



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF IFUGAO
Lagawe



Division Memorandum

No. 14, s 2016

TO: All EPS, PSDS, School heads, and Teachers

FROM: **SALLY B. ULLALIM, CESO V**
Schools Division Superintendent

DATE: January 26, 2016

SUBJECT: **SEARCH FOR EXCELLENCE IN DISASTER RISK MANAGEMENT
AND HUMANITARIAN ASSISTANCE**

1. Office of Civil Defense (OCD) recognizes outstanding performances of government entities, non-government instrumentalities and individuals who have rendered exemplary contribution in promoting and implementing significant Disaster Risk Reduction and Management and Climate Change Adaption (CCA) programs and innovations that build community resiliency in the long term. This is through **Gawad KALASAG: Search for Excellence in Disaster Risk Management and humanitarian Assistance**.
2. "Gawad KALASAG remains to be one of the country's fully institutionalized program that promotes the spirit of volunteerism among agencies and individuals; measuring the capacity and capability of various stakeholders in identifying risks and vulnerabilities in the community, and addressing challenges on human-made and natural emergencies and disasters.
3. In view hereof, DepEdIfugao is requesting your help to disseminate this information to all stakeholders or institutions that deserve rightful recognition on DRRM.
4. Attached is a checklists (criteria for assessing) entries per category. You may also call OCD-CAR Hotline (074) 444-5298 and 304-2256, email us at civildefensecar@yahoo.com or contact Ms. Frances Ivy Carasi at 0906-443-1458.
5. Immediate dissemination of and compliance is hereby enjoined.

5.0 Power and Telecommunication Facilities				
a. Power/ electrical connections			1	
b. Proper electrical wiring system & connections			1	
Sub- TOTAL			30	0

Criteria for Checking	YES	NO	Points	Remarks, Recommendations and Suggestions
II. SAFETY CHECK ON HEALTH & ENVIRONMENT			20	
1.0 School Safety and Security				
<i>Presence/visibility of Warning Signs</i>				
a. Pedestrian Lane Markings/humps			1	
b. Loading/ Unloading Signs			1	
c. Stop and Go Signs			1	
d. Signs for the Physically Impaired			1	
<i>Security</i>				
a. Presence of Identification Cards for students, parents/guardians and school security			1	
b. Proper coordination with Baranggay Officials/ nearest Police stations			1	
c. presence of telephone hotlines (Directory) in a conspicuous place in the school premises			1	
d. Absence of cockpits, video gaming stations, bars and gambling places or where nocturnal activities happen within the 30 meter radius			1	
e. Absence of electrical post or other hazardous structures or facilities inside the school premises			1	
2.0 Health and Environmental Safety				
a. Waste Segregation/Regular schedule for trash disposal			1	
b. No possible areas /places for mosquitoes breeding, bats and presence of astray animals			1	
c. School First Aid Kits are available, accessible and adequate			1	
d. Implementing School Waste Management Program			1	
e. With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school			1	
f. Water source, WASH facilities and sanitation facilities are properly located			1	
g. Implement safety measures during school activities, sports, laboratory experiments etc.			1	
h. Have transportation means during emergency cases			1	
i. Implementing Health Projects and Programs				
<i>School Feeding Program</i>			1	
<i>Health Advocacy /Campaign</i>			1	
<i>Conducting WASH and Health activities (handwashing/ toothbrushing, medical/ dental check-ups)</i>			1	
Sub- TOTAL			20	0

Criteria for Checking	YES	NO	Points	Remarks, Recommendations and Suggestions
III. DISASTER PREPAREDNESS			50	
2.0 Regular Conduct of Drills				
a. Earthquake and Fire Drills			8	
b. Other Appropriate Drills			3	

CHECKLIST
School
Gawad Kalasag

School category, levels and classification:

☐ Public School

☐ Urban

☐ Private School

☐ Rural

Name of School:		Legislative District:	
School ID:		Province:	
Division:		School District:	
Region:		Date Visited/ Inspected:	
School Address:			

Criteria for Checking		YES	NO	Points		Remarks, Recommendations and Suggestions
I. SAFETY CHECK ON EDUCATIONAL FACILITIES				30		
1.0 School Building Components						
	<i>School building /classroom components is/are according to the DepED and/or National Building Code approved/ standard design and specifications*</i>					
	<i>Academic or Instructional Rooms</i>					
	a. Wall Finish			1		
	b. Flooring			1		
	c. Ceiling			1		
	d. Window/ Ventilations			1		
	e. Roofing			1		
	f. Corridor			1		
	g. 2-Doors per classrooms			1		
	h. Railings/ handrails/ ramps			1		
	i. Standard Room Dimensions			1		
	j. Presence/availability of Provisions for Fire Extinguisher			1		
	k. Presence of Emergency Fire Exits and Signages			1		
2.0 Ancillary Facilities						
	<i>Provisions /presence of other instructional rooms and</i>					
	a. School Health Clinic			1		
	b. Guidance and Counseling			1		
	c. School Canteen			1		
	d. Industrial Arts Area			1		
	e. Home Economics Building/ Room			1		
	f. Science Laboratory Room/Bldg.			1		
3.0 Other Facilities						
	a. Sports/ recreational facilities (gym, basketball courts etc.)			1		
	b. Emergency exit Gate/s			1		
	c. Waiting Shed within the school premises			1		
	d. complete Perimeter Fence			1		
	e. Stage and Open grounds			1		
	f. Covered pathwalks			1		
4.0 WASH Facilities						
	<i>Adequate number and functional WASH facilities</i>					
	a. Water source			1		
	b. Toilets			1		
	c. Handwashing facilities			1		
	d. Drinking facilities			1		
	e. WASH for physically impaired			1		

1.0	School Preparedness Plan				
	a. School Improvement Plan (SIP) incorporating DRRM, CCA and GAD			12	
	b. School DRRM Organizational Structure			3	
	c. presence of EMIS (Performance Indicators) for the past 3 years			5	
	d. School personnel/students attended DRRM trainings, seminars, capacity building and workshops on DRR/CCA			2	
	e. Communication and Coordination mechanism (cellphone, telephone, handheld radio, megaphone etc.)			3	
	f. School Emergency Warning Devices (posters, signage, flaglets, whistle, evacuation plan, etc)			2	
	g. With adequate space and facilities to be used as Temporary Learning Spaces			4	
	h. Availability of Learning Materials to be used in the Temporary Learning Spaces			2	
3.0	School mapping				
	a. presence of hazard map			3	
	b. risk profile			3	
		Sub- TOTAL		50	0

Summary Sheet

Criteria for Checking	YES	NO	Points		Remarks, Recommendations and Suggestions
I. SAFETY CHECK ON EDUCATIONAL FACILITIES			30	0	
II. SAFETY CHECK ON HEALTH & ENVIRONMENT			20	0	
III. DISASTER PREPAREDNESS			50	0	
	TOTAL		100	0	

Rating	0
Rating Scheme	
Excellent	91-100%
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%