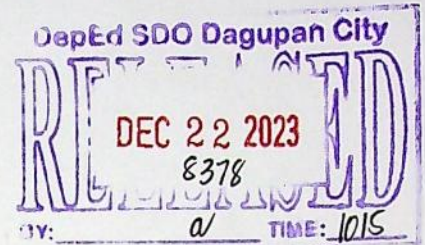


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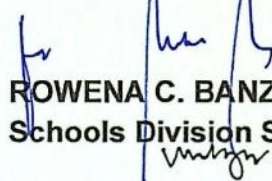
Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM NO. 466, 2023

MEMO TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD & CID  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
All SDO Dagupan Teaching and Non-Teaching Personnel

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

SUBJECT : SAFETY AND PREPAREDNESS MEASURES FOR THE 2023  
HOLIDAY SEASON- CHRISTMAS AND NEW YEAR

DATE : December 22, 2023

1. Pursuant to the Regional Memorandum No. 1359, series of 2023 dated December 21, 2023, and in accordance with the Regional Disaster Risk Reduction and Management Council 1 (RDRRMC1) Memorandum No. 30, series of 2023 dated December 20, 2023, **ALL schools and field offices** are directed to observe Safety and Preparedness Measures during the 2023 Holiday Season to ensure properties, learning materials and vital school records are secured from any possible occurrence of hazard.
2. For specific actions to be taken, refer to DepEd Memorandum No. 159 series of 2015.
3. For information and strict compliance.



Address: Burgos St., Poblacion Oeste, Dagupan City  
Telephone: (075) 653-4101  
Website: [depeddagupan.com](http://depeddagupan.com)  
email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



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SDO DAGUPAN CITY





Republic of the Philippines  
**Department of Education**

23 DEC 2015

DepEd MEMORANDUM  
No. **159**, s. 2015

**SAFETY AND PREPAREDNESS MEASURES DURING THE HOLIDAY SEASON**


To: Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) enjoins all schools and field offices to observe **Safety and Preparedness Measures During the Holiday Season**. This is to ensure that properties, learning materials and vital school records are secured from any possible occurrence of hazards (fire, typhoon, flood, among other calamities).
2. All schools and offices are advised to do the following:
  - a. Anchor the facilities built at ground level by guy wire to strengthen the stability of the structures;
  - b. Store learning materials, teachers' manuals, vital records and equipment (fax, laptops, photocopiers, TVs, VCRs, among other machines) in a safe place, preferably on an elevated room to ensure protection from rain or flood;
  - c. Turn off and unplug electrical equipment and appliances;
  - d. Ensure that windows and doors are locked, especially the storage rooms to protect the schools and offices from burglary;
  - e. Prepare the classrooms for possible use as evacuation centers and ensure that the staff-in-charge of the keys are accessible;
  - f. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property; and
  - g. Coordinate with parents living within the school vicinity for the monitoring of any situation concerning the school.
3. All are advised to keep updated on the weather condition for the proper exercise of precautionary measures.
4. All Disaster Risk Reduction and Management (DRRM) coordinators should maintain open communication with school officials for any needed assistance.
5. Immediate reporting of any untoward incident should be observed to provide necessary support.



6. This Memorandum supports the DepEd Order No. 83, s. 2011 entitled *Disaster Preparedness Measures for Schools* and DepEd Memorandum No. 41, s. 2015 entitled *Implementing Brigada Eskwela 2015*, which seek to mainstream the implementation of DRRM in the systems and processes of the Department at all levels.

7. Immediate dissemination of this Memorandum is desired.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

References:

DepEd Memorandum (No. 41, s. 2015)  
DepEd Order (No. 83, s. 2011)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
CALAMITY  
SCHOOLS

SMA, DM Safety and Preparedness Measures During the Holiday Season  
0809-December 18, 2015