



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

03 Oct 2024

DIVISION MEMORANDUM  
SGOD No. **115** s. 2024

2024 DIVISION SEARCH FOR OUTSTANDING SCHOOL AND DISTRICT DRRM  
COORDINATORS AND BEST DRRM IMPLEMENTING SCHOOLS

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to Division Memorandum SGOD No. 109, s. 2024 titled, **2024 Dreamweavers Awards Division Search for Outstanding Employees in the Schools Division of South Cotabato**, the School Governance and Operations Division (SGOD) through the Disaster Risk Reduction Management (DRRM) shall conduct the 2024 Division Search for the Outstanding School and District Coordinators and Best DRRM Implementing Schools.
2. The activity aims to encourage, reward and give due recognition to the top performing School and District DRRM Coordinators and to schools which have demonstrated outstanding performance and continuing commitment to service for the safety of learners, teaching, and nonteaching personnel.
3. Anent this, current School and District Coordinators are encouraged to participate in the said search. The submission of entries shall be limited to one per municipality for each category. The Deadline of submission shall be on or before October 24, 2024.
4. Please refer to the following enclosures for more information.
  - a. Annex A - Criteria for Outstanding School DRRM Coordinator
  - b. Annex B - Criteria for Outstanding District DRRM Coordinator
  - c. Annex C - Comprehensive School Safety Checklist Primary and Secondary Schools Category
  - d. Annex D - NDRRMC Gawad Kalasag Comprehensive School Safety Checklist (Pillar 1, No.1) Assessment Tool



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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5. For more information, personnel concerned may contact Jane Michelle E. Lasaca, Project Development Officer II / Division DRRM Coordinator at mobile number 09171685464.
6. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects

AWARDS

EMPLOYEES

RECOGNITION

JMEL/DM-2024 division search for the outstanding school and district DRRM coordinators and best DRRM implementing school  
0000/October 3, 2024



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ANNEX A

Outstanding School DRRM Coordinator

Criteria	Rating			
	3	2	1	0
Has localized policies for DRRM, CCA and EiE  MOV: Memorandum or handbook	3 or more localized policies	2 localized policies	1 localized policy	No policy
Has Submitted consolidated report on DRRM, CCA and EiE programs, projects and activities every quarter MOV: Reports submitted during quarterly meeting	Presence of 4 or more reports	Presence of 2-3 reports	Presence of 1 report	No report
Has conducted quarterly meeting with the School DRRM Team MOV: School Memo/Notice of Meeting, Attendance, Minutes of the Meeting, Pictures	Conducted 4 quarterly meetings	Conducted 2-3 quarterly meetings	Conducted 1 quarterly meeting	No meeting conducted
Has quarterly conducted and submitted NSED report on time	Conducted & Submitted NSED 4 times	Conducted & Submitted NSED 2-3 times	Conducted & Submitted NSED 1 time	No Conducted & Submitted NSED
Has been recognized by agency/bureau/department/unit for his/her valuable contribution to the DRRM, CCA and EiE programs, projects and activities MOV: Certificate of Recognition	Regional Level	Division Level	District Level	No certificate of Recognition
Has volunteered for deployment during and after a disaster/emergency MOV: Certificate of Recognition/Appreciation	National Level	Regional Level	Division Level	District Level
Has been a resource person to Division/Region DRRM and other agencies for capacity	Regional Level	Division Level	District Level	No certificate



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building for DRRM, CCA and EiE MOV: Certificate of Recognition/Appreciation				
Has developed innovations for his/her area of responsibility	Adopted by Division	Adopted by District	Adopted by School	No innovation
Has attended the capacity building trainings and planning of DRRM  MOV: Memorandum, Certificate of Attendance/Completion	75%-100% attendance to all capacity building trainings	50%-74% attendance to all capacity building trainings	25%-49% attendance to all capacity building trainings	24% and below attendance to all capacity building trainings
Has encourage learners and teachers to conduct DRRM related Reseach within their school  MOV: Research	More than 4 DRRM related reseach	3-4 DRRM related reseach	1-2 DRRM related reseach	No DRRM related reseach
Has generated DRRM related resources from partners MOV: MOA or DOD or Activity design, Distribution list, Pictorials	200,000 Php above	100,000 - 200,000 Php	50,000 Php below	No resource generated
<b>Total</b>				<b>33</b>



