



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



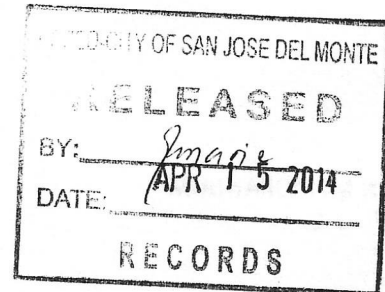
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April 11, 2014

DIVISION MEMORANDUM

No. 47, s. 2014

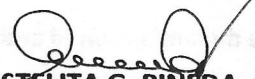
To: All Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Principals, OIC's
Private School Principals/Administrators

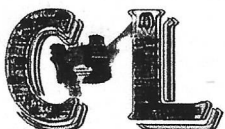


SEARCH FOR GAWAD KALASAG ENTRIES

1. This is in reference to the unnumbered Regional Memorandum dated April 2, 2014; re: Submission of Gawad KALASAG entries on or before April 25, 2014. In this connection, the City Schools Division is going to evaluate and recommend entries on April 14 – 22, 2014.
2. The Division Evaluation Team and Selection Committee is composed of the following:

Chair: Dr. Maria Carmen Cuenco	
Co-Chair: Dr. Rolando T. Sotelo	
Members:	
Public Schools	Private Schools
Dr. Ramon S. Lacanilao	Cynthia V. Berdos
Leny Delos M. Reyes	Dolores M. Lavilla
Dr. Levy M. Avanceña	Eperanza D. Cruz
Corazon P. Loja	Corazon G. Ignacio
Jenny E. Quinto	Bernadette B. Rosaroso
3. The Division Evaluation Team and Selection Committee is advised to finalize the recommended entries on or before April 23, 2014.
4. Attached is the evaluation checklist for School Gawad KALASAG entries provided by Safe Schools Program of DepED in partnership with the Education in Emergencies and the Gawad KALASAG Project of the National Disaster Risk Management Council (NDRRMC).
5. Immediate and wide dissemination of this memorandum is desired.


ESTELITA G. PINEDA, CESO V
Schools Division Superintendent



"Collaborating with our Leaders, Caring for our Learners"



CHECKLIST School Gawad KALASAG

Objectives:

Build a Safe Learning Environment is a project under the Safe Schools Program of the Department of Education (DepED) in partnership with the Education in Emergencies Cluster and the Gawad KALASAG Project of the National Disaster Risk Reduction Management Council (NDRRMC). This undertaking shall be done by the Validating Team assigned in the area through a combination of observation, comparison of findings, discussions/ recommendations, if any, among safety coordinators; and dialogues with Secondary students, Elementary pupils, their parents and teachers. The team shall be aided by the Safety Checklist in Schools as follows:

School category , levels and classification:

☐ Public School
☐ Private School

☐ Urban
☐ Rural

Located in a hazard-prone area

☐ YES ☐ NO

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 and Suggestions
I. SAFETY CHECK ON EDUCATIONAL FACILITIES					
1.0	School Building Components				
	<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			1	
	b. Flooring			1	
	c. Ceiling			1	
	d. Window/ Ventilations			1	
	e. Roofing			1	
	f. Corridor			1	
	g. Door			1	
	h. Railings/ handrails/ ramps			1	
	i. Room Dimensions			1	
	j. Provisions for Fire Extinguisher			1	
	k. Emergency and Fire Exits Signs			1	
2.0	Ancilliary Facilities				
	Provisions /presence of other instructional rooms and				
	a. School Health Clinic			1	
	b. Guidance and Counselling			1	
	c. School Canteen			1	
	d. Computer Room			0.5	
	e. Industrial Arts Building/ Room			0.5	
	f. Home Economics Building/ Room			0.5	
	g. Science Laboratory Room/Bldg.			0.5	
3.0	Other Facilities				
	a. Sports/ recreational facilities (gym, basketball courts etc.)			1	
	b. Emergency Gates			1	
	c. Waiting Shed			0.5	
	d. Perimeter Fence			0.5	
	e. School Waste Disposal Area			1	

	f.	Stage and Open grounds			1		
	g.	Covered pathwalks			1		
4.0	WASH Facilities						
	<i>Adequate number and functional WASH facilities</i>						
	a.	Water source			1		
	b.	Toilets			1		
	c.	Handwashing facilities			1		
	d.	Drinking facilities			1		
	e.	WASH for physically impaired			1		
5.0	Power and Telecommunication Facilities						
	a.	Power/ electrical connections			1		
	b.	Proper electrical wiring system & connections			1		
	c.	Electrical Fans/ ACUs			0.5		
	d.	Telecommunication Facilities			0.5		
			Sub- TOTAL		30	0	

