



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

~~Office of the Schools Division~~  
Superintendent

May 23, 2024

**DIVISION MEMORANDUM**  
NO: 364 s. 2024


**COMMENCEMENT OF THE 24<sup>th</sup> GAWAD KALASAG SEAL AND SPECIAL AWARDS FOR EXCELLENCE IN DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) AND HUMANITARIAN ASSISTANCE (CY 2024)**

TO: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office hereby disseminates Regional Memorandum No. 433 s. 2024 titled "Commencement of the 24<sup>th</sup> Gawad Kalasag Seal and Special Awards for Excellence in Risk Reduction and Management (DRRM) and Humanitarian Assistance CY 2024" the contents of which are self-explanatory.
2. Schools with exemplary performance in the implementation of DRRM, CCAM programs, activities and projects (PAPS) are encouraged to participate in the search.
3. Please see attached invitation for more details.
4. Immediate and wide dissemination of this Memorandum is desired.

For the SDS:

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

  
**JOHN ARIEL A. LAGURA PhD**  
OIC- Assistant Schools Division Superintendent

WDB/JAAL/SGOD/MCC/fct



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

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5-161

Office of the Regional Director

REGIONAL MEMORANDUM

No. **433** s. 2024

20 MAY 2024

**COMMENCEMENT OF THE 24th<sup>D</sup> GAWAD KALASAG SEAL AND SPECIAL AWARDS  
FOR EXCELLENCE IN DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) AND  
HUMANITARIAN ASSISTANCE (CY 2024)**

To: Schools Division Superintendents  
Regional and Division DRRM Coordinators  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is the Memorandum from Regional Disaster Risk Reduction and Management Council 7 (RDRRMC) entitled "**Commencement of the 24th Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance CY 2024**". As per RA 10121 the Department of Education is the lead agency in Education Cluster who is also actively involved in this search to promote and implement DRRM, Climate Change Adaptation and Mitigation and Education in Emergencies programs, activities and projects (PAPs) that protect and prevent high risk schools as well as communities against extreme hazards .
2. In view thereof, the Regional Disaster Risk Reduction and Management Council (RDRRMC) 7 in coordination with the Department of Education Regional Office 7 commenced the **CALL FOR ENTRIES** on GK Special Awards for Schools (Elementary and Secondary categories) on March 13, 2024.
3. Furthermore, all Division Offices are directed to invite and assist schools with exemplary performance in the implementation of DRRM, CCAM programs, activities, and projects (PAPs) to participate in this search.
4. Attached are the following annexes:
  - a) OCD 7 Memorandum,
  - b) Assessment Tool
  - c) GK Checklist for Elementary and Secondary
  - d) GK Propose Style Guide Template.
5. For questions and clarifications, you may contact Mr. Ranilo L. Edar through office mobile phone no. 0945-7623-193 or landline no. (032) 319-1873 local 721.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Number: 639457623193 local 700

DepEd Tayo Region VII

[region7.deped.gov.ph](http://region7.deped.gov.ph)

6. Immediate and wide dissemination of this Memorandum is desired.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE

# OFFICE OF CIVIL DEFENSE

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## DRRM MEMORANDUM

No. 05

FOR : All RDRRMC7 members:

DOST	DILG	DSWD	NEDA	DOH
DPWH	DepEd	DOE	DICT	DENR
DOLE	DFA	DTI	DOT	BFP
DBM	DAR	BFAR	DHSUD	CSC
PAGASA	PNP	PCG	FVRC	NAVFORCEN, PN
MGB	CHED	TESDA	NIA	CENTCOM, AFP
NHA	LTO	PSA	CPA	PHIVOLCS
CAAP	MARINA	MCIAA	PDEA	TG CEBU, PA
SSS	COA	NTC	PCA	AMC, PAF
NFA	BJMP	GSIS	PPA	TOWCEN, PAF
ERUF	DA	PAGIBIG	NBI	PHILHEALTH
BOQ	LTFRB	NICA	PIA	DFA

FROM : Chairperson, RDRRMC 7

SUBJECT : Commencement and Call for Entries for the 24<sup>th</sup> Gawad Kalasag Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance CY 2024

DATE : 13 May 2024

This refers to the advance copy of OCD memorandum re Commencement and Call for Entries of the 24th Gawad Kalasag Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance CY 2024

The GK Program has served as the country's recognition and award scheme for various stakeholders who promote and implement DRRM, climate change adaptation, and humanitarian assistance programs that protect and shield high-risk communities against extreme hazards and render them more capable of addressing their vulnerabilities.

For this year, the GK will cover eleven (11) major categories as follows:

- a. GK Seal for Local DRRM Councils and Offices
- b. GK Special Awards for Best Civil Society Organizations
- c. GK Special Awards for Best People's Organizations
- d. GK Special Awards for Best Volunteer Organizations
- e. GK Special Awards for Best Higher Education Institutions
- f. GK Special Awards for Best Private Organizations
- g. GK Special Awards for Best Government Emergency Management and Response Teams
- h. GK Special Awards for Schools
- i. GK Special Awards for Hospitals
- j. GK Special Recognition for Individuals and Organizations
- k. Heroic Act for Individuals and Groups

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Internal Communications and Advocacy Unit  
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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE

## OFFICE OF CIVIL DEFENSE

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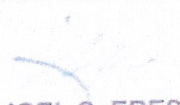


On this note, we would like to inform the RDRRMC7 members that our **CALL FOR ENTRIES** has commenced effective today, 13 March 2024. May we request the agencies/offices to recommend stakeholders who have performed various DRRM-CCA activities to join the 24<sup>th</sup> Gawad Kalasag Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance.

