



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

To: **School Heads of WVRAA Billeting Schools**

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From:  **MIGUEL MAC/D. APSOIN EdD, CESO V**
Schools Division Superintendent

Date: March 5, 2020

Subject: **Reminder on Some Important Concerns for Billeting of Delegations**

1. In an effect to ensure safety as well as convenience for the different delegations of the Western Visayas Regional Athletic Association Meet, please be reminded to provide the following in your respective schools:

1. COVID 19 Information, Education and Communication (IEC) Materials
 2. School Emergency Evacuation Plan
 3. House Rules (per room)
 4. Emergency Numbers (per room)
 5. Directory and/or School Site Map
 6. Fare Matrix Applicable in the Locality
 7. Signages (e.g. to Rest Room, Shower Room, Education Area, Mess Hall, etc.)
2. Two sets of COVID 19 IEC Materials will be provided by the Secretariat.
3. Please have your School Emergency Evacuation Plan checked and approved by the WVRAA Incident Management Team.
4. For your guidance and compliance.



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