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Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

April 1, 2024

DIVISION MEMORANDUM

No. 112, s.2024

**SAFETY REMINDERS DURING WEEKENDS, HOLIDAY SEASONS AND
SUSPENSION OF CLASSES AND WORK**

To: Assistant Schools Division Superintendent
Chief Education Supervisor
CID, SGOD, OSDS Personnel
Public Elementary and Secondary School Heads
All Others Concerned



1. In view of climate change where sudden change of weather condition is inevitable, this Office issues this SAFETY REMINDERS DURING WEEKENDS, HOLIDAY SEASONS AND SUSPENSION OF CLASSES AND WORK.

2. For the guidance of all concerned, the following are some of the safety reminders to ensure the safety government properties:

- a. Store learning materials, teachers' manuals, vital office records and equipment (fax, computers, laptops, photocopiers, TVs, VCRs, gas stove, among other machines or equipments) in a safe place, preferably on an elevated room to ensure protection from rain and flood;
- b. Turn off and unplug electrical equipment and appliances before leaving the office or classroom;
- c. Ensure the windows and doors are locked, especially the storage rooms to protect the school or office from burglary;
- d. Coordinate with Barangay officials/parents living within the school vicinity for assistance in monitoring of any incident concerning the school or office;

DM 31, s. 2019 Rider Rev. 01



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- e. Keep updated on weather condition and other local and national situation for proper and immediate precautionary measures;
 - f. Immediate action to physically inspect, validate, and report of any untoward incident should be observed to provide necessary support;
 - g. Conduct periodic inspection/monitoring of electrical and water facilities to ensure safety and avoid wastage of resources;
 - h. Keep communication lines open;
3. Make sure that any information relative to any incident in the school/office are verified and/or personally known before submitting or sharing to the concerned parties.
4. For information, guidance and compliance.

By the authority of the Schools Division Superintendent

FERNANDO C. MACARAIG

Officer-in-Charge

Assistant Schools Division Superintendent



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