Deadline of submission of local government units on their LDRRMCO self-assessment toolkit will be on or before 12 July 2024, while for Special Awards Categories will be on or before 14 June 2024 to the regional office.

For queries, you may refer to Ms. Joeyann S. Dumdum and Ms. Judy Ann O. Uy, GK Secretariat with contact numbers 09339294578 and 09567139749.

For information and compliance

  
**DIR. JOEL S. ERESTAIN, CSEE**  
Regional Director, OCD7  
Chairperson, RDRRMC7

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REPUBLIC OF THE PHILIPPINES

# NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

Camp General Emilio Aguinaldo, Quezon City, Philippines



## CHECKLIST Elementary and Secondary Schools Category 24th Gawad KALASAG CY 2024

School Category, Levels, and Classification:	
Public	Elementary (Kinder to Grade 6)
Private	Secondary (Junior, Senior High School or Combination)

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

**NOTE: The documents to be validated shall come from the prior school year and current school year. Policy issuances adopted must be issued in the last 2 Calendar years including the current year.**

CRITERIA	Means of Verification	Guidance for Points	Max Points	Score	Comments/Recommendations
<b>ENABLING ENVIRONMENT</b> 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	Screenshots or scanned copy of: a. Approved issuances adopted/localized	1 point per policy adapted/localized. Maximum of 3 points	3		
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	Screenshot or scanned copy of: a. Approved School Memo creating the organization b. SDRRM Team with approved duties and responsibilities c. Approved SDRRM Organizational Structure posted in a conspicuous place inside the school	Presence of all components in the criteria = 2 Absence of even 1 component in the criteria = 1 No formed School DRRM Team = 0	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	Presence of the criteria = 1 Absence of the criteria = 0	1		
4 School budget supports regular DRRM activities	a. Approved School Improvement Plan b. Approved Annual Implementation Plan c. Approved School DRRM Plan	With Approved SIP - 1.0 with approved AIP - 0.5 with Approved School DRRM Plan - 0.5	2		

5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning	<ul style="list-style-type: none"> <li>a. Accomplished DepEd checklist of student-led school watching and hazard mapping</li> <li>b. Approved Documentation of findings</li> <li>c. Photo documentation in the conduct of school watching and hazard mapping</li> </ul>	Learners are involved in school watching and hazard mapping = 1 Learners are involved in development of the DRRM Planning = 1	2		
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and Annual Implementation Plan (AIP)	<ul style="list-style-type: none"> <li>a. Approved Annual Implementation Plan</li> <li>b. Approved School DRRM Plan</li> </ul>	Incorporated the result of the student-led school watching and Hazard mapping in the approved AIP = 2 Incorporated the result of the student-led school watching and Hazard mapping in the approved School DRRM Plan = 2	4		
7	Copies of the School Report Card (SRC) is presented and distributed to stakeholders	<ul style="list-style-type: none"> <li>a. Approved School Report Card</li> <li>b. Photo documentation (Presentation and distribution of SRC)</li> <li>c. Posted on official school Social media accounts</li> </ul>	With approved SRC only = 1 Photo documentation on the presentation and distribution of the SRC = 0.5 Posted on Official Social Media Account = 0.5	2		
8	Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to monitor	a. Accomplished Monitoring and Evaluation tool for the 3 pillars with baseline	Presence of collected and consolidated data covering the 3 pillars = 2	2		

	results and impact exist (Monitoring and Evaluation Tool)	information and progress reports	Presence of collected but not consolidated data covering the 3 pillars = 1 Absence of collected and consolidated data = 0			
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. Presence of Education Management Information System Board (School level) b. Accomplished Enhanced Basic Education Information System (DepeEd Database)	100% completion DRRM related indicators in the EMIS = 1 100% completion DRRM related questions in the EBEIS = 1 99% and below completion DRRM related indicators in the EMIS = 0 99% and below completion DRRM related questions in the 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 and notarized Memorandum of Agreement/ Understanding with partners	Presence of approved (signed and notarized) 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>				<b>33</b>		
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. Approved Certification/report regarding the conducted risk assessment of school facilities b. Approved Annual Implementation Plan c. Approved School DRRM Plan	Presence of 3 criteria = 1 Absence of any of the criteria = 0	1		

3	<p>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. 2, series of 2021 "Guidelines on Camp Coordination and Camp Management and Internally Displaced Persons and Protection" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR, if applicable. <i>If not applicable, the school head is knowledgeable and oriented on JMC No. 1 and RA 10821.</i></p>	<p>a. Presence of approved MOA (signed and notarized), if the school was used as an evacuation center</p> <p>b. approved resolutions/ordinances</p> <p>c. If not used as EC, the school head must present a certificate of training/attendance/documentation report on JMC No. 1 and RA 10821</p>	<p>Presence signed and notarized MOA/MOU or agreement and/or Resolutions/Ordinances = 1</p> <p>Absence of MOU/MOA and/or Resolutions/Ordinances agreement = 0</p>	1			
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<b>Pillar 2: School Disaster Risk Management</b>							
1	<p>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)</p>	<p>a. Approved School Contingency Plan</p>	<p>1 point per approved contingency plan for disaster and/or emergency. Maximum of 3 points.</p>	3			
2	<p>100% of learners and their families have accomplished the Family Preparedness Plan as per DO No. 27, series of 2015</p>	<p>a. Accomplished Family Preparedness Plan</p> <p>b. Accomplished School Form 1 (School Register)</p>	<p>100% of learners accomplished as per criteria = 3</p> <p>80% to 99% of learners accomplished as per criteria = 2</p> <p>50% to 79% of learners accomplished as per criteria = 1</p>	3			
<b>30</b>							

