



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

15 March 2024

DIVISION MEMORANDUM
NO. 118, s. 2024

**REITERATION ON THE OBSERVANCE OF THE FIRE PREVENTION
MONTH AND THE CONTINUING FIRE SAFETY AND AWARENESS
PROGRAM**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, SGOD & CID
Administrative Officer V
Project Development Officer II
All Public Elementary and Secondary School Heads
All School DRRM Coordinators
All Others Concerned
This Division

1. Pursuant to Presidential Proclamation 115-A declaring the month of March as Fire Prevention Month, the Office of the Undersecretary for Operations (OUOPS) through the Disaster Risk Reduction and Management Service (DRRMS), this Offices hereby reiterates the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program.
2. This program was launched in schools through DepEd Order No. 70,s. 2012, with the aim to promote and intensify fire safety awareness, prevention, and preparedness among schools, personnel, staff, and learners nationwide.
3. Further, all School DRRM Coordinators shall accomplish reporting template attached in Annex A. Submit all school reports via https://bit.ly/Elsa_DRRMfiles in word file with electronic signature on or before April 5, 2024.
4. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol set for this activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 555-0475
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph



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SCHOOLS DIVISION OF EL SALVADOR CITY

5. Immediate and wide dissemination of this Memorandum is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent


Encl: As stated

Reference: DM OUOPS 2024-04-01692

To be indicated in the Perpetual Index
under the following subject:

SGOD/DRRM/jee FIRE PREVENTION MONTH
PROGRAM/ACTIVITIES



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Email Address: elsalvador.city@deped.gov.ph

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Department of Education
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SCHOOLS DIVISION OF EL SALVADOR CITY

School Level Report on the Conduct of Fire Prevention Month

Name of School: _____

School ID: _____

I. Data on the conduct of Fire Prevention Month Celebration

Name of Activity: _____

	Male	Female
No. of Learners Participated		
No. of Personnel Participated		
Grand Total		

Name of Activity: _____

	Male	Female
No. of Learners Participated		
No. of Personnel Participated		
Grand Total		

Name of Activity: _____

	Male	Female
No. of Learners Participated		
No. of Personnel Participated		
Grand Total		

II. Documentation

Attach three (3) to five (5) photo documentation per activity conducted during the Fire Prevention Month Celebration with caption.





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024- 04-01692

**FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM
ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL AND DIVISION DRRM COORDINATORS
ALL PUBLIC SCHOOLS**

FROM : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

**SUBJECT : Reiteration on the Observance of Fire Prevention Month and
the Continuing Fire Safety and Awareness Program**

DATE : 6 March 2024

Pursuant to Presidential Proclamation 115-A declaring the month of March as Fire Prevention Month, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS), hereby reiterates to all offices across all levels of the Department and schools the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program. This program was launched in schools through DepEd Order No. 72, s. 2012, with the aim to promote and intensify fire safety awareness, prevention, and preparedness among schools, personnel, staff, and learners nationwide.

Specifically, the "Continuing Fire Safety and Awareness Program", as prescribed by the DepEd Order thereof, hereby directs schools to:

- a. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
- b. Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;
- c. Ensure availability and functionality of fire safety equipment, fire alarm activation procedure, and public address system;
- d. Conduct quarterly fire and evacuation drills; and
- e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum circular by and between DepEd and Department of the Interior and Local Government.

Furthermore, DepEd Order No. 28, s. 2016 “Strengthening the Fire Safety and Awareness Program”, contains provision that outline the specific roles and responsibilities of all DepEd personnel at all levels, including the proper implementation of fire safety protocols, the conduct of regular fire drills and exercises, and the establishment of safety committees to oversee safety and security measures.

Further, it emphasizes the need for continuous monitoring and evaluation of the program’s effectiveness to identify areas for improvement and ensure that safety standards are met. Hence, the DepEd Order No. 28, s. 2016, as attached, delivers a comprehensive framework for the successful implementation of the Strengthening the Fire Safety and Awareness Program in all DepEd schools and offices.

In addition, DepEd Order No. 53, s. 2022 emphasizes the importance of fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. This is to ensure that learners, teachers, and personnel are prepared in case of a fire emergency. The reiteration of this policy is crucial in promoting safety within the school premises.

For further information, you may contact the Disaster Risk Reduction and Management Service, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at drmo@deped.gov.ph.

For information and appropriate action.

[DRRMS/AAMS]

Annex A

Guidelines on the Submission of Reports on the Conduct of Fire Prevention Month Celebration

All DepEd Regional Offices and Schools Division Offices should thoroughly follow the guidelines below.

For Schools Division Offices

1. The Division DRRM Coordinators must consolidate reports and pictures from School DRRM Coordinators, and shall accomplish the Reporting Template attached in **Annex B**. The Division DRRM Coordinators have the prerogative on the format or template and specific deadline for the schools to submit their report to the Division office. The Division DRRM Coordinators are requested to select schools with best practices.
2. Consolidated reports and pictures must be submitted by the Division DRRM Coordinators **to respective Regional DRRM Coordinators copy furnished their respective Schools Division Superintendent, and DRRMS through drmo@deped.gov.ph**.
3. The Division DRRM Coordinators shall keep a copy of the submitted report for future reference, as necessary.

