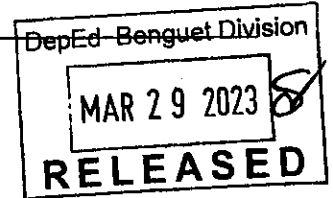




Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**



**DIVISION MEMORANDUM**

No. 102, s. 2023

**GUIDELINES FOR SCHOOLS (PRE-) IDENTIFIED BY THE LOCAL GOVERNMENT UNITS (LGUs) AS EMERGENCY EVACUATION CENTERS DURING EMERGENCIES OR DISASTERS**

TO: Public Schools District Supervisors/District Coordinators  
All School Heads and Teachers

1. Pursuant to DepEd Order 33, s. 2021, specifically on the use of schools as evacuation centers for families and individuals affected by disaster, it was emphasized that it shall continue to be guided by RA 10821 entitled "Children's Emergency Relief and Protection Act", which stipulates in Section 4 that LGUs "*shall establish and identify safe locations as evacuation centers for children and families*, and in Section 5 that "*only in cases where there is no other available place or structure which can be used as a general evacuation center may a school or child development center be used as an evacuation center*."
2. Relative hereto, should your respective LGUs request for the use of your school premises as evacuation centers, **school heads are reminded of the following terms specified in RA 10821:**
  - a. LGUs shall coordinate with the school heads and respective schools division superintendents before schools may be used as temporary evacuation centers. A **Memorandum of Agreement** shall be executed between the LGU and the school to be used as temporary evacuation center.
  - b. Should the school be used, the LGU shall coordinate with the School Head and ensure that gymnasiums, learning and activity centers, auditoriums and other open spaces shall be utilized first; **classrooms shall only be used as a last resort**.
  - c. The use of school premises shall be as brief as possible. It shall only be up to three (3) days for short-term displacement, fifteen (15) days for medium and long-term displacement, or until such time that the respective LGUs are able to establish alternative transitional sites.
  - d. If the use is predicted to exceed 15 days, the affected LGU shall provide written documentation to the DepEd and the Department of Interior and Local Government (DILG) on the following:
    - i. The name and location of the school;



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- ii. All alternative evacuation centers, transitional relocation sites, and/or permanent relocation sites for final site selection;
- iii. Measures being implemented to prevent interference or disruption to the school and educational activities of children; and
- iv. Timeline for the relocation of and plan of action for internally displaced persons to sites outside of schools.

3. Per the Implementing Rules and Regulation (IRR) of the RA 10821, Rule 5 Section 4, **LGUs are responsible for facilitating general cleaning, fumigation, payment of utilities, and repair of schools used as evacuation centers (EC)**. Damages incurred by schools used as ECs shall be immediately reported by their respective school heads to the LGU for appropriate action.

4. As part of technical assistance, SDO Benguet, through the SGOD-DRRM and in consultation with the OSDS-Legal Office, entered into a MOA with some municipal LGUs, through their MDRRM Officers, to formalize the schools they have pre-identified as evacuation centers during emergency and/or disaster situations, guided by existing laws and policies. See Annex A for the list. **For schools not identified in the MOA, it is understood that they should NOT BE USED as evacuation centers during emergencies/disaster. Otherwise, the concerned LGU/s (whether Barangay level or municipal level), should enter into a Memorandum of Agreement (MOA) first with the school and/or SDO Benguet. All draft MOAs should pass through the review of the SDO Benguet Legal Officer before finalization.**

5. All other districts are highly encouraged to coordinate with their respective MDRRMOs to do the same before the onset of the rainy season when schools may be used again as evacuation centers. The PSDS or its designated district DRRM Coordinator may facilitate the realization of said MOA. See Annex B of a sample MOA for ready reference.

6. For information, guidance, and compliance.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

References: RA 10121, RA 10821, DSWD-DILG-DepEd JMC No. 1, s. 2013, DO 33, s. 2021

/SGOD/LBA/nib



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Enclosure to SDO Division Memorandum No. \_\_\_\_\_, s. 2023 re: Guidelines for Schools pre-identified by the LGUs as emergency evacuation centers during emergencies or disasters

**LIST OF SCHOOLS (PRE-) IDENTIFIED BY THE LOCAL GOVERNMENT UNITS (LGUs) AS EMERGENCY EVACUATION CENTERS DURING EMERGENCIES OR DISASTERS (with Memorandum of Agreement with SDO Benguet)**

<b>Municipal LGU</b>	<b>MOA Effectivity</b>	<b>Schools Identified as EC</b>		
<b>Tuba</b>	<b>Aug 11, 2022</b> automatically renewable every year, provided that parties reserve the right to cancel upon written notice.	Indaoac ES	San Pascual ES	Tuba Central NHS
		Andolor PS	Kiwas ES	Nangalisan ES
		Poyopoy ES	Yagyagan ES	Batuan ES
		Taloy Sur ES	Gilbert Semon ES	Asin ES
		Salpang ES	Evelio Javier MNHS	Taloy Norte ES
		Taloy Sur NHS	Camp 4 ES	Mariano Sabarino ES
		Paran Laruan ES	Philex Mines ES	Pimingsan ES
		Klondykes ES	Camp 3 ES	Marcelo Marquez NHS
		Ligay ES	Miguel Palispis ES	Lubas ES
		Twin Peaks NHS	Toybongan ES	Labney PS
		Gavino Palaoag ES	Tuba CS	Sioco Cariño ES
<b>La Trinidad</b>	<b>Dec 15, 2022</b> automatically renewable every year, provided that parties reserve the right to cancel upon written notice	Don Pulas ES	La Trinidad CS	Benguet SPED Center
		Alno Kadoorie ES	Lamtang ES	Benguet NHS
		Ambiong ES	Longlong ES	Alno NHS
		Bahong ES	Lubas ES	Bineng NHS
		Balili ES	Pagal ES	Puguis NHS
		Balukas ES	Pico ES	Cordillera RSHS
		Beckel ES	Puguis ES	Eastern LTNHS
		Bineng ES	Tacdian ES	La Trinidad NHS
		Bodiweng ES	Tawang ES	Ambiong NHS
		Buyagan ES	Talinguoy ES	
Lamut ES	Wangal ES			
<b>Mankayan</b>	<b>Dec 9, 2021</b> automatically renewable every year, provided that parties reserve the right to cancel upon written notice	Balili NHS	Colalo ES	Sapid ES
		Bulalacao ES	Guinaoang NHS	Taneg ES
		Bulalacao NHS	Palasaan ES	Payco ES
		Cabiten NHS	Palatong ES	



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