			Below 50% of learners accomplished as per criteria = 0			
3	School has a learners 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 learners family reunification plan = 1</p> <p>Presence of Narrative Report = 1</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 system for school personnel = 1</p> <p>Presence of established tracking system learners = 1</p>	2		
5	Hazard and evacuation maps are located in conspicuous places inside the school campus	<p>a. School Hazard map</p> <p>b. School Evacuation map</p>	<p>Presence of hazard map inside the school = 0.5</p> <p>Presence of evacuation map inside the school = 0.5</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>  alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first-aid book, gloves</p>	<p>Presence and accessibility with adequate first aid kit in every instructional classroom = 1</p> <p>Absence and inaccessibility with inadequate first aid kit even in one instructional classroom = 0</p>	1		

7	School has at least 3 essential and functional pieces of equipment in case of a disaster and/or emergency	a. Presence of functional: - fire extinguisher - Fire alarm -Spine Board -Pry bar -Shovel -C-colar -Splint board -Bandage - others	Presence of at least 3 of the essential and functioning equipment as per criteria = 1  Absence and/or defective of majority of the essential equipment = 0	1		
8	School conducted hazard-specific drills (at least 3 hazards present in the school based on the result of the School watching and hazard mapping conducted) with the participation of different stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)	a. Post-Activity Reports with photos b. Comments/Feedback from the different stakeholders participate	1 point per hazard specific drill. Maximum of 3 points.  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 - Fire alarm - handheld/based radio - Siren/bell - localized Emergency Warning System -Megaphone	1 point per equipment. Maximum of 2 points	2		
10	School has a ready go-bag or equivalent in every classroom with proper label on its content	a. Presence of Go-bag or its equivalent in every classroom with the	Presence of go-bag or its equivalent in each instructional classroom = 1	1		

			minimum required number of specific content	Absence of go-bag or its equivalent even in one classroom = 0			
11	The school has a pre-identified space for putting up Temporary Learning Spaces (TLS) in the aftermath of a disaster and/or emergency	<p>a. If within the school's vicinity: This shall be part of the contingency plan containing the identified open space</p> <p>b. If outside the school: Approved (signed and notarized) MOA with the LGU</p>	<p>Presence of approved MOU/MOA and/or enough space for putting up TLS = 1</p> <p>Absence of approved MOU/MOA and/or not enough space for putting up TLS = 0</p>	1			
12	The school has ready resumption strategies and alternative delivery modes (ADMs) to ensure education continuity (strategies, materials, focal persons to implement)	<p>a. Availability of learning modules</p> <p>b. Approved Learning Continuity Plan</p>	<p>Presence of learning modules = 1</p> <p>Presence of approved Learning Continuity Plan = 1</p>	2			
13	The school has psychosocial interventions for personnel and learners. If not applicable, certification of no hazard/disaster experience to enable psychosocial interventions.	a. Training Certificate of school personnel and learners from authorized partners	<p>Presence of approved school psychological intervention = 1</p> <p>Absence of approved school psychological intervention = 0</p>	1			

14	School has trained teaching and non-teaching personnel who could provide psychosocial support to learners	<p>a. Training Certificate of teachers and learners</p> <p>b. Photo documentation</p> <p>c. Narrative report</p> <p>d. Certification issued any of the following</p> <ul style="list-style-type: none"> <li>- DOH</li> <li>- Red Cross</li> <li>- DSWD</li> <li>- BJMP</li> </ul>	<p>Presence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 1</p> <p>Absence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 0</p>	1		
15	School has an evacuation plan / route and procedures (to at least 3 hazards)	<p>a. Approved Contingency Plan</p> <p>b. Approved School DRRM Plan</p> <p>c. Approved Evacuation Map with route including the date prepared/updated</p> <p>d. Approved Evacuation protocol</p>	<p>Presence of approve CP = 0.5</p> <p>Presence of approved School DRRM Plan = 0.5</p> <p>Presence of Evacuation Plan = 0.5</p> <p>Presence of approved Evacuation protocol = 0.5</p>	2		
16	School has conducted awareness and capacity building for families (included during the Parents & Teachers Association Assembly) and learners	<p>a. Photo Documentation</p> <p>b. Approved Narrative Report</p>	<p>Presence of all = 2</p> <p>Absence of any = 0</p>	2		

		c. Attendance sheet					
17	School participated in the different DRRM, CCAM and Peacebuilding activities of the LGU	a. Certificate of Participation	Presence of participation = 1 Absence of Certificate = 0	1			
18	School has designated DRRM focal to represent in Local Disaster Risk Reduction and Management Committee LDRRMC in their respective LGUs	a. 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>			<b>13</b>			
1	School has integrated key DRRM, CCAM and Peacebuilding concepts in at least 4 subject areas in all grade levels 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 attendance sheet vs the number of enrollees	100% of students are actively participating in various DRRM, CCAM and Peacebuilding activities = 1 1 of the students are inactively participating in various DRRM, CCAM and Peacebuilding activities = 0	1			