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ANNEX B

Outstanding District DRRM Coordinator

Criteria	Rating			
	3 or more localized policies	2 localized policies	1 localized policy	No policy
Has localized policies for DRRM, CCA and EiE MOV: Memorandum or handbook	3 or more localized policies	2 localized policies	1 localized policy	No policy
Has Submitted consolidated report on DRRM, CCA and EiE programs, projects and activities every quarter MOV: Reports submitted during quarterly meeting	Presence of 4 or more reports	Presence of 2-3 reports	Presence of 1 report	No report
Has monitored and provided technical assistance to schools under his/her AOR for DRRM, CCA and EiE programs, projects and activities MOV: Monitoring Plan, Monitoring Report	75%-100% of school under his/her AOR were monitored and given TA	50%-74% of school under his/her AOR were monitored and given TA	49% and below of school under his/her AOR were monitored and given TA	No school under his/her AOR were monitored and given TA
Has conducted quarterly meeting with the School DRRM Coordinators MOV: School Memo/Notice of Meeting, Attendance, Minutes of the Meeting, Pictures	Conducted 4 quarterly meetings	Conducted 2-3 quarterly meetings	Conducted 1 quarterly meeting	No meeting conducted
All schools under his/her AOR has quarterly conducted and submitted NSED report on time	100% of the schools has quarterly conducted and submitted NSED report on time	80%-99% of the schools has quarterly conducted and submitted NSED report on time	79% and below of the schools has quarterly conducted and submitted NSED report on time	No NSED Report



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Has been recognized by agency/bureau/department/unit for his/her valuable contribution to the DRRM, CCA and EiE programs, projects and activities	Regional Level	Division Level	District Level	No certificate of Recognition
Has volunteered for deployment during and after a disaster/emergency	National Level	Regional Level	Division Level	District Level
Has been a resource person to Division/Region DRRM and other agencies for capacity building for DRRM, CCA and EiE	Regional Level	Division Level	District Level	No certificate
Has developed innovations for his/her area of responsibility	Adopted by Division	Adopted by District	Adopted by School	No innovation
Has attended the capacity building trainings and planning of DRRM	75%-100% attendance to all capacity building trainings	50%-74% attendance to all capacity building trainings	25%-49% attendance to all capacity building trainings	24% and below attendance to all capacity building trainings
Has attend Quarterly DRRM Meetings and other emergency meeting	100% attendance	80%-99% attendance	79% and below attendance	No attendance to all meetings
Has encourage learners and teachers to conduct DRRM related Research within their District  MOV: Research	More than 4 DRRM related reseach	3-4 DRRM related reseach	1-2 DRRM related reseach	No DRRM related reseach
Has generated DRRM related resources from partners MOV: MOA or DOD or Activity design,	200,000 Php above	100,000 - 200,000 Php	50,000 Php below	No resource generated



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Distribution Pictorials	list,				
Total				39	



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**Annex C - Comprehensive School Safety Checklist Primary and Secondary Schools Category (Gawad KALASAG)**

**School Category, Levels, and Classification:**

Public	Elementary (Kinder to Grade 6)
Private	Secondary (Junior, Senior High School or Combination)

<b>Name of School:</b>	<b>Legislative District:</b>
<b>School ID:</b>	<b>Province:</b>
<b>Division:</b>	<b>School District:</b>
<b>Region:</b>	<b>Date Visited/Inspected:</b>
<b>School Address:</b>	<b>GENERAL SCORE:</b>

