IF SCHOOL WAS USED AS EVACUATION CENTER, PLS ATTACHED THE FOLLOWING:

1. Indicate date of Encampment (Date/Time ng pagdating ng evacuees)
2. PHOTOS (EVAC CENTER/EVACUEES)
3. NO. OF FAMILIES
4. NO. OF INDIVIDUALS
5. NO. OF CLASSROOMS USED
6. PLEASE INDICATE ASSIGNED FOCAL PERSON IN THE SCHOOL DURING THE EVACUATION
7. Indicate Decampment (Date/Time ng pag-alis ng evacuees)

### CLEAN-UP Activities /Intervention

1. Photos of Clean-up Activities with Brief Description

ALL HARD COPY REPORTS SHOULD BE DULY SIGNED BY BOTH SDRRMC & SCHOOL HEAD TO BE BOTH SUBMITTED TO THE DIVISION (HARD COPY , A4 size, just stapled with cover letter, without folder -for compilation)

AND E-COPY @ [marjorie.rodriiguez001@dcped.gov.ph](mailto:marjorie.rodriiguez001@dcped.gov.ph)

Thank you and Godspeed!