



Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



June 28, 2018

Division Memorandum:

No. 425 S. 2018

**CONDUCT OF SERIES OF SCHOOL SAFETY INSPECTION MANUAL  
WRITESHOPS FOR DAANBANTAYAN CENTRAL ELEMENTARY SCHOOL (DCES)  
THAT WILL START ON JULY 19, 2018 UP TO AUGUST 10, 2018.**

To: Assistant Schools Division Superintendents  
Education Supervisors / Coordinators  
District Supervisors / OICs  
Elementary and Secondary School Heads

1. Attached is a letter from SEEDS Asia, will **CONDUCT SERIES OF SCHOOL SAFETY INSPECTION MANUAL WRITESHOPS FOR DAANBANTAYAN CENTRAL ELEMENTARY SCHOOL(DCES) THAT WILL START ON JULY 19, 2018 UP TO AUGUST 10,2018**
2. Immediate dissemination and strict compliance of this Memorandum is directed.

  
RHEA MARIA A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

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## SEEDS Asia

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June 21, 2018

**DR. RHEA MAR A. ANGTUD**  
Schools Division Superintendent  
Cebu Province DepEd Division

**Re: CONDUCT OF SERIES OF SCHOOL SAFETY INSPECTION MANUAL WRITESHOPS FOR DAANBANTAYAN CENTRAL ELEMENTARY SCHOOL (DCES) THAT WILL START ON JULY 19, 2018 UP TO AUGUST 10, 2018.**

Dear **DR. RHEA MAR A. ANGTUD**,

Greetings from SEEDS Asia!

In line with our project's implementation in support to Daanbantayan Central Elementary School (DCES) towards ensuring the safety of the school learners and school workers alike in the event of disaster occurrence, and to ultimately cultivate a culture of safety in the Philippines through the education sector by means of restructuring their existing school DRRM Systems through making the School DRRM Plans and Programs localized and functional, we hereby inform your office that on July 19, 2018, the crafting of their School's Safety Inspection Manual will commence. This will be a continuous meeting until August 10, 2018.

With yours and our help, the school will craft a localized School Safety Inspection Manual in order to guarantee that it can really save the lives of the target children when used. A localized manual considers the actual situation and condition of the school area, thus, provides a clear roadmap that will help ensure a sustainable and functional SDRRM plan.

In so doing, the school would definitely need the technical expertise from different providers such as your office, particularly because, this involves safety guidelines. We hope to make sure that the safety protocols to be imprinted on the manual that will be written, will also be in adherence to the existing standards of your office, combined with other providers. **So, on this regard, please provide us your representatives who will share technical inputs during our Manual writeshop, such as your Division DRRM Coordinator, your Division Engineer and other concerned officers.**

The First day of the writeshop is on July 19, 2018 at **9:00** o'clock in the morning to be held at Daanbantayan Central Elementary School (DCES). Your representative shall join us up to our other activities in relation to the manual crafting, such as the actual school safety inspection to be conducted after the production of the first draft for manual testing as basis of its improvement.



## SEEDS Asia

On the day of the writeshop, we require that your representatives should prepare all the needed legal basis for their ready reference. The writing of the manual will be on the day and at the venue of the activity, so those references would be a vital tool. The manual template, the workshop program and process guideline are hereto attached for your additional references.

The date we have indicated was already arranged verbally with the school head of Daanbantayan Central Elementary School (DCES), and in order to make the activity official, we hereby ask for the corresponding Division Memorandum Order from your office to cover their participation. Other than from the division office, the writeshop of course will also be participated by the 12 teachers including the School Head and the School DRRM Coordinator. The list is hereto attached for your ready reference. Also, since this is series of writeshops, we will be writing another letter to you, furnishing you the calendar of activities that will be produced on the first day of the writeshop. This is for your information and as basis of another Division Memorandum Order that will be requested from your office once again.

We hope that this request merits your favorable consideration as this is for the benefit of our school children who are considered one of the vulnerable groups in times of disaster. Their safety should be everyone's utmost priority so as to us. Thank you in advance for the help. Looking forward to your confirmation.

To confirm, please reach us through our Assistant Project Coordinator, Mr. Edwin Marquez at email address [edwinmarquez.seedsasia@gmail.com](mailto:edwinmarquez.seedsasia@gmail.com) and contact numbers at 0915-962-8844 (mobile) or 263-2381 (landline). We will also be in constant coordination with your office after this letter is sent to monitor progress. Thank you so much, and on behalf of our project beneficiary (Daanbantayan Central Elementary School (DCES)) that is located within the AOR of your office, we are sincerely looking forward to your support on the aforesaid endeavor.

