



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

March 17, 2020

**DIVISION MEMORANDUM**  
No. 98, s. 2020

**END OF SCHOOL-YEAR SAFETY REMINDERS FOR SCHOOLS**

**To: Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
District DRRM Coordinators  
School DRRM Coordinators  
All Others Concerned**

1. As the school activities end early due to the national health emergency brought about by COVID-19, the Division Office would like to remind the schools to keep the school campuses and the facilities therein safe by doing the following:
  - a. unplug electric appliances in the schools especially electric fans, lights, television sets, computer units to prevent fire hazards;
  - b. lock the rooms properly to secure school properties from burglars; and
  - c. secure school records, supplies, learning materials, books and others.
2. The school head, through the School Disaster Risk Reduction Management Coordinator (SDRRMC), should keep a duplicate key of the classrooms.
3. School DRRM and District DRRM Coordinators should keep communication lines open with the Division DRRM Officer to facilitate compliance whenever there are needed data from the field related to cases of COVID-19 and others.
4. For your guidance and compliance.

  
**MIGUEL MAC/D. APOSIN EdD, CESO V**  
Schools Division Superintendent

*Enclosures : As stated  
To be indicated in the Perpetual Index  
under the following subjects*

**CALAMITY**

**PHYSICAL FACILITIES**

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