	<b>CRITERIA</b>	<b>Means of Verification</b>	<b>Guidance for Points</b>	<b>Points</b>	<b>Score</b>	<b>Comments/Recommendations</b>
	<b>ENABLING ENVIRONMENT</b>			24		
1	Adopted/Adapted/localized at least 3 existing policies relating to Disaster Risk Reduction and Management (DRRM) Climate Change Adaptation and Mitigation (CCAM) and Peacebuilding in education	Screenshot or scanned copy of: a. School Memo organizing SDRRM Team b. Information and Communication Protocol c. Quarterly Drills	3 or more policies adapted/localized = 3 2 policies adapted/localized = 2 1 policy adapted/localized = 1 No adapted/localized policy (irrelevance policy) = 0	3		



		<b>d. Others</b>				
2	Formed and functional School DRRM Team with the participation of the Supreme Student Government (SSG)/ Supreme Pupil Government (SPG) in the planning process, with school DRRM Coordinator and consisting of personnel from different school stakeholders with defined membership and roles and responsibilities/functions	<p>Screenshot or scanned copy of:</p> <p>a. School Memo creating the organization</p> <p>b. SDRRM Team with duties and responsibilities</p> <p>c. SDRRM Organizational Structure</p>	<p>Presence of all components in the criteria = 2</p> <p>Absence of even 1 component in the criteria = 1</p> <p>No formed School DRRM Team = 0</p>	2		
3	Has a Comprehensive School DRRM Plan. This includes DRRM, CCAM, and Peacebuilding measures covering risk assessment, risk reduction including rehabilitation and recovery	a. Approved Comprehensive School DRRM Plan	<p>Presence of all component in the criteria = 1</p> <p>Absence of even 1 component in the criteria = 0</p>	1		
4	School budget supports regular DRRM activities	<p>a. School Improvement Plan</p> <p>b. Annual Implementation Plan</p> <p>c. School DRRM Plan</p>	<p>The presence of budget allocation for DRRM activities identified in the DRRM Plan and Annual Implementation Plan = 2</p> <p>The presence of budget allocation for DRRM activities identified any of the DRRM Plan and Annual Implementation Plan = 1</p> <p>The absence of budget allocation for DRRM activities identified in the DRRM Plan and Annual Implementation Plan = 0</p>	2		
5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning	<p>a. DepEd checklist of student-led school watching and hazard mapping</p> <p>b. Documentat ion of findings</p> <p>c. Photo documentation in the conduct of</p>	<p>Students involved both school watching and hazard mapping and the DRRM Planning = 2</p> <p>Students involvement in either school watching and hazard mapping and the DRRM Planning = 1</p>	2		

		school watching and hazard mapping	Absence of student participation in the school watching and hazard mapping and the DRRM Planning = 0			
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and Annual Implementation Plan (AIP)	a. Approved Annual Implementation Plan b. Approved School DRRM Plan	<p>Clear understanding in the inclusion of school watching and hazard mapping in both the approved Annual Implementation Plan and the School DRRM Plan = 4</p> <p>Inclusion of school watching and hazard mapping in the approved Annual Implementation Plan = 3</p> <p>Inclusion of school watching and hazard mapping in the approved School DRRM Plan = 2</p> <p>Inclusion of school watching and hazard mapping in both the Annual Implementation Plan and the School DRRM Plan without the approval of the authorized signatory = 1</p> <p>Absence of school watching and hazard mapping in the Annual Implementation Plan and School DRRM Plan = 0</p>	4		
7	Copies of the School Report Card (SRC) is presented and distributed to stakeholders	a. School Report Card b. Photo documentation (Presentation and distribution of SRC) c. Posted in Social media platform	<p>Presence of School Report Card and photo documentation of distribution = 2</p> <p>Absence of any of the School Report Card and photo documentation of distribution = 1</p>	2		

