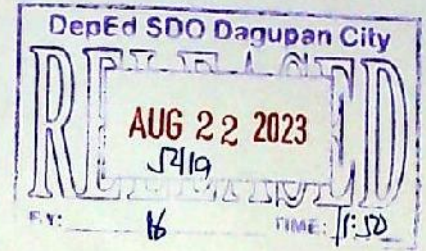




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 297 s. 2023

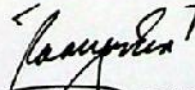

TO: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public School Principals/SIs (Elem/Secondary)
School Brigada Eskwela Coordinators
All others concerned

FROM: ROWENA C. BANZON, CESO V
Schools Division Superintendent

DATE: August 18, 2023

SUBJECT: Monitoring of Pre-Opening of classes Re: SGOD concerns

1. The Schools Division Office through the School Governance & Operations Division (SGOD) will conduct **Monitoring of Pre-Opening of classes Re: SGOD concerns on August 23-24, 2023.**
2. Below are the SGOD concerns:
 - School canteen
 - School Safety
 - Others
3. Attached is the list of SGOD monitoring team.
4. Immediate and widest dissemination of this memorandum is desired.


ROWENA C. BANZON, CESO V
Schools Division Superintendent 



Address: DepEd SDO, Burgos St., Dagupan City
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Republic of the Philippines
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REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

**Office of the Schools Division
Superintendent**

(Enclosure No. 1 to Division Memo No. ____s.2023)

LIST OF SGOD MONITORING TEAM

TEAM A Marissa O. Perez Gilliane Sable Paul Rovillos Jenny Trigue Assigned districts: District I-A District II-B	TEAM B Isagani Rosario Tatum Grace Manzano Elvira Villamor Marina Festejo Assigned districts: District III-C District III-B
TEAM C Vladimir C. Parayno Joann L. Jimenez Haydee Maiquez Ted Manaois Assigned districts: District II-A District III-A	TEAM D Mitchellene Rivo Irish Solis Noreen Vidal Glenn Basto Assigned district: District V
TEAM E Vicky Antonio Giovanni Arafiles Gloria Flores Jozanna Basto Christian Espiritu Assigned districts District IV-A District IV-B	

AS



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REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

**Office of the Schools Division
Superintendent**

**SGOD CONCERN MONITORING TOOL
SCHOOL CANTEEN**

Name of School _____

Date _____

I. Check the proper column and write significant remarks.

Readiness Indicators	Evident	Not Evident	Remarks
1. The school prohibits the selling of the following: ➤ Colored drinks/juices (softdrinks/soda) ➤ Junk foods ➤ candies			
2. The school is operated by ➤ School ➤ Cooperative			
3. Other observation			



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Republic of the Philippines
 Department of Education
 Region 1
SCHOOLS DIVISION OFFICE
 Dagupan City



MONITORING TOOL FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)

School: _____ School ID: _____
 School Head: _____ Date of Visit: _____
 Evaluator: _____ Quarter: _____

CRITERIA ON SCHOOL SAFETY AND DISASTER PREPAREDNESS	Evident	Not Evident	Remarks
I. SCHOOL DISASTER MANAGEMENT			
1. School site map/plan			
2. School Evacuation Plan/Site			
3. DRRM Info Wall or Info Board			
• Typhoon Preparedness			
• Earthquake Intensity / Magnitude			
• Class Suspension Guidelines			
• Rainfall Warning			
• Tsunami Warning			
• Storm Surge Warning (<i>for coastal schools</i>)			
• Drop, Cover, Hold			
• Stop, Drop, Roll			
4. Updated Emergency Hotlines			
• SDO Dagupan Emergency Hotlines			
• City Emergency Hotlines			
5. Proper markings/signages:			
• Entrance/Exit on every floor of the building			
• Directional Arrows			
• Slow Down, School Zone, Children Crossing			
• This School is a Peace Zone			
• Parking Area/s			
• Evacuation Area/s			
• Caution: On-going Construction (<i>if any</i>)			
• Keep Away: Damaged/Condemned Building/s			
6. Availability of Fire Suppression/s			
• Fire Extinguisher/s (<i>indicate how many units available</i>)			
• Pails of sand and water (<i>indicate the ratio per classroom</i>)			
• Others (<i>Please specify</i>)			
7. Disinfection (<i>if evident indicate the frequency</i>)			

