



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



Website: [www.depedcsjdm.webs.com](http://www.depedcsjdm.webs.com)/e-mail: [deped\\_csjdm@yahoo.com](mailto:deped_csjdm@yahoo.com)/Telefax: (044) 815-2815

July 18, 2017

**Division Memorandum**  
**No. 114 s. 2017**

To : Public School District Supervisors  
Education Program Supervisors  
Public Secondary and Elementary School Heads  
All Others Concerned

**MONITORING AND INSPECTION OF DRRM – CCA PROGRAMS, PROJECTS AND ACTIVITIES**

1. Per DepEd Order No. 55, s. 2007 titled *"Prioritizing the Mainstreaming of Disaster Risk Reduction Management in the School System and Implementation of Programs and Projects Relative Therefor"*. Our Division DRRM will conduct inspection / monitoring on Disaster Management and Preparedness Plans to ensure school safety standards are being met.
2. Inspection result/s shall be used to help develop the DRRM School plans and training needs in the field.
3. Enclosure No. 1 shows the DRRM / CCA checklist.
4. For information and guidance.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent



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



Website: [www.depedcsjdm.webs.com](http://www.depedcsjdm.webs.com)/e-mail: [deped\\_csjdm@yahoo.com](mailto:deped_csjdm@yahoo.com)/Telefax: (044) 815-2815

**DRRM MONITORING AND EVALUATION CHECKLIST**

No.	PILLAR 2	YES	NO	REMARKS
37	Existing DRRM Organizational Structure			
38	Created Project WINS TWG			
39	Quarterly Preparedness Disaster Drill			
40	Drill Evaluation and Assessment by Student-led SWT			
41	SDRRM Plans / Programs / Projects and Activities			
42	Educational Continuity Plan			
43	Family Preparedness Plan			
44	Children Participation in DRRM / CCA Planning			
45	DRRM / CCA included in SIP / AIP			
46	Coordination with BDRRMC in case of emergency			
47	Funds/Support from stakeholders and partners for DRRM			
48	Prepared Contingency Plan			
49	Evident participatory of PTAs in DRRM Organization			
50	Implementation of Gulayan sa Paaralan, National Greening			
51	Compost Pit			
52	SOP Drill (EQ, Fire and Lockdown)			
53	Coordination meeting records with the DRRMC and SWT			
54	CCA mitigation programs and projects			
55	Copy of RADaR 1 & 2			
56	Family Reunification Forms			
	<b>PILLAR 3</b>			
57	DRRM / CCA Curriculum Integration			
58	Conducted DRRM Training & Orientation for Students/Pupils			
59	DRRM Training for Teachers and Staff			
60	Evacuation Map per floor level			
61	Tarpaulin / Signage "This School is a Zone of Peace"			
62	Canteen foods are safe and clean			
63	No softdrinks or colas			
64	No Junk Food			
65	Agreement with BDRRMC to increase DRRM capability			
66	Learners have access to ADM materials during emergencies			
67	Ensures protection of school records / e-copy			
68	Established Emergency Reunification Plan / Contact nos.			
69	Existing / practices and emergency ICS			
70	Ready Psycho-social support services			
71	Posted DRRM Organizational structures			
72	Others:			

INSPECTED	ATTESTED	NOTED
Designation:	Designation:	Designation





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



Website: [www.depedesjdm.webs.com](http://www.depedesjdm.webs.com)/e-mail: [deped\\_esjdm@yahoo.com](mailto:deped_esjdm@yahoo.com)/Telefax: (044) 815-2815

**DRRM MONITORING AND EVALUATION CHECKLIST**

DATE:		SCHOOL:	DRRM COORD.:
DISTRICT:		SCHOOL HEAD:	ALTERNATE DRRM:

No.	PILLAR I	YES	NO	REMARKS
1	Conducted Hazard & Risk Analysis D.O. 23, s. 2015			
2	Created Student-Led School Watch Team			
3	Hazard Mapping Results were included in the SIP / AIP			
4	Existing Safe Evacuation Area			
5	Posted Evacuation Map / Route			
6	Emergency Signage and Infoboard			
7	Provision of Rainwater Catchment System for Fire Etc.			
8	Accessible Fighting Apparatus / Fire Extinguisher			
9	Construction Site has Informative signage / Barricade			
10	Secured Perimeter Fence			
11	Safe Building / Classroom (Resilient)			
12	Safe Electrical Wiring System			
13	Extension Cords complied with safety standards			
14	Swing-out Doors			
15	Clean and Safe Potable Water			
16	Waiting Lounge			
17	Clean Toilets			
18	Handwashing Facilities			
19	Toilets Accessible for PWDs			
20	Stable Power Source			
21	Internet / Web Connectivity			
22	Emergency Contact Numbers			
23	Pedestrian Lane Markings			
24	Loading / Unloading Sign			
25	Security / Traffic Provision by LGU			
26	First Aid Kits / Medical Supplies			
27	Early Warning System			
28	Temporary Learning Areas / Activities			
29	Security ID / Access Control Pass			
30	School ID painted on roof			
31	Pruning of tree trunks and branches			
32	Unclogged Drainage and Sewerage System			
33	Pathwalk / free from obstruction			
34	Secured Door locks / padlocks for all rooms			
35	Clean / Sanitized Canteen			
36	Presence of Material Recovery Facilities			

INSPECTED	ATTESTED	NOTED
Designation:	Designation:	Designation