



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

March 21, 2023

**OFFICE MEMORANDUM**

No. **169**, s. 2023

**CONDUCT OF 1ST MULTI-HAZARD DRILL**

To: **All Regional Office Personnel**

1. In observance of the Fire Prevention Month this March and the Continuing Fire Safety and Awareness Program, this Region shall conduct the intra-office Multi-Hazard Drill on March 27, 2023, Monday at the DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The activity shall start at exactly 3:00 PM with a brief orientation at the RO lobby. It shall be immediately followed by the actual drill and shall culminate with the giving of feedbacks and discussions of the lessons learned in the activity.
3. This activity aims to:
  - a. equip the participants with the necessary self-help skills in the event of disasters especially fire;
  - b. help the participants cultivate mindfulness within themselves – a virtue required of rescue volunteers; and
  - c. practice drills conscientiously and correctly.
4. All Regional Office personnel are required to attend this activity.
5. Immediate dissemination of and compliance with this Memorandum are desired.

*for*  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

ESSD-SPPS-EAD





Republic of the Philippines  
**Department of Education**  
 OPERATIONS

RECEIVED  
 DIVISION, REGIONAL OFFICE NO. 4  
 MAR 20 2023  
 BY: [Signature] 2688  
 TIME: 11:48 AM

OFFICE OF THE DIRECTOR IV	
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OUOPS No. 2023-04-2397  
**MEMORANDUM**

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 : *[Signature]*  
**ATTY. REVSEE A. ESCOBEDO** *[Signature]*  
*Undersecretary for Operations*

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

DATE : March 15, 2023

The declaration of the month of March as Fire Prevention Month is in accordance with Presidential Proclamation 115-A. As such, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS) would like to emphasize to all schools and DepEd offices the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program. This program was launched in schools via DepEd Order No. 72, s. 2012, with the aim of promoting fire safety awareness, prevention, and preparedness among school officials, personnel, staff, and learners nationwide.

In addition to the safety measures prescribed in DepEd Order No. 72, s. 2012 or the "Continuing Fire Safety and Awareness Program (FSAP)", all schools are directed to:

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

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Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600  
 Email: oure@deped.gov.ph; Website: [www.deped.gov.ph](http://www.deped.gov.ph)  
 Tel. No.: (02) 8633-5313; (02) 8631-8492

*our email  
 3/20/23*

Circular by and between DepEd and Department of the Interior and Local Government.

The DepEd Order No. 28, s. 2016 or the "*Strengthening the Fire Safety and Awareness Program*," contains provisions 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.

Furthermore, the order 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. In summary, the attached DepEd Order No. 28, s. 2016 provides a comprehensive framework for the successful implementation of the Strengthening the Fire Safety and Awareness Program in all schools and DepEd offices.

In addition, DepEd Order 53 s. 2022 or the "*Mandatory Unannounced Earthquake and Fire Drills in Schools*", underscores the importance of fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. The order states that these drills should be done to ensure that students, teachers, and staff 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](mailto:drmo@deped.gov.ph).

For information and appropriate action.

**Annex A**

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Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600  
Email: [oure@deped.gov.ph](mailto:oure@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)  
Tel. No.: (02) 8633-5313; (02) 8631-8492

## **Annex A**

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

All schools division office, and regional offices should 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 **only to respective Regional DRRM Coordinators** copy furnished their respective Schools Division Superintendent.
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 reports submitted by the Division DRRM Coordinators and **compile into one Google Drive or OneDrive**.
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 Google Drive or One Drive link of the consolidated report, must be submitted by the Regional DRRM Coordinators to the **DRRMS** via email [drmo+dp@deped.gov.ph](mailto:drmo+dp@deped.gov.ph) copy furnished their respective Regional Directors **not later than 31 March 2023 EOD**.
4. Regional DRRM Coordinators should use the naming convention below for emails: **[CY 2023 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 models of Fire Prevention 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.

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Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600  
Email: [oure@deped.gov.ph](mailto:oure@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)  
Tel. No.: (02) 8633-5313; (02) 8631-8492

**Annex B.**

**Division Level Report on the Conduct of Fire Prevention Month**

I. Data on the conduct of Fire Prevention Month Celebration

<b>Total no. of schools that conducted activities in relation to Fire Prevention Month</b>		
<b>No. of Learners Participated</b>	<b>Male</b>	<b>Female</b>
Total no. of Elementary learners		
Total no. of Secondary learners		
<b>Grand Total</b>		
<b>No. of Personnel Participated</b>	<b>Male</b>	<b>Female</b>
Total no. of Elementary personnel		
Total no. of Secondary personnel		
<b>Grand Total</b>		

II. Documentation

Attached three (3) to five (5) photo documentation of activities conducted during Fire Prevention Month Celebration

*Sample photo documentation:*



*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.**

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Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600  
 Email: [oure@deped.gov.ph](mailto:oure@deped.gov.ph); Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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

1. Photo of the activities during the conduct 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 or 16:9 ratio
  - c. Orientation: Landscape or Portrait

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## **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 evaluation 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.*

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Tel. No.: (02) 8633-5313; (02) 8631-8492