CRITERIA ON SCHOOL SAFETY AND DISASTER PREPAREDNESS	Evident	Not Evident	Remarks
8. Prune trees			
9. Clean and clear drainage to prevent clogging			
10. Cable wires/ electrical wires are in place			
11. Unobstructed corridors and pathways			
12. Absence of sharp and protruding objects on pathways			
13. Establish and maintain early warning mechanisms in the school (<i>number of bell rings according to hazard; number of whistles as SOS code</i>)			
14. Identify alternative sources/ or maintain supply of drinking water			
15. Identification cards for learners, teachers and personnel with relevant information			
16. Data base of learners with contact details of their immediate family members/ relative/ guardians			
17. Coordinate with barangay officials on pedestrian safety of learners			
18. Document accidents experienced within the school by learners and personnel			
19. Secure and safely store vital school records			
20. Identify storage area for safekeeping of vital schools' records, textbooks, teaching manuals, computers and other school equipment			
I.A CLASSROOMS, LABORATORIES and OFFICES			
• DRRM Corner			
• Unobstructed classroom entrance/ exit routes			
• All doors are open during classes			
• Plants (<i>if any, limit to 4 pots only</i>)			
• Secure cabinets and drawers (heavy objects are below head level; or remove)			
• Post safety measures to be observed in laboratories, workshops, ICT rooms and other facilities requiring the same			
• First Aid Kits			
• Learners Kit			
• Teachers kit			
• Flashlights			
• Megaphones (<i>entire school</i>)			
• Other supplies necessary in cases of emergency			
II. DOCUMENTS			
• DRRM Plan			
• School Contingency Plan			
• SDRRM Committee and functions			
• DRRM included in the E-SIP			

CRITERIA ON SCHOOL SAFETY AND DISASTER PREPAREDNESS	Evident	Not Evident	Remarks
• Hazard Mapping			
• Fire Safety Certificate			
III. RELEVANT TRAININGS (indicate number of trained)			
• Psychological First Aid (PFA)			
• First Aid (FA)			
• Basic Life Support (BLS)			
• Cardio Pulmonary Resuscitation (CPR)			
• Basic Occupational Safety and Health (BOSH)			
• Fire Safety Training			
IV. HAZARDS ENCOUNTERED (indicate frequency of occurrence per Quarter)			
• Typhoon			
• Flooding			
• High Tide			
• Storm Surge			
• Earthquake			
• Tsunami			
• Fire			
• Others (Specify) _____			

BEST PRACTICE/S:

ISSUES, CONCERNS or CHALLENGES:

SUGGESTIONS and RECOMMENDATIONS:

Conformé:

Monitoring Official

School Head

Noted:

EDILBERTO R. ABALOS, EdD
Chief Education Supervisor, SGOD

DAMAGE ASSESSMENT FORM

NAME OF SCHOOL: _____
 REGION: _____
 DIVISION: _____
 MUNICIPALITY: _____

DATE OF VISIT: _____
 INSPECTED BY: _____
 INSPECTED BY: _____

Attachments: Site Development Plan and Photographs

Building Number	#1	#2	#3	#4	#5	#6	#7
Building Type							
Number of Storeys							
Total Number of Classrooms							
Classroom Dimension							
Classrooms still in use (Yes or No)							
Damaged by recent calamity (Yes or No)							
	Damage Ratio (%)				Damage Ratio (%)	Damage Ratio (%)	Damage Ratio (%)
COMPONENTS							
Roofing Sheets							
Ridge Roll							
Flashing							
Gutter							
Fascia Boards							
Purlins							
Trusses							
Ceiling Boards (Exterior)							
Ceiling Frame (Exterior)							
Ceiling Boards (Interior)							
Ceiling Frame (Interior)							
CHB Walls (Exterior)							
CHB Walls (Interior)							
Partition Wall (Boards)							
Partition Wall (Frame)							
Doors							
Windows (Front)							
Windows (Rear)							
Electrical Fixtures							
Electrical Wires							
Electrical Rough-ins							
Flooring							
Beams							
Columns							
AVERAGE DAMAGE RATIO							
	NUMBER OF CLASSROOMS (Affected by Recent Calamity)						
TOTALLY DAMAGED							
PARTIALLY DAMAGED (Major)							
PARTIALLY DAMAGED (Minor)							
FOR FURTHER INVESTIGATION							
IN-GOOD CONDITION							

	NUMBER OF CLASSROOMS (Not Affected by Recent Calamity)					
TOTALLY DAMAGED						
PARTIALLY DAMAGED (Major)						
PARTIALLY DAMAGED (Minor)						
FOR FURTHER INVESTIGATION						
IN-GOOD CONDITION						

DAMAGE ASSESSMENT RATIO

ASSESSMENT	AVERAGE DAMAGE RATIO	TECHNICAL DESCRIPTION
Totally Damaged	80% - 100%	1) When all applicable components are for Total Replacement OR 2) When estimated cost of repair exceeds the budget ceiling
Partially Damaged (Major)	10% - 79%	1) When all or several applicable components are needing Major Repair AND 2) When estimated cost of repair does not exceed the budget ceiling
Partially Damaged (Minor)	1% - 9%	1) When all or several applicable components are needing Minor Repair AND 2) When estimated cost of repair does not exceed 10% of the budget ceiling AND 3) No damage to columns, beams and exterior walls
For Further Investigation	10% - 79%	1) When there is damage to structural components like beams and columns AND 2) Applicable only to Gabaldon Buildings and buildings two storeys and above
In Good Condition	0%	1) When all applicable components have zero damage