3	School has a DRRM, CCAM and Peacebuilding activities for school personnel	<ul style="list-style-type: none"> <li>a. Project proposal</li> <li>b. Work plan</li> <li>c. Gantt Chart</li> </ul>	<ul style="list-style-type: none"> <li>a. Photo</li> <li>b. Documentation</li> <li>c. Certificate of Attendance and/or Participation</li> </ul>	<ul style="list-style-type: none"> <li>Presence of all the criteria = 1</li> <li>Absence of any of the criteria proposal = 0</li> <li>Presence of Photo documentation = 1</li> <li>Presence of Approved Activity Report = 1</li> <li>Presence of certificate of attendance = 1</li> </ul>	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	<ul style="list-style-type: none"> <li>a. Modules</li> <li>b. Worksheet</li> <li>c. Books</li> <li>d. Booklets</li> <li>e. Flyers</li> <li>f. Posters</li> <li>g. Brochures</li> </ul>	<ul style="list-style-type: none"> <li>Presence of DRRM, CCAM and Peacebuilding materials = 1</li> <li>Less than 10 or absence DRRM, CCAM and Peacebuilding resource materials = 0</li> </ul>	1	5	Availability of learning materials each of the DRRM, CCAM and Peacebuilding in the school library	<ul style="list-style-type: none"> <li>a. Classroom DRRM Information Board that contains the following: <ul style="list-style-type: none"> <li>- Name of teacher, ID Number and Contact Information</li> <li>- Name of Learner, LR Number and parents/guardian contact number</li> <li>- Emergency hotlines</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Presence of DRRM corner in every instructional classroom, with updated IEC materials = 2</li> <li>Absence of DRRM corner in every instructional classroom = 0</li> </ul>	2	6	Presence of a DRRM corner in every classroom, with updated IEC materials	
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	b. Information, Education and Communication learning materials			
	c. First Aid kit			
	d. Go Bag			
<b>TOTAL</b>		<b>100</b>		

**Summary Sheet**

Criteria for Checking	Max. Score	Actual Score	Remarks, Recommendations and Suggestions
<b>I. ENABLING ENVIRONMENT</b>	24		
<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>	13		
<b>TOTAL</b>	<b>100</b>		

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

Validated by:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

**NDRRMC GAWAD KALASAG: COMPREHENSIVE SCHOOL SAFETY  
CHECKLIST (PILLAR 1, NO.1)**

**ASSESSMENT TOOL  
DEPARTMENT OF EDUCATION**

<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>Criteria for Checking</b>		<b>YES</b>	<b>NO</b>	<b>Points</b>	<b>REMARKS/RECOMMENDATIONS</b>
<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. Smooth Wall Finish			<b>0.8</b>	Photo documentation
	b. Smooth Flooring			<b>0.8</b>	Photo documentation

	c. Smooth and fixed Ceiling				1.0	Photo documentation
	d. Adequate Window/ Ventilations				1.2	Photo documentation
	e. Fixed and No leak Roofing				1.2	Photo documentation
	f. Unblocked Corridors				1.0	Photo documentation
	g. 2-Doors Swing-out per classroom				1.2	Photo documentation
	h. Railings/ handrails/ ramps in good condition				0.8	Photo documentation
	i. Standard room dimensions per class				1.2	Photo documentation
	j. Presence of emergency fire exits and signages				0.8	Photo documentation

<b>2.0</b>	<b>Ancillary Facilities</b>					
	Provisions /designated space for other instructional rooms (in good condition)					
	a. School Health Clinic				0.6	Photo documentation
	b. Guidance and Counseling				0.6	Photo documentation
	c. School Canteen			2	0.6	photo documentation
	d. Home Economics Building/ Room				0.6	Photo documentation
	e. Science Laboratory Room/Bldg.				0.6	Photo documentation
<b>3.0</b>	<b>Other Facilities</b>					
	Sports/ recreational facilities ( gym, basketball courts etc.)				0.2	Photo documentation
	b. Emergency exit gate/s			2	1.0	Photo documentation
	c. Waiting Shed within the school premises				0.3	Photo documentation

	d. Complete perimeter fence					0.3	Photo documentation
	e. open ground					1.0	Photo documentation
	f. Covered pathwalks					0.2	Photo documentation
<b>4.0</b>	<b>WASH Facilities</b>						
	<i>Adequate number and functional WASH facilities</i>						
	a. Water source					1.0	Photo documentation
	b. Toilets					1.0	Photo documentation
	c. Handwashing facilities			3		0.4	Photo documentation
	d. Drinking facilities					0.4	Photo documentation
	e. WASH for physically impaired					0.2	Photo documentation
<b>5.0</b>	<b>Power and Telecommunication Facilities/Equipment</b>						
	Presence of any communication facility/equipment (e.g: telephone, internet connection, etc.)			2		0.5	photo documentation
	a. Proper electrical wiring system & connections					0.5	MOV: Photo documentation, Fire safety inspection certificate
	b. connections						
	<b>SUB-TOTAL</b>			16		20	