For Regional Coordinators

1. The Regional DRRM Coordinators must consolidate, and compile photo documentation reports submitted by the Division DRRM Coordinators and **upload them to their designated folder through this OneDrive link: <http://tinyurl.com/DepEdFirePreventionMonth2024>**.
2. The Regional DRRM Coordinators must submit a regional-level write-up using the standard outline provided in **Annex C**.
3. The regional-level write-up together with the consolidated report must also be submitted by the Regional DRRM Coordinators to the DRRMS via email drmo@deped.gov.ph copy furnished their respective Regional Directors not later than **12 April 2024 EOB**.
4. Regional DRRM Coordinators should use the naming convention below for email subject: **[CY 2024 Fire Prevention Month Celebration] Report_<Region>**

In addition, the Regional DRRM Coordinators shall select schools or SDOs that exhibit best practices in the field. The selected schools or SDOs will be featured in the DRRMS final report which aims to showcase successful demonstrations of Fire Prevention Month implementation for others to learn from and replicate. It is a positive step towards encouraging and recognizing good practices in disaster preparedness and response, which can lead to more effective and resilient communities in the face of disasters.

Annex B

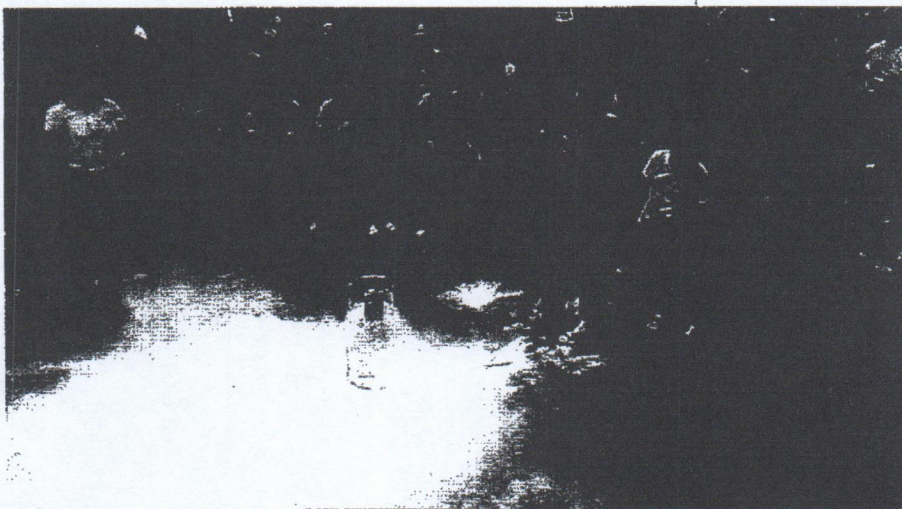
Division Level Report on the Conduct of Fire Prevention Month

I. Data on the conduct of Fire Prevention Month Celebration

Total no. of schools that conducted activities in relation to Fire Prevention Month		
No. of Learners Participated		
	Male	Female
Total no. of Elementary Learners		
Total no. of Secondary Learners		
No. of Personnel Participated		
	Male	Female
Total no. of Elementary Personnel		
Total no. of Secondary Personnel		
Grand Total		

II. Documentation

Attach three (3) to five (5) photo documentation of activities conducted during Fire Prevention Month Celebration. See sample photo documentation below:



Caption: Describe the photo/s above in two (2) to three (3) sentences

Sample caption:
Pagasa Elementary School conducted various activities in observance of Fire Prevention Month, including fire safety drills and lectures on fire safety and prevention. These activities aimed to raise awareness of the importance of fire safety and prevention in the school community, promote a culture of safety, and ensure the readiness of school personnel, and learners in the event of a fire emergency.

The following guidelines is set for the photo documentation of activities during the conduct of the Fire Prevention Month Celebration schools and DepEd offices:

1. Photo of the activities during the conduct of the Fire Prevention Month Celebration may be used in information and communication materials of the Department, as may be requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The recommended minimum specifications for photo documentation are as follows:
 - a. File format: JPG or PNG
 - b. Dimensions: 4:3 ratio
 - c. Orientation: Landscape
4. Upload photo documentation to designated folder in the OneDrive link:
<http://tinyurl.com/DepEdFirePreventionMonth2024>.

Annex C

Standard Outline for the Regional-level Write-up on the Conduct of Fire Prevention Month

I. Introduction

This section introduces the overall conduct of Fire Prevention Month Celebration in the Region and provides a brief overview of its purpose and objective.

II. Actual Conduct of the Activity

This section describes the regional-level conduct of activities in summary. It includes a step-by-step account of what transpired during the activity, the roles and responsibilities of the participants, the tools and equipment used, and the safety measures that were put in place.

III. Observations and Evaluation

This section provides an assessment of the conduct of activities in schools and its effectiveness. It describes overall observations made during the conduct of activities in schools, including strengths and weaknesses, and evaluates how well the activities achieved the Fire Prevention Month objectives. This can also include feedback from schools about their experience.

IV. Follow-up Actions and Recommendations

This section provides a plan of action based on the observations and evaluations of the overall regional conduct of the celebration. It includes recommendations for future activities and can also outline the action steps that will be taken to implement these recommendations.

V. Conclusion

This section provides a summary of the activity and its outcomes. It reflects on the lessons learned from the overall conduct of the celebration and its significance in achieving the overall goal of fire safety and prevention. It concludes by highlighting the importance of such activities in promoting a culture of safety and preventing fire-related incidents.