			Absence of the School Report Card and photo documentation of distribution = 0			
8	Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist (Monitoring and Evaluation Tool)	a. DepEd develop monitoring and evaluation tool for the 3 pillars with baseline information and progress reports	Presence of collected and consolidated data covering the 3 pillars = 2  Presence of collected but not consolidated data covering the 3 pillars = 1  Absence of collected and consolidated data = 0	2		
9	Rapid Assessment of Damages Report (RADaR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area or a Certificate of no damage/hazard experience signed by the School Division Office	a. RADaR Screenshot b. Mock RADaR text if the school did not experience any major hazards c. Certificate of no damage signed by the Schools Division Superintendent or his/her authorized representative	Submission of RADaR within 72 hours after onslaught of hazard, either through SMS or other means of communication = 3 Submission beyond 72 hours after the onslaught of hazard, either through SMS or other means of communication = 2  Absence of RADaR submission = 0	3		
10	100% completed of DRR-related questions in the Education Management Information System (EMIS) and Enhanced Basic Education Information System (EBEIS)	a. Education Management Information (School level) b. Enhanced Basic Education Information System (DepEd Databased)	100% completion DRRM related questions in the EMIS and EBEIS = 2  99% to 50% completion DRRM related questions in the EMIS and EBEIS = 1  Below 50% completion DRRM related questions in the EMIS and EBEIS = 0	2		

11	The school has established partnerships that could be tapped to support its DRRM programs and activities, including those during and after a disaster	a. Signed Memorandum of Agreement/ Understanding with partners	Presence of approved MOA/MOU for partnerships = 1  Absence of approved MOA/MOU for partnerships = 0	1		
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	<b>Pillar 1: Safe Learning Facilities</b>	MOV			33	
1	School building/classroom components are in accordance to DepEd and National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points)	a. Engineering report from LGU and/or Schools Division Office b. Certification from the Bureau of Fire Protection that the school building/classroom met the safety requirements	Strict compliance to the DepEd and National Building Code, Standards and Specifications = 31  <i>Refer to SCHOOLS CHECKLIST ANNEX A</i>		31	
2	School DRRM Team conducted risk assessment of school facilities, in coordination with the division engineer and other partner agencies and stakeholders. Appropriate action on the findings are included in the Annual Implementation Plan and School DRRM Plan.	a. Certification /report regarding the conducted risk assessment of school facilities b. Approved Annual Implementation Plan c. Approved School DRRM Plan	Presence as per criteria = 1  Absence as per criteria = 0		1	

3	School Heads are clear with the roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per Joint Memorandum Circular No. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR, if applicable. <i>If not applicable, the school head has knowledgeable and oriented on JMC No. 1 and RA 10821.</i>	a. Presence of MOA, if the school was used as an evacuation center b. If not used as EC, the school head must present a certificate of training/attendance /documentation report on JMC No. 1 and RA 10821	Presence and/or Awareness of School Head in the roles and functions in camp management = 1  Absence of Awareness of School Head = 0		1	
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	<b>Pillar 2: School Disaster Risk Management</b>				30	
1	The school has a hazard-specific Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes or emergency (at least 3 hazards)	a. DepEd Contingency Plan	Presence of approved contingency plans for more than 3 disasters and/or emergencies = 3  Presence of approved 2 contingency plans for disasters and emergencies = 2  Presence of approved 1 contingency plans for disasters and emergencies = 1  Absence of approved contingency plans for disasters and emergencies = 0		3	
2	100% of students and their families have accomplished the Family Preparedness Plan as per DO No. 27, series of 2015	a. Accomplished Family Preparedness Plan	100% of students accomplished as per criteria = 3		3	