Criteria for Checking		YES	NO	Points	REMARKS/RECOMMENDATIONS
<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			1	0.2	MOV: Photo documentation
	b. Loading/Unloading Signs			1	0.2	MOV: Photo documentation
	c. Stop and Go Signs			1	0.2	MOV: Photo documentation
	d. Signs for the physically impaired			1	0.2	MOV: Photo documentation
	<b>Security</b>					
	a. Presence of Identification Cards for students, parents/guardians and school security			1	1.0	MOV: Photo documentation
	b. Proper coordination with Baranggay Officials/ nearest Police stations			1	0.5	MOV: Proof of Meeting (Photos, minutes of meeting, attendance sheets)
	c. Presence of telephone hotlines (Directory) in a conspicuous place in the school premises			1	0.5	MOV: Photo documentation
	<b>2.0 Health and Environmental Safety</b>					
	a. Waste segregation/Regular schedule for trash disposal			1	1.0	MOV: Photo documentation
	b. Presence of Material Recovery Facility			1	1.0	MOV: Photo documentation
	c. No possible areas /places for mosquitoes breeding, bats and presence of stray animals			1	1.0	MOV: Result of Student-led Hazard Mapping
	d. With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school			1	1.0	MOV: Posters, Student Manual



## **NDRRMC GAWAD KALASAG: COMPREHENSIVE SCHOOL SAFETY**

### **DepED Minimum Performance Standard Specifications**

The Detailed Engineering Design for Classroom/Building and Toilets shall be governed by the following Design Codes and Specifications:

#### **a. Architectural Design:**

- (1) National Building Code (NBC)
- (2) Batas Pambansa (BP) P 344 -- Accessibility Law b. Structural Design:

#### **b. Structural Design:**

- (1) National Structural Code of the Philippines (NSCP), Volume I, 2010 (2) American Institute of Steel Construction (AISC)
- (3) American Concrete Institute (ACI)
- (4) American Iron and Steel Institute (AISI) (5) American Welding Society (AWS) (6) American Society for Testing and Materials (ASTM)

#### **c. Electrical Design:**

- (1) Philippine Electrical Code (PEC), 2000
- (2) Fire Code (Philippine National Standards or PNS Appendix G of PEC1 –2000)

#### **d. Sanitary and Plumbing**

**Design:** Revised National Plumbing Code  
RA 6716 about Rainwater collection system

### **Architectural Design Standards**

#### **a. Classroom Size**

The size of the classroom for elementary and secondary schools must be 7 meters (m) in width x 9 m in length.

**b. Windows**

- (1) The total area of window openings must be at least equal to 10 square m to provide for natural ventilation and illumination. (2) The window sill must not be lower than 600 millimeters (mm) and higher than 900 mm from the floor.
- (3) The window panels, when opened, must not be an obstruction along the corridor.
- (4) The window must allow the entry of daylight even if it is closed.
- (5) Window openings must be bilateral fenestration

**c. Doors**

- (1) There shall be two (2) doors for every classroom.
- (2) The swing-out should be 180 degrees.
- (3) The doors must be 900 mm in width and 2,100 mm in height.
- (4) The doors must withstand normal wear and tear and shall be provided with lever-type door locks.

**d. Floor**

- (1) The floor must be of non-skid finish.
- (2) The finished floor line should be higher than the corridor by 25 mm. (3) The floor elevation must be at the level of the 10-year flood.
- (4) A ramp must be provided with a slope of 1:12 in compliance with the Accessibility Law (BP 344) and properly labeled.

**e. Ceiling**

The height of rooms from floor to ceiling must be at least 2,700 mm.

**f. Roof**

The minimum horizontal clear length of eaves shall be: front = 1.50 m; rear = 1.0 m. **g. Partitions**  
The partitions must be from floor to ceiling.

**h. Corridor**

The minimum corridor width shall be 1.50 m.

**i. Chalkboard**

The classroom must be provided with a built-in-chalkboard.

**j. Painting**

Where applicable, metal, wood, and plastic components must be coated with dirty white enamel paint.

Concrete components must be coated with dirty white latex paint. The roof shall be painted green. The paints must maintain their quality based on DepEd's standards for at least five (5) years.

**Structural Design Standards**

**a. The structural design** must be in accordance with the revised Implementing Rules and Regulations (IRR) of the National Building Code (NBC) and the latest edition of the National Structural Code of the Philippines (NSCP), Volume 1, 2010.

**b. Classification of Structure**

In accordance with the NSCP, buildings under the Project shall be designed for the classification, based on the nature of occupancy, of "Essential Facilities."

**c. Wind Load**

For school buildings, the roofing and walls shall be designed to withstand the wind speeds corresponding to the zones specified in the NSCP, as shown in Table 3. A Wind Importance Factor of 1.15 shall be used.

The structure should be fully sealed against rainwater intrusion during typhoons and heavy rains to protect sensitive Doors and windows should be fully sealed against strong vertical and lateral rains.

**d. Seismic Load**

For school buildings, the structure shall be designed to withstand earthquakes for Seismic Zones with a corresponding Seismic Zone Factors, as specified in the NSCP. A Seismic Importance Factor of 1.50 shall be used.

e. **Live Loads materials and equipment.**  
The minimum occupancy or live loads shown in Table 4 shall be used in the design.

**Table 4. Live Loads**

Structure Part	Live Load Classrooms	1.9 kpa	Corridors/stairs	4.8 kpa
Roof	1.0 kpa	Note: kpa = kilopascals		

**f. Design life**

The structure shall have a design life of at least 25 years

**g. Building Foundation**

The foundation shall be designed for an allowable soil bearing pressure of 96 kpa (2,000 pounds per square foot or psf) unless the soil condition would require otherwise.

