



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

July 17, 2024

No. 473, s. 2024

**SCHOOL-BASED DISASTER PREPAREDNESS AND RESPONSE MEASURES FOR
THE INCOMING OPENING OF CLASSES**

To: **ALL PUBLIC AND PRIVATE
ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL TEACHING AND NON-TEACHING PERSONNEL
ALL OTHERS CONCERNED**

1. In preparation for the upcoming typhoon immediate preparedness for response measures shall be undertaken. School DRRM Coordinators shall ensure such advisories are disseminated to concerned schools by conducting the following:
 - a. Activate warning systems to disseminate advisories to learners and personnel;
 - b. Take necessary steps to secure weak parts of school buildings against heavy rain, flooding, and strong winds including school signs, elevated water tanks and flagpoles. Single-level schools built at ground level may be anchored by guy wires to strengthen the stability of the structure;
 - c. Prune/trim trees that may cause harm to people or damage structures or properties in the event of any weather disturbances;
 - d. Clean and clear all drainage systems;
 - e. Switch-off electrical lines; and
 - f. Safeguard (e.g., place inside containers to protect against water) and transfer education resources and vital records in the pre-identified storage area.
 - g. Coordinate with LGU, using existing guidelines, on the cancellation or suspension of classes and work;
 - h. Monitor TV, Radio and Social Media for updates
2. For information and guidance of all concerned, attached is the **DO No. 33 s. 2021**.
3. Immediate and wide dissemination of this Memorandum to all concerned is desired.

W. Bongalos
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Schools Division Superintendent *WB*