			<p>80% to 99% of students accomplished as per criteria = 2</p> <p>50% to 79% of students accomplished as per criteria = 1</p> <p>Below 50% of students accomplished as per criteria = 0</p>			
3	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents	<p>a. Accomplished Reunification Plan</p> <p>b. Approved Narrative Report</p>	<p>Presence of student-family reunification plan with Narrative Report = 2</p> <p>Absence of any of the student-family reunification plan or the Narrative Report = 1</p> <p>Absence of both the student-family reunification plan and Narrative Report = 0</p>		2	
4	The school has established a school personnel and learners tracking system/protocol in the event of a disaster and/or emergency	<p>a. School personnel tracking system</p> <p>b. Learners tracking system</p>	<p>Presence of established tracking systems for both school personnel and learners = 2</p> <p>Absence of established tracking systems for any of the school personnel and learners = 1</p> <p>Absence of established tracking systems for both school personnel and learners = 0</p>		2	
5	Hazard and evacuation maps are located in conspicuous places inside the school campus	<p>a. Hazard map</p> <p>b. Evacuation map</p>	<p>Presence of hazard and evacuation maps inside the school = 1</p> <p>Absence of hazard and evacuation maps = 0</p>		1	
6	The school has available, accessible, and adequate first aid kits in every instructional and non-instructional rooms	<p>a. Presence of First Aid kit</p> <p><i>Basic Content:</i></p>	Presence and accessibility with adequate first aid kit in every instructional classroom = 1		1	

		<i>alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first-aid book, gloves</i>	Absence and inaccessibility with inadequate first aid kit even in one instructional classroom = 0			
7	School has at least 3 essential and functional pieces of equipment in case of a disaster and/or emergency	a. Presence of: - fire extinguisher - Fire alarm - handheld/based radio - Siren/bell - localized Emergency Warning System - others	Presence of at least 3 of the essential and functioning equipment as per criteria = 1  Absence and/or defective of any of the essential equipment = 0		1	
8	School conducted hazard-specific drills (at least 3 hazards) with the participation of different stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)	a. Post-Activity Reports with photos b. Certificate of Participation	Three or more regular hazard-specific drills conducted = 3  Two regular hazard-specific drills conducted = 2  One regular hazard-specific drills conducted = 1  No hazard-specific drill conducted = 0		3	
9	School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols (to at least 3 hazards)	a. Functional Early Warning System	Presence of established functional early warning system = 2  Absence of established functional early warning system = 0		2	
10	School has a ready go-bag in every classroom with proper label on its content	a. Presence of Go-bag in every classroom with the	Presence of go-bag in each classroom = 1		1	

		minimum required number of specific content	Absence of go-bag even in one classroom = 0			
11	The school has a pre-identified space for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster and/or emergency	a. If within the school's vicinity: part of the contingency plan containing the identified open space b. If outside the school: Approved MOA with the LGU	Presence of approved MOU/MOA and/or enough space for putting up TLS = 1  Absence of approved MOU/MOA and/or not enough space for putting up TLS = 0		1	
12	The school has ready resumption strategies and alternative delivery modes (ADM)s to ensure education continuity (strategies, materials, focal persons to implement)	a. Approved School DRRM Plan b. Approved Annual Implementation Plan	Presence of approved resumption strategy = 2  Absence of the approved resumption strategy = 0		2	
13	The school a has psychosocial interventions for personnel and students. If not applicable, certification of no hazard/disaster experience to enable psychosocial interventions.	a. Training Certificate of school personnel and learners from authorized partners b. Photo documentation	Presence of approved school psychological intervention = 1  Absence of approved school psychological intervention = 0		1	
14	School has trained teaching and non-teaching who could provide psychosocial support to students	a. Training Certificate of teachers and learners b. Photo documentation c. Narrative report	Presence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 1  Absence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 0		1	
15	School has an evacuation plan / route and procedures (to at least 3 hazards)	a. Contingency Plan b. School DRRM Plan	Presence of approved evacuation plans = 2  Absence of approved evacuation plans = 0		2	



		c. Evacuation Map d. Evacuation protocol				
16	School has conducted awareness and capacity building for families (included during the Parents & Teachers Association Assembly) and learners	a. Photo Documentation b. Narrative Report c. Attendance sheet	Presence of approved attendance sheet, certificate of participation and/or photo documentation = 2  Absence of proof = 0		2	
17	School participated in the different DRRM, CCAM and Peacebuilding activities of the LGU	a. Narrative Report b. Certificate of Attendance and/or Participation	Presence of approved attendance sheet, certificate of participation and/or photo documentation = 1  Absence of proof = 0		1	
18	School has designated DRRM focal to represent in Local Disaster Risk Reduction and Management Committee LDRRMC in their respective LGUs	a. School DRRM Plan b. Appointment order signed by the school head	Presence of approved Office Order or any equivalent document = 1  Absence of proof = 0		1	