**Electrical Design Standards**

**a. Roughing-ins**

(1) **Service Entrance**

- (a) Service entrance conduit shall be made of intermediate metallic conduit (IMC). Underground runs shall be encased in concrete concrete envelope when crossing a roadway, envelope or reinforced. Ends of conduits shall be provided with a sealing compound.
- (b) Exposed service entrance conduits shall be painted with epoxy primer in three (3) coats application.
- (c) Conduits shall be properly reamed.
- (d) The service entrance shall be at least 1.60 m above the natural grade line.

(2) Branch circuit conduits, boxes, fittings and supports shall run parallel to walls, columns and beams of the building.

- (a) Metal boxes, gutters, supports and fittings shall be painted with epoxy primer in three (3) coats prior to installation.
- (b) Polyvinyl Chloride (PVC) solvent shall be applied on all PVC pipe joints/connections

- (c) End bells shall be used at the end of PVC pipes and locknut and bushing shall be used for metallic conduit on all boxes and gutters termination.
- (d) Branch circuit conduits shall be either metallic or non-metallic as applicable.

- (3) Ceiling mounted lighting fixtures  
Flexible metallic tubing shall be used as drop pipe from a junction box to a lighting fixture.
- (4) In-sight disconnecting means  
Water tight type straight or angle connectors shall be used from pumps, condensing units and other equipment that will be in possible contact with water or rain.
- (5) Centralized paneling  
Breaker and wire gutter shall be used for proper arrangement of main distribution panel (MDP).
- (6) Stub-out conduits for spares  
15-mm diameter PVC or IMC pipes shall be provided as stub-out conduits at different panel boards as per schedule of loads. Ends of stub-out conduits shall be threaded and capped.

**b. Wires and Wiring Devices**

- (1) Wires shall be properly designed in accordance with Article 3.10 and the grounding system shall conform to Article 2.50 of the PEC.
- (2) Wiring devices must be of modern type and approved for both location and purpose.

**c. Lighting and Fixtures**

- (1) Each classroom must be provided with a lighting product that can produce 250 lux, e.g., 4 units of 2 40-watt Fluorescent Lamp or 9 units of 20-watt Compact Fluorescent Lamp (CFL) or Light Emitting Diode (LED) lamps.
- (2) A duplex convenience outlet (CO) of the grounding type must be provided on each side of the classroom.(3) The corridor must be provided with a lighting product that can produce 5,000 lumens, e.g., 1 unit of 2 40-watt-flourescent lamp or 1 18-watt CFL or LED.

## Sanitary and Plumbing Design Standards

### a. Waste and vent line piping system

The drain, waste and vent line piping system must be according to PNS/SAO 374, American Society for Testing and Materials (ASTM) D-2729, ISO 4435 and ISO 3633

### b. Waterline piping system

The system must be according to ISO9001:2000 and E DIN1988 for Polypropylene Random Copolymer (PP-R) type 3 pipe and ASTM A120 A53/A53M. The system must provide for a waterline service entrance.

### c. Plumbing Fixtures

These must be according to the American National Standards Institute (ANSI)/American Society of Mechanical Engineers (ASME) WWP-541, A112.19.4m, A112.19.3, IS2, A112.19.5, A112.19m.

### d. Drainage system

The storm drainage system must be sized according to the rainfall intensities, slope, and roof areas of the building. Provision shall be made for the installation of rainwater collection system in compliance with RA 6716 "Act .....".

### e. Septic vault

All concrete septic tanks shall be protected from corrosion by coating with an approved bituminous coat or by other acceptable means.

## Toilets

- a. For one-storey Classroom Buildings, the Toilets shall be detached from or attached to the Classroom Building. For two-storey Classroom Buildings, the Toilets shall be integrated into the Classroom Buildings.
- b. The Toilets shall be properly ventilated and provided with running water through a piped water supply system.
- c. Toilet units main fixtures shall include: urinal, water closet, counter sink (with 2 faucets shared with girls), and facial mirror.

For the Girl' Toilet, the main fixtures shall include: water closet, lavatory (with 1 faucet), facial mirror, and grab bar.

Special facilities for differently-abled persons shall be provided. The specific types and numbers of fixtures shall depend on the School Type.

**a. Reinforced Concrete**

- (1) For structural members, minimum compressive strength of 20.7 megapascals(mpa) (3,000 pounds per square inch or psi).
- (2) For non structural members minimum compressive strength of concrete shall be 17 mpa (2,500 psi).
- (3) Reinforcing bars shall be ASTM 615 with a minimum yield strength, fy, of 275 mpa (40,000 psi) for 16-mm diameter and larger, and 230 mpa (33,000 psi) for 12-mm diameter and smaller.

**b. Structural Steel**

This shall be ASTM A36 with a minimum yield strength, fy, 248 mpa (36,000 psi). All structural steel works shall be painted with red oxide primer and shall be final coated with aluminum silver paint

**c. Protection from Heat**

The classroom and component materials must provide for an inside room temperature compliant with the standards prescribed by Occupational Safety and Health Center (OSHC) . The component materials, such as roof and ceiling system, walls, and partitions, must have a thermal resistance value (RSI) of at least 2.0.

**d. Resistance to Termites**

Where applicable, the structure must be resistant to termites for at least five (5) years.

**e. Protection from Corrosion**

Where applicable, the structure must be protected from corrosion/rust up to at least five (5) years.

**f. Fire Protection**

Fire protection requirements for the school building shall be as per Fire Code of the Philippines.

**g. Noise Level Limit**

The Sound Transmission Class (STC) of the structure and its component materials, including walls, partitions, and second floor slabs, must be in compliance with OHSC.

**h. Protection from Toxicity**

The materials must not contain or emit any carcinogenic or toxic substance, such as asbestos.

