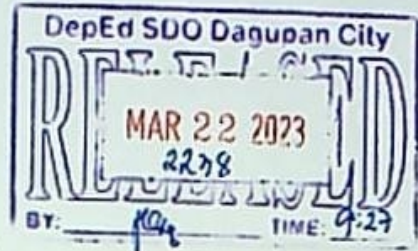




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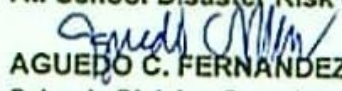
REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division  
Superintendent

Division Memorandum No. 116, 2023

MEMO TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
Division Disaster Risk Coordinator  
All School Disaster Risk Coordinators

FROM :   
AGUEDO C. FERNANDEZ, CESO V  
Schools Division Superintendent

SUBJECT : REITERATION ON THE OBSERVANCE OF FIRE  
PREVENTION MONTH and the CONTINUING FIRE SAFETY  
and AWARENESS PROGRAM

DATE : March 21, 2023

1. Anent the declaration of the month of March as Fire Prevention Month which is in accordance with Presidential Proclamation 115-A. As such, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk reduction and Management Service (DRRMS) would like to emphasize to all schools and DepEd offices the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program. This program was launched in schools via DepEd Order No. 72, s. 2012, with the aim of promoting fire safety awareness, prevention, and preparedness among school officials, personnel, staff, and learners nationwide.
2. In addition to the safety measures prescribed in DepEd Order No. 72, s. 2012 or the "Continuing Fire Safety and Awareness Program (FSAP)", all schools are directed to:
  - a. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
  - b. Attend fire safety education and training in coordination with the BFP in the locality.

Office of the Schools Division



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Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph





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- c. Ensure availability and functionality of fire safety equipment, fire alarm activation procedure and public address system;
  - d. Conduct quarterly fire and evacuation drills; and
  - e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in Joint Memorandum Circular by and between DepEd and Department of Interior and Local Government.
3. The DepEd Order No. 28, s 2016 or the *"Strengthening the Fire Safety and Awareness Program"*, contains provisions that outline the specific roles and responsibilities of all DepEd personnel at all levels, including the proper implementation of fire safety protocols, the conduct of regular fire drills and exercise, and the establishment of safety committees to oversee safety and security measures.
  4. The order emphasizes the need for continuous monitoring and evaluation of the program's effectiveness to identify areas for improvement and ensure that safety standards are met. In summary the attached DepEd Order No. 28, s. 2016 provides the comprehensive framework for the successful implementation of the Strengthening the Fire Safety and Awareness Program in all schools and DepEd Offices.
  5. In addition, DepEd Order No. 53, s. 2022 or the *"Mandatory Unannounced Earthquake and Fire Drills in Schools"*, underscores the importance of the fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. The order states that these drills should be done to ensure that students, teachers, and staff are prepared in case of a fire emergency. The reiteration of this policy is crucial in promoting safety within the school premises.
  6. For information, you may contact the Division DRRM Coordinator through email at [elvira.villamor@deped.gov.ph](mailto:elvira.villamor@deped.gov.ph)
  7. For information, guidance and strict implementation.



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**Annex A**

**Guidelines on the Submission of Reports on the Conduct of Fire Prevention Month  
Celebration**

All schools division office, and regional offices should follow the guidelines below:

**For Schools Division Offices**

1. The Division DRRM Coordinators must consolidate reports and pictures from School DRRM Coordinators, and shall accomplish the Reporting Template attached in Annex B. The Division DRRM Coordinators have the prerogative on the format or template and specific deadline for the schools to submit their report to the Division Office. The Division DRRM Coordinators are requested to select schools with best practices.
2. Consolidated reports and pictures must be submitted by the Division DRRM Coordinators only to respective Regional DRRM Coordinators copy furnished their respective Schools Division Superintendent.
3. The Division DRRM Coordinators shall keep a copy of the submitted report for future reference, as necessary.

**For Regional Coordinators**

1. The Regional DRRM Coordinators must consolidate reports submitted by the Division DRRM Coordinators and compile into one Google Drive or OneDrive, standard outline provided in Annex C.
3. The regional-level write-up together with the Google Drive or OneDrive link of the consolidated report, must be submitted by the Regional DRRM Coordinators to the DRRMS via email [drmo+dp@deped.gov.ph](mailto:drmo+dp@deped.gov.ph) copy furnished their respective Regional Directors not later than 31 March 2023 EOD.
4. Regional DRRM Coordinators should use the naming convention below for emails: [CY 2023 Fire Prevention Month Celebration] Report\_<Region>

In addition, the Regional DRRM Coordinators shall select schools or SDOs that exhibit best practices in the field. The selected schools or SDOs will be featured in the DRRMS final report which aims to showcase successful models of Fire Prevention implementation for others to learn from and replicate. It is a positive step towards encouraging and recognizing good practices in disaster preparedness and response, which can lead to more effective and resilient communities in the face of disasters.



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Annex B.

**Division Level Report on the Conduct of Fire Prevention Month**

I. Data on the conduct of Fire Prevention Month Celebration

Total no. of schools that conducted activities in relation to Fire Prevention Month		
No. of Learners Participated	Male	Female
Total No. of Elementary learners		
Total No. of Secondary learners		
Grand Total		
No. of Personnel Participated	Male	Female
Total No. of Elementary personnel		
Total No. of Secondary personnel		
Grand Total		

II. Documentation

Attach three (3) to five (5) photo documentation of activities conducted during Fire Prevention Month Celebration

Sample photo documentation:



*Caption: Describe the photo/s above in two (2) to three (3) sentences*

*Sample caption:*

*Pagasa Elementary School conducted various activities in observance of Fire Prevention Month, including fire safety drills and lectures on fire safety and prevention. These activities aimed to raise awareness of the importance of fire safety and prevention in the school community, promote a culture of safety, and ensure the readiness of school personnel, and learners in the event of a fire emergency.*



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The following guidelines is set for the photo documentation of activities during the conduct Fire Prevention Month Celebration in schools and DepEd Offices:

1. Photo of the activities during the conduct of Fire Prevention Month Celebration maybe used in information and communication materials of the Department, as may be requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face mask.
3. The recommended minimum specifications for photo documentation are as follows:
  - a. File format: JNG or PNG
  - b. Dimensions: 4:3 ratio or 16:9 ratio
  - c. Orientation: Landscape or Portrait



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