	<b>Pillar 3: DRRM in Education</b>				13	
1	School has integrated key DRRM, CCAM and Peacebuilding concepts in at least 4 subject area based on the Basic Education Curriculum Guide	a. Lesson Plan b. Daily Lesson Log c. Activity Worksheets	Integrated in 4 or more subjects = 5  Integrated in 3 subject areas = 4  Integrated in 2 subject areas = 3  Integrated in 1 subject area = 2  Absence of integration = 0		5	
2	100% of students are actively participating in various DRRM, CCAM and Peacebuilding activities	a. Approved Narrative Report b. Photo Document	100% of students are actively participating in various DRRM,		1	

		c. Certificate of Attendance and/or Participation	CCAM and Peacebuilding activities = 1  1 of the students are inactively participating in various DRRM, CCAM and Peacebuilding activities = 0			
3	School has a DRRM, CCAM and Peacebuilding activities for school personnel	a. Project proposal b. Work plan c. Gantt Chart	Presence of approved capacity building proposal = 1  Presence of approved capacity building proposal = 0		1	
4	School Head, teaching and non-teaching personnel have received at least 3 DRRM, CCAM and Peacebuilding trainings from the Department of Education and other partners	a. Photo Documentation b. Activity Report c. Certificate of Attendance and/or Participation	Presence of Certificate of participation and/or documentation of all DRRM, CCAM and Peacebuilding trainings = 3  Presence of Certificate of participation and/or documentation of 2 of any of the DRRM, CCAM and Peacebuilding trainings = 2  Presence of Certificate of participation and/or documentation of 1 any of the DRRM, CCAM and Peacebuilding trainings = 1  Absence of any proof and/or documentation of the DRRM, CCAM and Peacebuilding trainings = 0		3	
5	Availability of at least more than 10 learning materials each of the DRRM, CCAM and Peacebuilding in the school library	a. Modules b. Worksheet c. Books d. Booklets e. Flyers f. Posters	Presence more than 10 DRRM, CCAM and Peacebuilding resource materials = 1		1	

		g. Brochures	Less than 10 or absence DRRM, CCAM and Peacebuilding resource materials = 0			
6	Presence of a DRRM corner in every classroom, with updated IEC materials	<p>a. Classroom DRRM Information Board that contains the following:</p> <ul style="list-style-type: none"> <li>- Name of teacher, ID Number and Contact Information</li> <li>- Name of Learner, ID Number and parents/guardian contact number</li> <li>- Emergency hotlines</li> </ul> <p>b. Information, Education and Communication learning materials</p> <p>c. First Aid kit</p> <p>d. Go Bag</p>	<p>Presence of DRRM corner in every classroom, with updated IEC materials = 2</p> <p>Absence DRRM corner in every classroom, with updated IEC materials = 0</p>		2	

**Summary Sheet**

Criteria for Checking	MAX. SCORE	ACTUAL SCORE	Remarks, Recommendations and Suggestions
<b>I. ENABLING ENVIRONMENT</b>	23		
<b>II. PILLAR 1: SAFE LEARNING FACILITIES</b>	33		
<b>III. PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT</b>	30		
<b>IV. PILLAR 3: DRR IN EDUCATION</b>	14		

<b>TOTAL</b>	<b>100</b>		
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Adjectival Rating	Percentage
Excellent	91-100%
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%

*Validated by:*

Name:	
Position:	
Agency:	
Date:	

