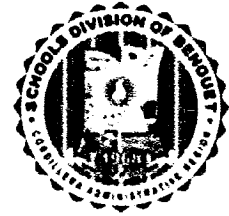




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



DIVISION MEMORANDUM

No. **052 - 2018**

MAR 02 2018

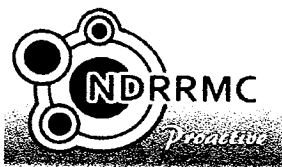
**Call for Entries to the 2018 Gawad KALASAG
(KAlamidad at Sakuna LABanan, SARiling Galing ang Kaligtasan)**

To: Public Schools District Supervisors/District Heads
District DRRM Coordinators
School Heads
School DRRM Coordinators

1. To further strengthen the Department's effort in ensuring safe and resilient schools, the Schools Division of Benguet encourages all public and private elementary and secondary schools to join the **2018 Gawad KALASAG under the School Categories** through the Office of Civil Defense. Deadline of submission of entries to the DepEd- Benguet Division Office will be on **March 8, 2018, 5:00PM.**
2. Gawad KALASAG (*KAlamidad at Sakuna LABanan, SARiling Galing ang Kaligtasan*) is a search for excellence in DRRM and humanitarian assistance by the National Disaster Risk Reduction and Management Council (NDRRMC). This is also a great avenue for our Benguet schools to be recognized for their commendable efforts exerted in advocating and practicing Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation (CCA) and Education in Emergencies (EiE) in the school level and in their communities.
3. Under the School Category, there are 4 sub-categories as follows:
 - a) Public – Elementary
 - b) Private – Elementary
 - c) Public – High School
 - d) Private – High School
4. Attached is the Checklist and some reminders in the submission of documents and check the link at https://drive.google.com/drive/folders/1_cmctbNk1ATrfrIRf6D0EI-jMn49Xkb5 for more details.
5. Immediate dissemination and participation of all schools are encouraged.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

/2018DRRM/KALASAG/net



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

**Comprehensive School Safety Checklist
 Primary and Secondary Schools Category
 Gawad KALASAG CY 2018
 NDRRMC
 Department of Education**

School Category, levels and classification:	
Public School	Elementary
Private School	High School

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

	CRITERIA	YES	NO	Points		Remarks/ Recommendation
	ENABLING ENVIRONMENT			23		
1	Adopted/Adapted/localized at least 3 existing policies relating to DRRM/Climate Change Adaptation (CCA)/ in education/school safety			3		
2	Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions			2		
3	Has a comprehensive School DRRM Plan, which includes CCA and Education in Emergencies (EiE) measures, covering risk assessment, risk reduction, and rehabilitation and recovery			1		
4	School budget supports regular DRRM activities			2		
5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning			2		
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and School			4		

	Improvement Plan (SIP)					
7	Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist			2		
8	Rapid Assessment of Damages Report (RADAR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area			3		
9	100% completion of DRR-related questions in the Education Management Information System (EMIS)/ Enhanced Basic Education Information System (EBEIS)			2		
10	School has partnerships that could be tapped to support its DRRM programs and activities, including those during after a disaster			2		

	Pillar 1: Safe Learning Facilities			35		
1	School building/classroom components are according to DepEd and/or National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points)			29		
2	School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners			2		
3	School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.)			2		
4	Undertaken regular inspection and repair of minor classroom (including facilities) damages			1		
5	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			1		

	Pillar 2: School Disaster Risk Management			30		
1	School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes			3		
2	80% of students and their families have			3		

	accomplished the Family Preparedness Plan together (family evacuation, reunification), as per DO No. 27, series of 2015					
3	School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency			2		
4	Hazard and evacuation maps are located in conspicuous places in the school			1		
5	School has available, accessible, and adequate first aid kit in every instructional classroom			1		
6	School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)			1		
7	School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)			3		
8	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			2		
9	School has trained personnel to administer first aid to students and personnel			1		
10	School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency			1		
11	School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)			2		
12	School has psychosocial interventions for personnel and students			1		
13	School has trained teachers and other personnel who could provide psychosocial support to students			1		
14	School has an evacuation plan and procedures			2		
15	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents			2		
16	School has conducted awareness and capacity building for families and learners			3		
17	School participated in the different DRRM/CCA/EiE activities of the LGU			1		

Pillar 3: DRR in Education				12		
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1	School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on the National Curriculum Guide			5		
2	More than 75% of students are actively participating in various DRRM/CCA/EiE activities			1		
3	School has a DRRM/CCA/EiE capacity building plan for teachers and personnel			1		
4	School Head and personnel have received at least 3 DRRM/CCA/EiE trainings from division or region or partners			3		
5	At least more than 10 DRRM/CCA/EiE resource materials are available in the school			1		
6	Presence of DRRM corner, with updated IEC materials posted in it, in every classroom			1		

TOTAL POINT SCORE: _____

Summary Sheet

Criteria for Checking	MAX. SCORE	ACTUAL SCORE	Remarks, Recommendations and Suggestions
I. ENABLING ENVIRONMENT	23		
II. PILLAR 1: SAFE LEARNING FACILITIES	35		
III. PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT	30		
IV. PILLAR 3: DRR IN EDUCATION	12		
TOTAL	100		

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

Validated by:

Name:	
Position:	
Agency:	
Date:	

REMINDERS

Please be guided with the following for the format of the entries:

1. Long size bond paper
2. Font: Arial 12
3. Margins 1" on 4 sides
4. Single spacing
5. Photo docs - 3R (3.5x5)
6. Front, back and cover should be in BLUE (for school category)

For purposes of documentation and database management, the entries shall be submitted to DepEd Benguet Division Office, thru the Division DRRM Coordinator, **IN HARD AND IN SOFT COPY**. The hard copy will be in four (4) sets while the soft copy shall be sent at email address **nerissa.barbosa@deped.gov.ph** on or before March 8, 2018 for proper indorsement to the Gawad KALASAG Secretariat of the Office of Civil Defense-CAR.