



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City



May 10, 2017

DIVISION MEMORANDUM

No. 239 s. 2017

TO: Assistant Schools Division Superintendent
SGOD and CID Chief Education Program Supervisors
Division Education Program Supervisors/ Division Coordinators
Senior Division Education Program Specialists/ Education Program Specialist
Division Health Personnel/ Division Physical Facilities Personnel
All Others Concerned

SUBJECT: 2017 BRIGADA ESKWELA DIVISION MONITORING

1. Anchored on the theme: Isang Dep.Ed, Isang Pamayanan, Isang Bayanihan Para Sa Handa at Ligtas na Paaralan, Brigada Eskwela Division Monitoring 2017 will be conducted on May 15-21, 2017 in the different districts and schools of the Division of Negros Oriental.
2. In consonance with this, you are hereby directed to monitor the conduct of the said activities in your district/ school assignments and consultancy.
3. Transportation and travelling expenses relative to this activity shall be charged to Division MOOE / local funds subject to the usual accounting and auditing rules and regulations.
4. Please refer to the attached 2017 Brigada Eskwela Guidelines.
5. This memorandum serves as your travel order.
6. For compliance and widest dissemination.

SALUSTIANO T. JIMENEZ, CESO VI
OIC- Assistant Regional Director
Concurrent Schools Division Superintendent

5/10/17

11 MAY 2017



BRIGADA ESKEWELA 2017
SCHOOL SAFETY AND PREPAREDNESS GUIDE

DISTRICT: _____

Name of School: _____

Name of School Head: _____

Date: _____

Situation: (Please check all that applies)

AREAS	REMARKS <i>Comments</i> / <i>Suggestions/ Recommendations</i>
I. Safe Learning Facilities	
<input type="checkbox"/> Facilitate the assessment of school electrical system to make necessary repairs and /or upgrades to prevent fire accident.	
<input type="checkbox"/> Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc.	
<input type="checkbox"/> Install appropriate and available fire suppression equipment or resources such as fire extinguishers water source, and other indigenous materials.	
<input type="checkbox"/> Make sure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to students are removed.	
<input type="checkbox"/> Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.	
<input type="checkbox"/> Cordon off and past safety signage for on-going constructions, unfinished, damaged and condemned buildings.	
<input type="checkbox"/> Secure cabinets and drawers and ensure that heavy objects are below head level.	
<input type="checkbox"/> Post safety measures in laboratories and workshops.	
<input type="checkbox"/> Prepare an evacuation/ exit plan and directed signage on every floor of the building.	
<input type="checkbox"/> Identify evacuation areas and classrooms that can be used as temporary shelters during disasters and emergencies.	
<input type="checkbox"/> Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.	
II. School Disaster Management	
<input type="checkbox"/> Post a directory of emergency contact number of relevant government agencies and offices, in various areas of the school.	

○ Establish early warning mechanism and inform all students and personnel on this.	
○ Equip school with first aid, kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed.	
○ Identify alternative sources and/ or maintain supply of drinking water within the school.	
○ Ensure that students, teachers, and personnel have identification cards with relevant information.	
○ Create database of student and their family contact details.	
○ Secure vital school records and store in safe locations.	
○ Coordinate with barangay officials on pedestrian safety of students.	
○ Document accidents experienced by students and personnel within the school to improve prevention and mitigation measures.	
III. Disaster Risk Reduction Education	
○ Identify a storage area for safekeeping of vital schools records, textbooks, teaching manuals, computers, and other school equipment.	
IV. Stakeholders Engagement Strategy	
A. Provincial Government Units	
○ Coordinate with DepEd division offices.	
○ Secure a copy of the school preparedness checklist.	
○ Convene LSB to identify possible support on school preparedness.	
○ Mobilize local support through the business sector, philanthropies, academe and local organization to assist school's preparations for class opening.	
B. Municipal / City Government Units	
○ Coordinate with DepEd divisions/district offices.	
○ Secure a copy of the school preparedness checklist.	
○ Convene LSB to identify possible support on school preparedness.	
○ Mobilize local support through the business sector, philanthropies, academe and local organization to assist school's preparations for class opening.	
C. Barangay Government Units	
○ Coordinate with nearby elementary and / or secondary school.	
○ Participate in school preparatory meetings for BRIGADA ESKWELA.	
○ Mobilize local assistance to support a school preparedness strategies.	
○ Secure a copy of the school preparedness checklist.	

○ Support the school preparedness strategies.	
○ Assist schools in establishing an early warning system.	
D. Private Partners	
○ Coordinate with DepEd division or district or school.	
○ Secure a copy of the school preparedness checklist.	
○ Provision of emergency kits/bags for students, teachers, schools, teacher's kit, learner's kit.	
○ Provision of advocacy/information materials for schools.	
○ Support the school preparedness strategies.	
E. Local CSOs and Volunteers	
○ Coordinate with target elementary and / or secondary schools.	
○ Secure a copy of the school preparedness checklist.	
○ Signify interest to assist school during preparation for class opening.	
○ Participate in school preparatory meetings for Brigada Eskwela.	
○ Identify and communicate support that will be provided to schools.	
○ DRRM service orientation for parents.	
○ Assist in the conduct of risk profiling.	
○ Support the school preparedness strategies.	
F. Parents	
○ Participate in school preparatory meetings for Brigada.	
○ Support the school preparedness strategies.	
G. Schools	
○ Distribute emergency kits/bags to students and teachers, learner's kit and teacher's kit.	
○ Spearhead the implementation of school preparedness guide.	

Monitored by:

Signature over printed Name

Conformed:

Signature over printed Name

KITS'S MENU: Kindly put a check (√) mark if the item is available, and x if it is not available.

School Provision	Minimum Contents
a) Emergency kits/ Bags	<ul style="list-style-type: none"> ○ Whistle ○ Tips/ Handy Reference
b) Learner's Kit	<ul style="list-style-type: none"> ○ Notebook (50 leaves) ○ Pad Paper ○ Pencil ○ Ball Pen ○ Crayon ○ Ruler ○ Small Scissors ○ Pencil Sharpener ○ Paste ○ Bag
c) Emergency Kit for School	<ul style="list-style-type: none"> ○ First Aid kit ○ Contact numbers for emergencies ○ Stretcher ○ Flashlights/ Batteries ○ Radio/ Batteries ○ Bell warning device ○ Whistle ○ Transistor Radio ○ Electrical Tape ○ Rope
d) First Aid Kit	<ul style="list-style-type: none"> ○ Burn Ointment ○ Betadine ○ Band-Aid ○ Bandage ○ Gauze ○ Plaster Tape ○ Alcohol ○ Agua Oxynada ○ Bottled water ○ Gloves ○ Cotton
e) Teacher's Kit	<ul style="list-style-type: none"> ○ Manila Bondpaper ○ Bondpaper long (cactus) ○ Pair of Scissors ○ Cartolina ○ Pilot Pen (Black and red) ○ Pentel Pen (Black and red) ○ Bag ○ Ruler (12 inches) ○ Pencil Sharpener ○ Lesson Plan Notebook ○ Class Record
f) Teacher's Emergency Kit	<ul style="list-style-type: none"> ○ Whistle ○ Flashlight/ Batteries ○ Boots ○ Raincoats/umbrella ○ Radio/ batteries ○ Emergency hotline list ○ Evacuation guide
g)	<ul style="list-style-type: none"> ○ Toiletries ○ Bottled Water
h) Health and Hygiene Kits	<ul style="list-style-type: none"> ○ Soap, Toothpaste, Toothbrush ○ Sanitary pads for female high school students ○ Drinking water (1 liter)