**Annex D - NDRRMC GAWAD KALASAG: COMPREHENSIVE SC SAFETY CHECKLIST (PILLAR 1, NO.1) ASSESSMENT TOOL  
DEPARTMENT OF EDUCATION**

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
<b>PILLAR 1: SAFE LEARNING FACILITIES (Under no. 1 criteria)</b>					
<b>1.0</b>	<b>School Building Components</b>				
	<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				
	b. Flooring				
	c. Ceiling				
	d. Window/ Ventilations				
	e. Roofing				
	f. Corridor				
	g. 2-Doors per classrooms			7	
	h. Railings/ handrails/ ramps				

	i. Standard room dimensions				
	j. Presence of emergency fire exits and signages				
<b>2.0 Ancilliary Facilities</b>					
Provisions /presence of other instructional rooms and					
	a. School Health Clinic			2	
	b. Guidance and Counselling				
	c. School Canteen				
	d. Home Economics Building/ Room				
	e. Science Laboratory Room/Bldg.				
<b>3.0 Other Facilities</b>					
	a. Sports/ recreational facilities ( gym, basketball courts etc.)			2	
	b. Emergency exit gate/s				
	c. Waiting Shed within the school premises				
	d. Complete perimeter fence				
	e. Stage and open grounds				
	f. Covered pathwalks				
<b>4.0 WASH Facilities</b>					
<i>Adequate number and functional WASH facilities</i>					
	a. Water source			3	
	b. Toilets				
	c. Handwashing facilities				

	d. Drinking facilities				
	e. WASH for physically impaired				
<b>5.0 Power and Telecommunication Facilities</b>					
	a. Proper installation of communication facility			1	
	b. Proper electrical wiring system & connections			1	

			<b>Sub- TOTAL</b>		<b>16</b>	
<b>Criteria for Checking</b>		<b>YES</b>	<b>NO</b>	<b>Points</b>		<b>REMARKS/RECOMMENDATIONS</b>
<b>II. SAFETY CHECK ON HEALTH &amp; ENVIRONMENT</b>						
<b>1.0 School Safety and Security</b>						
<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		

		Presence of telephone hotlines (Directory) c. in a conspicuous place in the school premises			1	
		Absence of electrical post or other d. hazardous structures or facilities inside the school premises			1	
<b>2.0 Health and Environmental Safety</b>						
		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. With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school			1	
		d. Safety measures during school activities: (sports, laboratory experiments etc.)			1	
		e. Transportation means during emergency cases			1	
		f. Implementing health programs/projects			2	
			<b>Sub- TOTAL</b>		<b>15</b>	
			<b>TOTAL</b>		<b>31</b>	



**NDRRMC GAWAD KALASAG:  
COMPREHENSIVE SCHOOL SAFETY CRITERIA  
(PILLAR 1, NO. 1) DEPARTMENT OF EDUCATION**

Criteria for Checking		GUIDANCE FOR POINTS
<b>PILLAR 1: SAFE LEARNING FACILITIES (Under no. 1 criteria)</b>		
<b>1.0 School Building Components</b>		
<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	Presence of all components (10), following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 7
b.	Flooring	
c.	Ceiling	Presence of 8-9 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 6
d.	Window/ Ventilations	Presence of 6-7 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 5
e.	Roofing	
f.	Corridor	Presence of 4-5 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 4
g.	2-Doors per classrooms	Presence of 3 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 3
h.	Railings/ handrails/ ramps	

	i.	Standard room dimensions	<p>Presence of 2 components, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 2</p> <p>Presence of 1 component, following the DepEd Minimum Standard Specifications for a-i, and BFP Minimum Standard for j = 1</p> <p>Absence of all component = 0</p> <p>Note: any item not following the DepEd Minimum Standard Specification for a-l and BFP Minimum Standard for j shall not be considered</p>
		j. Presence of emergency fire exits and signages	
<b>2.0 Ancillary Facilities</b>			
Provisions /presence of other instructional rooms and ancillary facilities.			
	a.	School Health Clinic	<p>Presence of all facilities = 2</p> <p>Presence of 3 to 4 facilities = 1</p> <p>Presence of 1 or 2 facilities = 0</p>
	b.	Guidance and Counselling	
	c.	School Canteen	
	d.	Home Economics Building/ Room	

