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## Republika ng Pilipinas

# Kagawaran ng Edukasyon REHIYON V

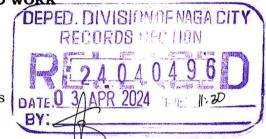
## TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

April 1, 2024

DIVISION MEMORANDUM No. \_\_\_\_\_, 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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