



September 04, 2017

DIVISION MEMORANDUM

No. 246, s. 2017

**IMPLEMENTATION OF COMPREHENSIVE SCHOOL SAFETY (CSS)  
MONITORING TOOL**

To: **Chief Education Supervisors  
Public Schools District Supervisors/  
Principals/Head Teacher In-Charge of the District  
Heads of Public and Private Elementary, Secondary and  
Integrated Schools  
District DRRM Coordinators  
All Others Concerned**

1. In light of the need to strengthen monitoring of Disaster Risk Reduction and Management (DRRM), Climate Change Adaptation (CCA), and Education in Emergencies (EIE), all schools are requested to comply the needed data in the Comprehensive School Safety (CSS) Monitoring Tool as shown in Annex A;
2. The District DRRM Coordinator is requested to disseminate the CSS Tool and conduct DRRM monitoring of all schools in your respective district. Hard copy of the CSS Tool is available in the Division Office. Transportation expense during monitoring and submission of CSS Tool is chargeable to Disaster Preparedness Program Fund to be liquidated in the Division;
3. The District DRRM Coordinator should submit their monthly accomplishment report to the Division DRRM Coordinator c/o Ms. Apple Gay M. Oquendo, Project Development Officer II, who shall consolidate all reports and submit to the Regional and Central Office through DRRMS. The attached monitoring of schools-fund support reporting template as shown in Annex B shall be used for a consolidated reporting of school monitoring;
4. Immediate and wide dissemination of this memorandum is desired.

Very truly yours,

  
**Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

**COMPREHENSIVE SCHOOL SAFETY MONITORING TOOL**

This school level Comprehensive School Safety Monitoring Tool is aligned with the Sendai Framework for DRR (SFDRR) and the global Comprehensive School Safety Framework (CSSF) developed by the UN International Strategy for Disaster Reduction (UNISDR). As a signatory to the SFDRR, the Philippine Government is expected to report to the UNISDR its accomplishment in implementing the SFDRR. In line with this, the Department of Education is required to report its accomplishment in implementing Disaster Risk Reduction and Management (DRRM)/School Safety to the National DRRM Council (NDRMC) as a member of the said council, and in accordance to RA 10121 (Philippine DRRM Act of 2010) which reflects the country's commitment to the SFDRR.

This school level Comprehensive School Safety Monitoring Tool aims to:

- 1) establish the baseline with respect to the implementation of the 3 plans of DepEd's Comprehensive DRRM in Education Framework (DO 37, s.2015);
- 2) Set the school's DRRM targets for 3 years, based on the baseline;
- 3) Track the annual progress of the school with respect to its targets.

This is primarily for the use of the School DRRM Team whose members are expected to facilitate the completion of this monitoring tool. The Head of the SDRRM Team shall submit the completed forms with the signature of the School Head to the Division/District DRRM Coordinator. The Division/District DRRM Coordinator is expected to orient the SDRRM Team on how this tool is going to be filled-up, monitor the completion of schools, and consolidate the results of all schools using the template also provided by the DRRM-Central Office. The consolidated results shall be submitted by the Division DRRM Coordinator to the DRRM-Central Office in \_\_\_\_\_ of the current school year.

The 1st column indicates the particular Priority for Action in the SFDRR that are related to the Targets of the global CSSF in the 2nd column. The 3rd column indicates DepEd's Comprehensive School Safety indicators at the school level that are related to columns 1 and 2. This school level DepEd indicators are based on the Department's Disaster Risk Reduction and Management (DRRM) policies and the School DRRM Manual (SDRRM). The 4th column sets the baseline of the school with respect to DepEd's indicators in the 3rd column. Supporting evidences, such as documents, should be provided by the School DRRM Team to the Division/District DRRM Coordinator. The 5th column sets the targets/plans of the school based on its baseline. The remaining columns will be accomplished by the school on an annual basis to indicate progress against the targets set for 3 years.

Name of Head/Focal Person of School DRRM Team:

Designation:

School ID: \_\_\_\_\_ Name of School: \_\_\_\_\_

District:

Name of Division/District DRRM Coordinator:

Division/Region:

Date the Division/District DRRM Coordinator Oriented the SDRRM Team: \_\_\_\_\_

**ENABLING ENVIRONMENT**

Related Sendai Framework for DRR (SFDRR) Priorities	Global Comprehensive School Safety (CSS) TARGET AREAS	DepEd DRRM CSO INDICATORS (Based on DepEd's DRRM Policies and School DRRM Manual)	BASELINE (2017)		TARGETS/PLANS (2018-2020)	PROGRESS (2018)	PROGRESS (2019)	PROGRESS (2020)
			YES	NO				
Priority for Action 2	Legal Frameworks & Policies	1 Adopted/Adapted/Incorporated existing policies relating to DRRM in education/school safety						
Priority for Action 2	Organizational arrangements, leadership, and coordination for risk reduction and resilience	2 Designated School DRRM Focal Person						
		3 Formed School DRRM Team, consisting of personnel from different offices, with defined membership and roles and responsibilities/functions						
Priority for Action 1	Integration of risk reduction and resilience into education sector strategies, policies and plans	4 Has a comprehensive School DRRM Plan, which includes CCA and EIE measures, covering risk assessment, risk reduction, and rehabilitation and recovery						
		5 Students participated in the planning process						
		6 Integrated DRRM into the School Improvement Plan (SIP)						
		7 100% completion of DRR related questions in the EMS/SEIS						
Priority for Action 3	Funding for risk reduction and resilience of education sector	8 Regular DRRM activities are supported by school budget						
		9 Funding sources for interventions in the aftermath of a disaster or emergency exist and can easily be tapped						
		10 School has partnerships that could be tapped to support its DRRM programs and activities, including those after a disaster						

SCHOOL SAFETY TARGET ATLAS								
Priority for Action	Global Comprehensive School Safety (GSS) TARGET ATLAS	DepEd Division Office INDICATORS (Based on DepEd's DRRM Policies and School DRRM Manual)	BASIC (2017)		TARGET PLANS (2018-2020)	PROGRESS (2018)	PROGRESS (2019)	PROGRESS (2020)
Priority for Action 1	Child-centered Risk Assessment	11 Conducted student-led school watching and hazard mapping (Q3 2018)						
		12 Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and SIP						
		13 Linked student-led school watching and hazard mapping with the community hazard map of LGUs provided by DCSF						
		14 School Planning Team have linked the community hazard maps with education data to better understand the school's risk						
		15 School submitted Rapid Assessment of Damage Report (RADAR) to the DRRM Central Office, within 72 hours after the onslaught of a hazard in the area						
Priority for Action 3	Monitoring and Evaluation	16 Data collection and documentation of programs and activities in DRRM, covering the 3 Pillars, to monitor results and impact and						

Name and Signature of School Head:

Date Signed and Approved:

**COMPREHENSIVE SCHOOL SAFETY MONITORING TOOL**

PILLAR 1: SAFE LEARNING FACILITIES									
Overall Gender Framework for DRR (BFORO) Objectives	Overall Comprehensive School Safety (CSS) TARGETS	Specific DRRWS CSS INDICATORS (Based on DRRWS DRRM Policies and School DRRM Manual)	BASELINE (2017)		VARIABLES/PLANS (2018-2019)	PROGRESS (2018)	PROGRESS (2019)	PROGRESS (2020)	
Existing schools are being made safer, systematically			NO						
Priority for Action 1	Assessment and prioritization for retrofitting and replacement of unsafe schools	1 # of school buildings that have been inventoried							
		2 # of school buildings with risk assessment							
		3 # of unsafe school buildings identified							
			YES	NO					
Priority for Action 3	Resources and Plan to address unsafe school buildings	4 Systems for monitoring and quality assurance of school building construction exist							
		5 Financial resources are allocated for completion of limited action to address unsafe school buildings within a specified period							
		6 # of unsafe school buildings with appropriate action undertaken by the School Head (e.g., upgraded, retrofitted, non-useage, etc.)							
Priority for Action 2	Maintenance to increase safety and protection of investments in schools	7 Conducted regular school inspection and maintenance of facilities conducted (state how often)							
		8 Undertaken regular repair of minor classroom (including facilities) damages							
		9 Roles and responsibilities for maintenance are defined, documented and assigned							
		10 School Heads have allocated budget for routine maintenance of school facilities for safety and to protect investments, with transparent monitoring oversight at the school level							
Priority for Action 4	Planning for limited use of schools as evacuation centers, during the school year	11 School Heads have identified those schools that are expected to be used as temporary evacuation centers for disasters							
		12 School Heads are clear with the roles and functions of the school in camp management vis-a-vis the LGU and DSWD as per Joint Memorandum Circular No. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its implementing DP							
Every new school built is safe									
Priority for Action 2	Guidance and regulations for safe school construction	13 Guidance and regulations on the following are followed:							
		safe school site selection							
		resilient design, and resilient construction							
Priority for Action 3	Monitoring of safe school site selection, design and construction	14 New school construction is monitored for compliance with:							
		safe school site selection							
		safe school design							
		safe school construction							

Name and Signature of School Head:

Date Signed and Approved:

**COMPREHENSIVE SCHOOL SAFETY MONITORING TOOL**
**RELATION CHARTER SMC MANAGEMENT**

Monitor School Framework for DRR (ISDOR) Standard	School Comprehensive School Safety (CSS) TARGETS	Key/SAFETY CSS INDICATORS (Based on DepEd's DRRM Policies and School DRRM Manual)	BASELINE (2017)		TARGET/PLANS (2018-2020)	PROGRESS (2018)	PROGRESS (2019)	PROGRESS (2020)
			YES	NO				
Priority for Action 1	Ecosystem of national and sub-national plans for preparedness and response, educational continuity, and protection of education sector investments	1 School has a Contingency Plan, i.e. Preparedness Plan listed its response actions when a disaster strikes (This could be a separate sub-chapter in the DRRM Plan)						
		2 School has wireless, accessible, and wireless (not GSM) (i) any institutional connection						
		3 School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, hand-held radio, generator, etc.)						
		4 School has pre-identified spaces for putting up Temporary Learning Spaces/Shelters in the aftermath of a disaster						
		5 School has ready resumption strategies and alternative delivery modes to ensure education continuity						
		6 School has ensured that students completed the Family Emergency Preparedness Plan, and school has reported completion to DepEd DRRM at the Central Office						
		7 School has established a school personnel tracking system/school in the event of a disaster						
		8 School has trained personnel to administer first aid to students and personnel						
		9 School has psychosocial interventions for personnel and students						
		10 School has trained teachers and other personnel who could provide psychosocial support to students						
Priority for Action 2	Annual review of school disaster risk reduction and management measures (e.g. as part of school-based management and/or school improvement)	11 School DRRM Plan and-SIP with DRRM integration are reviewed annually						
		12 Conducted Brigada Eskwela to ensure school safety and preparedness measures are in place as per DO						
		13 Students, teachers, parents and other stakeholders participated in Brigada Eskwela						
Priority for Action 3	Conduct of regular simulation drills, at all levels, in practice response preparedness and to review response plans (i.e. Contingency Plan)	14 School has established functional early warning system to inform students and personnel of hazards and emergencies (jumbo, warning signs, devices, etc.), considering national and LGU warning systems and protocols						
		15 School conducted regular hazard-specific drills at least 2 times with participation of stakeholders (DRF, Media, LGU, NGOs, community, PTA, church, and others)						
		16 # of students who participated in the drills						
		17 School has an evaluation plan and procedures						
		18 School has a student safety notification plan that is clearly disseminated to students, teachers and parents						
Priority for Action 4	Needs assessment, strategy, and implementation plan to develop staff and student capacity for participation in school-based DRRM	19 School head has received DRRM training from division or region or partners						
		20 School DRRM Team has received DRRM training from division or region or partners (include how many)						
		21 School has conducted exercises and capacity building for teachers and learners						
		22 School participated in the different DRRM/CAUE activities of the LGU						

Name and Signature of School Head:

Date Signed and Approved:

**PILLAR 2: RISK REDUCTION AND RESILIENCE EDUCATION**

Revised School Framework for DRR (DRRM) Policies	Global Comprehensive School Safety (GSS) TARGETS	Detailed DRRM GSS INDICATORS (Based on Dept's DRR Policies and School DRRM Manual)	BASELINE (2017)		TARGETS/ PLANS (2018-2020)	PROGRESS (2018)	PROGRESS (2019)	PROGRESS (2020)
Priority for Action 1	Integration of common risk reduction and resilience messages in the curriculum	1. School has integrated key DRR and CCA concepts in the curriculum based on the National Curriculum Guide	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
		2. Year when DRR and CCA integration in the curriculum started						
		3. Grade levels and subjects where DRR and CCA been integrated						
		4. Skills and competencies of students are assessed through measurable learning and risk reduction (RR) outcomes	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Priority for Action 2	Integration of risk reduction and resilience in extra-curricular activities	4. Percentage of students actively participating in various DRRM/CCA/EE activities						
Priority for Action 3	Capacity building for and personnel on risk reduction and resilience education	5. School has a DRRM capacity building plan for teachers and school personnel	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
		6. Number personnel trained on DRRM and/or CCA	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
		7. School has available and accessible quality and up-to-date DRRM materials	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
		8. Presence of DRRM corner, with updated IEC materials posted in it, in every classroom	<input type="checkbox"/> YES	<input type="checkbox"/> NO				
Priority for Action 4	Monitoring and Evaluation	9. School carries out monitoring and evaluation to assess sustainable implementation	<input type="checkbox"/> YES	<input type="checkbox"/> NO				

Name and Signature of School Head:

Date Signed and Approved:

## Annex 5

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Date Accomplished:

PSDS/MQ/HTID