	e. Science Laboratory Room/Bldg.	
<b>3.0</b>	<b>Other Facilities</b>	
	a. Sports/ recreational facilities ( gym, basketball courts etc.)	Presence of all facilities = 2
	b. Emergency exit gate/s	Presence of 3 - 5 facilities = 1
	c. Waiting Shed within the school premises	Presence of 2 or Absence of all facilities = 0
	d. Complete perimeter fence	
	e. Stage and open grounds	
	f. Covered pathwalks inside the school	
<b>4.0</b>	<b>WASH Facilities</b>	

	<i>Adequate number and functional WASH facilities</i>	
	a. Water source	Presence of all facilities (5), following the DepEd Minimum Standard Specifications = 3
	b. Toilets	Presence of 4 facilities, following the DepEd Minimum Standard Specifications = 2
	c. Handwashing facilities	Presence of 3 facilities, following the DepEd Minimum Standard Specifications = 1
	d. Drinking facilities	
	e. WASH for physically impaired	Presence of 1-2 facilities, even if it is following the DepEd Minimum Standard Specifications or the absence of all the facilities = 0

<b>5.0</b>	<b>Power and Telecommunication Facilities</b>		
	a.	Proper installation of communication facility	LGU/NTC Minimum standard = 1 Not following the LGU/NTC minimum standard = 0
	b.	Proper electrical wiring system & connections	BFP Minimum Standard = 1 Not following the BFP Minimum Standard = 0
	<b>Sub-TOTAL</b>		<b>16</b>
<b>Criteria for Checking</b>			<b>GUIDANCE FOR POINTS</b>
<b>II. SAFETY CHECK ON HEALTH &amp; ENVIRONMENT</b>			
<b>1.0</b>	<b>School Safety and Security</b>		
	<i>Presence/visibility of Warning Signs</i>		
	a.	Pedestrian lane markings/humps	Presence = 1 Absence = 0
	b.	Loading/Unloading Signs	Presence = 1 Absence = 0
	c.	Stop and Go Signs in appropriate place	Presence = 1 Absence = 0
	d.	Signs for the physically impaired	Presence = 1 Absence = 0
	<i>Security</i>		
	a.	Presence of Identification Cards for students, parents/guardians and school security	Visibility of Identification Cards of parents/guardians, students and security personnel = 1

			Absence of Identification Cards of parents/guardians, students and security personnel = 0
	b.	Proper coordination with Baranggay Officials/ nearest Police stations	Proof showing the coordination with Barangay officials and/or nearest Police stations (any of the two mentioned)= 1 No Proof = 0
	c.	Presence of telephone hotlines directory posted in conspicuous places in the school premises	Presence = 1 Absence = 0
	d.	Absence of electrical post or other hazardous structures or facilities inside the school premises	Absence = 1 Presence = 0
<b>2.0 Health and Environmental Safety</b>			
	a.	Waste segregation/Regular schedule for trash disposal	Absence = 1 Presence = 0
	b.	No possible areas /places for mosquitoes breeding, bats and presence of astray animals	Absence = 1 Presence = 0
	c.	With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school	Absence = 1 Presence = 0
	d.	Safety measures during school activities: (sports, laboratory experiments etc.)	Presence = 1 Absence = 0

	e. Transportation means during emergency cases	Presence = 1 Absence = 0	
	f. Implementing health programs/projects	More than 4 programs/projects = 2 Less than 4 programs/projects = 1 No programs/project = 0	
	<b>Sub-TOTAL</b>		<b>15</b>
	<b>TOTAL POINTS</b>		<b>31</b>