**i. Resistance to rainwater penetration**

The structure shall be free from rainwater leaks.

**Design Standards for School Furniture**

a. The set of furniture must harmonize, in terms of functionality and design, with the Classroom Buildings.

b. For each classroom, the following furniture items shall be included: (1) One set of teacher's table and chair.

(2) 45 armchairs for pupils: 43 for right-handed and 2 for left-handed pupils.

c. Materials may be wood or non-wood, resistant to termites for at least two (2) years, and protected from rust for at least for five (5) years.

They should not contain or emit any carcinogenic or toxic substance. New materials must first be certified by the Bureau of Product Standards of the Department of Trade and Industry.

- d. The armchair must be able to carry a pupil with a weight of 30 kg for Grades I to IV, 40 kg for Grades V and VI, and 50 kg for Secondary level.

The armchair shall have the minimum dimensions shown in Table 5.

em	Minimum Dimensions of Armchair		
	Dimension in mm		
	Grades I-IV	Grades V-VI	Secondary
Seat height	ht		
Seat dept	h	360	380
Seat width	h	390	390
Writing b	board height	582	623
Writing b	board width	250	355
Writing b	board length	h 625	625
Backrest	height	645	710
			800

A built-in bookshelf shall be provided under the seat of the armchair.

**Other Requirements**

- a. The Proponent must provide a certification that the parts and spares for the three components under the Contract Package shall be available to the DepED over a period of at least ten (10) years after the completion of the Works under the Project.
- b. Architectural and engineering design plans must be signed and sealed by licensed Filipino professionals.



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**  
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines



# GAWAD KALASAG

Seal and Special Awards for  
Excellence in Disaster Risk Reduction and  
Management and Humanitarian Assistance

24<sup>th</sup> Edition

(CATEGORY)

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(insert official logo/seal of the organization here)

(Name of entry)

(Address)

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PROPOSED STYLE GUIDE CSO

**Civil Society Organization**

(Proposed Table of Contents)

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**Part I. Preliminaries**

page

Title	X
Executive Summary	X
Profile	X

**Part II. Criteria (Based on Checklist)**

Organization	X
Accreditation and Membership	X
Institutional Capacities	X
Sustainability	X

**Part III. Annexes**

PROPOSED STYLE GUIDE CSO

PRELIMINARY TITLE

(SAMPLE CONTENTS PAGE ONLY)

I. INTRODUCTION TO THE AGENCY

Background

The National Civil Defense Administration (NCDA) was established in 1954 by virtue of Republic Act No. 1190, otherwise known as Civil Defense Act of 1954. Organized under the Office of the President, the NCDA was mandated to "establish and administer a comprehensive national civil defense program; formulate and prepare at all times plans and policies for the protection and welfare of the civilian population in time of war directly involving the Philippines or other national emergency of equally grave character..." In 1970, the administration of then president Ferdinand E. Marcos saw the need to establish a Disaster and Calamities Plan by an Inter-Departmental Planning Group on Disasters and Calamities.<sup>1</sup> Two years later, the Office of Civil Defense (OCD) was established by virtue of Letter of Instruction (LOI) No. 19 effectively replacing the NCDA. Under its new charter, the OCD was tasked to "coordinate national level activities and functions of the national government, private institutions and civic organizations" Finally in 1978, through Presidential Decree (PD) 1566, the National Disaster Coordinating Council (NDCC) was established as the highest policy-making body and the focal organization for disaster management in the country<sup>2</sup>.

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<sup>1</sup> [https://www.coa.gov.ph/disaster\\_audit/article2.html](https://www.coa.gov.ph/disaster_audit/article2.html)

<sup>2</sup> *Ibid.*

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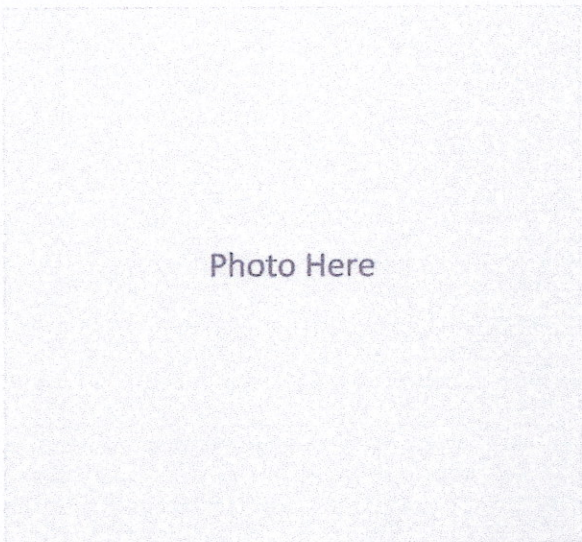


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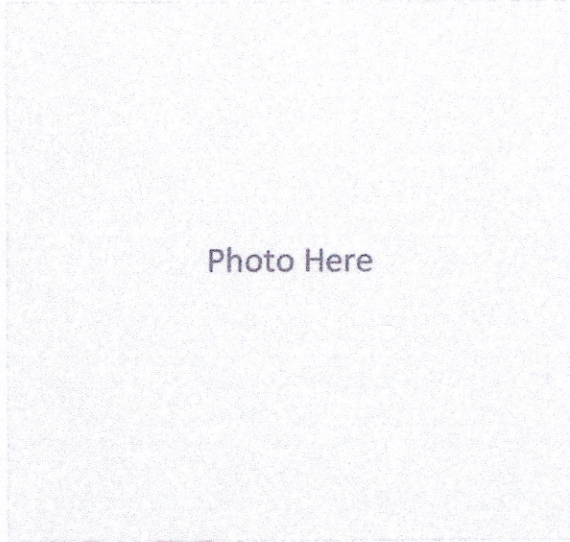