Criteria for Checking		YES	NO	Points		Remarks, Recommendations and Suggestions
II. SAFETY CHECK ON HEALTH & ENVIRONMENT						
1.0 School Safety and Security						
	Warning Signs					
	a. Pedestrian Lane Markings			1		
	b. Loading/ Unloading Signs			1		
	c. Stop and Go Signs for School Traffic Coordinators, humps			1		
	d. Signs for the Physically Impaired			1		
	Security					
	a. Gate Passes/security rounds/schedule			0.5		
	b. With proper coordination with Baranggay Officials/ nearest Police stations			1		
	c. School Security Personnel			1		
	d. Absence of cockpits, video gaming stations, bars and gambling places or where nocturnal activities happen within the 30 meter radius			1		
	e. Absence of electrical post or other hazardous structures or facilities inside the school premises			1		
2.0 Health and Environmental Safety						
	a. Regular schedule for trash disposal			0.5		
	b. No possible areas /places for mosquitoes breeding, bats			0.5		
	c. No stray animals inside the school premises			0.5		
	d. School First Aid Kits are available , accessible and adequate			1		
	e. Implementing School Waste Management Program			1		
	f. With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school			1		
	g. Water source ,WASH facilities and sanitation facilities are properly located			1		
	h. Implement safety measures during school activities, sports, laboratory experiments etc.			1		
	i. Have transportation means during emergency cases			1		
	j. Implementing Health Projects and Programs					

		<i>School Feeding Program</i>			1		
		<i>Health Advocacy /Campaign on Dengue, H1N1, Malaria etc.</i>			1		
		<i>Conducting WASH and Health activities (handwashing/ toothbrushing, medical/ dental check-ups)</i>			1		
		<i>School teachers/ personnel attended symposia, trainings, workshops on Psychosocial debriefing</i>			1		
			Sub- TOTAL		20	0	

Criteria for Checking			YES	NO	Points		Remarks, Recommendations and Suggestions
III. DISASTER PREPAREDNESS							
1.0 Regular Conduct of Drills							
	a.	Earthquake Drill			5		
	b.	Fire Drill			5		
	c.	Other Appropriate Drills (Tsunami, Flood, Landslide, Mudslide)					
2.0 School Preparedness Plan							
	a.	School improvement plan incorporating DRR			10		
	b.	School DRRM Organizational Structure					
	c.	Provisions of Contingency plans/ measures			2		
	d.	School personnel/students attended DRRM trainings, seminars, capacity building and workshops on DRR/CCA			2		
	e.	Communication and Coordination mechanism (cellphone, telephone, handheld radio, megaphone etc.)					
	f.	School Emergency Warning Devices (posters, signage, flaglets, whistle, evacuation plan, etc)					
	g.	With adequate space and facilities to be used as Evacuation Center			2		
	h.	Temporary Learning Areas (Learning materials)					
3.0 School mapping							
	a.	Presence of hazard map			3		
	b.	Risk profile					
			Sub- TOTAL		50	0	

Summary Sheet

Criteria for Checking	YES	NO	Points (0.50, 1 or 0)		Remarks, Recommendations and Suggestions
I. SAFETY CHECK ON EDUCATIONAL FACILITIES			30	0	
II. SAFETY CHECK ON HEALTH & ENVIRONMENT			20	0	
III. DISASTER PREPAREDNESS			50	0	
	TOTAL		100	0	

Rating	0
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Rating Scheme	
Excellent	91-100%
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%

Inspected by :

Name:	
Position:	
Agency:	
Date:	
Name:	
Position:	
Agency:	
Date:	
Name:	
Position:	
Agency:	
Date:	