Very truly yours,

  
**FOR: ROSILYN C. SANCHEZ**  
Local Project Manager, SEEDS Asia

Noted:

  
**YO KUNIEDA**  
Country Representative, SEEDS Asia

**Copy furnish:**

- Engr. Ester Roldan, Division DRRM Coordinator
- Mr. Generoso Monterde, School Principal
- Mr. Ranilo Edar, DepEd Regional DRRM Coordinator



## SCHOOL SAFETY INSPECTION MANUAL WRITESHOP

Venue: Daanbantayan Central Elementary School (DCES)

Date: July 19, 2018

### ACTIVITY FLOW

TIME	ACTIVITY	MODERATOR
<b>Morning Session:</b> 9:00 - 9:30	Registration	Pilot School Secretariat
9:30 - 10:00	Opening Program Prayer Acknowledgement of Participants Welcome Remarks ----- SEEDS Asia's Message ----- Project Update-----	Emcee: Pilot School AVP EMCEE School Head Ms. Yo Kunieda SEEDS Asia
10:00 - 11:00	<b>Presentation of:</b> 1. Safety inspection conducted before the Brigada Eskwela. 2. Fixing of areas that requires repair during Brigada Eskwela. 3. Inspection Findings/Issues/Challenges. 4. School's action plan in order to reduce vulnerability.	Pilot School
11:00 - 12:00	Overview of the Write shop  Write Shop Proper: -Group Break-out -Focused Group Discussion	For. Rosilyn C. Sanchez, SEEDS Asia  SEEDS Asia and concerned DepEd DRRM Coordinator
12:00 to 1:00	Lunch Break	
<b>Afternoon Session:</b> 1:00 to 4:00	Continuation of Write shop activity	SEEDS Asia and concerned DepEd DRRM Coordinator
4:00 to 5:00	Scheduling of succeeding writeshop meetings  Next Steps and other matters Closing Message	For. Rosilyn Sanchez, SEEDS Asia  Ms. Yo Kunieda, SEEDS Asia DepEd DRRM Coordinator

#### Important Note:

Materials per group: -Blackboard/Whiteboard/Manila Paper  
-Different offices shall hand ready their respective References  
-Laptop

Manpower per group: -1 Leader/Moderator  
-1 Documenter/recorder (Operates the laptop)  
-contributing members

**REGULAR SCHOOL SAFETY INSPECTION MANUAL WRITESHOP, FIRST DAY.  
FOR PILOT SCHOOL TEACHER'S GUIDE**

Date : July 19, 2018

Purpose: To craft a localized School Safety Inspection Manual for Daanbantayan Central Elementary School (DCES)

Expected outputs :

1. Composition of groups and their respective assignments
2. By group initial write ups
3. Schedule of succeeding write shop meetings
4. Tasking and deadlines

## **METHODOLOGY**

### **Overview and instructions:**

1. Presentation of the Manual Outline
2. Presentation of the activity objectives and expected outputs
3. Groupings and assigning of topics based on the Manual Outline

### **Write shop proper:**

4. Group Break out for Focused Group Discussion.  
Each group shall discuss their respective topics, assign topics to respective persons, discuss or workshop manual inputs, dictates inputs for onsite writing and others.
  - a. Supplies and materials needed per group:
    - 1 Laptop
    - Area on the blackboard/whiteboard/Manila Paper (chalk/white board markers)
    - Write up references of the different offices (for their inputs)
  - b. Member assignments:
    - 1 documenter (laptop operator)
    - 1 leader/moderator
    - Other members will suggest, dig information from the available references and dictate write up inputs.

### **Next steps:**

To be produced during the First day:

- Agreements regarding succeeding workshop meeting schedules
- Assignments and deadlines

On August meeting:

- Presentation of the first draft of the manual
- Submission of the first draft electronic file

In between

- Continues write shop at Pilot school levels under the supervision of respective DepEd DRRM Coordinators based on the agreed schedule created on the first day of the write shop.

-END-

## **SCHOOL SAFETY INSECTION MANUAL TEMPLATE**

- I. School Profile
  
- II. Safety Inspection Standards
  - A. Fire Code (Fire Safety Evaluation Inspection)
  - B. National Building Code + Checklist
  - C. DepEd Physical Facilities Manual Standards
  - D. New DepEd-DPWH School Building Design (Calamity-Resilient School Building)
  - E. B.P. 344 (PWDs)
  
- III. Procedures of Safety Inspection, Frequency and Composition of Inspecting Team
  - A. School Safety Inspection
  - B. Classroom Safety Inspection
  
- IV. School Safety Inspection Checklist
  - A. School Level
  - B. Classroom Level
  
- V. Preventive Maintenance Measures
  - A. Structural
  - B. Non-Structural
  
- VI. Findings, Reporting and Validation
  
- VII. Vetting, Validating and Implementing Action
  
- VIII. Action Plan Review and Updating