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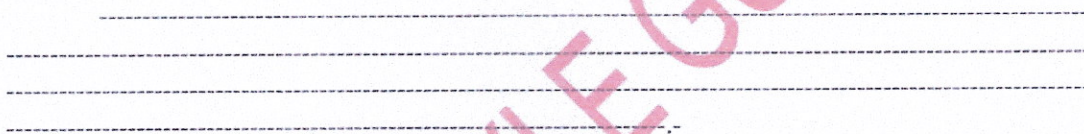


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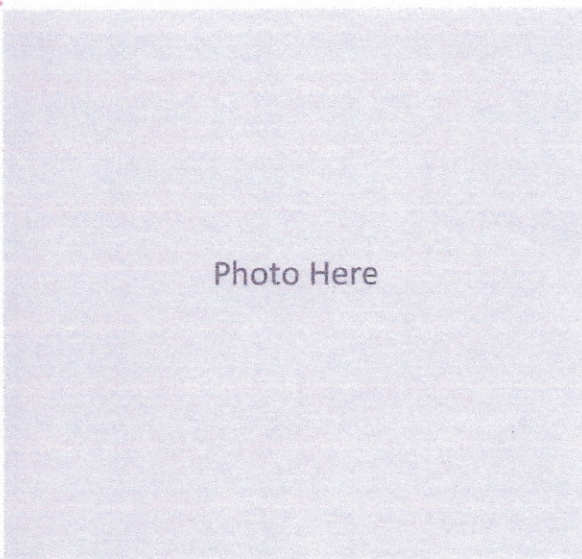
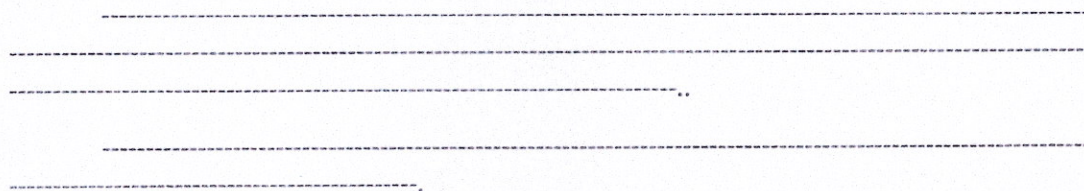


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**ANNEX B**  
**STYLE GUIDE FOR ENTRIES**

1. This style guide applies only for entries for the following categories: Hospitals, Schools, Civil Society Organization (CSO), Volunteer Organization, Peoples' Organization, Private Organization, Government Emergency Management and Response Teams (GEMs), and Special Recognition for Individuals and Organizations.
2. All entries must contain an accurate Table of Contents, indicating the Preliminaries and Criteria including their corresponding pages. All pages except the Table of Contents must indicate their corresponding page numbers. Each criterion shall be tabbed accordingly. Please see attached sample.
3. Introduction shall be limited to the following:
  - a. Brief description or profile of the category
  - b. Brief message and acknowledgments
  - c. Executive Summary
4. All pictures must be colored and in high-definition quality to ensure clarity when expanded. There shall be a minimum of two (2) photo attachments per page if supplemented with captions, or at least three (3) photos when not accompanied with captions.
5. A minimum of two (2) scanned copies of documents per page is required. Unless of utmost importance or relevance that the contents may not be readable when reduced in size, such documents shall be allowed to occupy an entire page.
6. All entries shall be submitted book bound and hardbound in one single document. Consideration shall be made for localities wherein hard binding services are not available. In such case, the OCD Regional Office concerned shall furnish the Gawad KALASAG Secretariat a certification, signed by the Regional Director, to prove the same.
7. The following standards on font type, font size, paper size, paper orientation, line spacing, indents, and the maximum number of pages shall be required for all entries.
  - a. Font type: Times New Roman/Arial
  - b. Font size for the context: 12
  - c. Paper orientation: Portrait
  - d. Paper size: A4
  - e. Line spacing: Single spacing

**[FOR ORIENTATION PURPOSES ONLY]**

Guidelines for CY 2023 Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance Annex B | 1

- f. Indents provided for in the style guide sample format
- g. Maximum pages: **300** including introduction, annexes, and attachments (NOT back-to-back)

8. The following color coding of entry cover page according to category shall be followed:

- Hospitals: Blue
- Schools: Green
- Civil Society Organization: Yellow
- Peoples' Organization: Orange
- Volunteer Organization: Violet
- Private Organization: Pink
- Government Emergency Management and Response Teams (GEMs): Red
- Special Recognition and Heroic Act: White

9. The presentation of compliance in different categories shall be clear, concise, and straight to the point. Unnecessary inclusion whether in text or document to an entry is highly discouraged. Annexes shall be limited to the following:

- a. Means of verification
- b. Relevant photos
- c. Clearances/ Titles
- d. Minutes of the Meeting
- e. MOA/MOU
- f. Documents that will prove a claim

To facilitate efficient and orderly deliberation and evaluation of all entries, deliberate non-compliance to the aforementioned requirements shall merit disqualification of the entry.

**[FOR ORIENTATION PURPOSES ONLY]**