

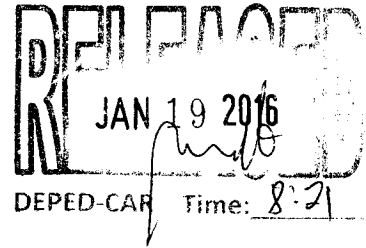


DEPARTMENT OF NATIONAL DEFENSE  
**OFFICE OF CIVIL DEFENSE - CORDILLERA ADMINISTRATIVE REGION**

Old PUSO Building, DPS Compound, Baguio City, Philippines 2600

January 13, 2016

**DR. ELLEN DONATO, CESO III**  
Regional Director, DepEd-CAR  
Department of Education Cordillera  
Wangal, La Trinidad, Benguet



**Dear Dr. Donato,**

Warmest greetings from the Office of Civil Defense Cordillera!

Annually, OCD recognizes outstanding performances of government entities, non-government instrumentalities and individuals who have rendered exemplary contribution in promoting and implementing significant Disaster Risk Reduction and Management and Climate Change Adaptation (CCA) programs and innovations that build community resiliency in the long term. This is through **Gawad KALASAG: Search for Excellence in Disaster Risk Management and Humanitarian Assistance**.

*"Gawad KALASAG remains to be one of the country's fully institutionalized program that promotes the spirit of volunteerism among agencies and individuals; measuring the capacity and capability of various stakeholders in identifying risks and vulnerabilities in the community, and addressing challenges on human-made and natural emergencies and disasters."*

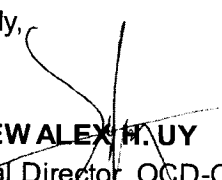
For 2015, the awardees of the Regional Search are the University of the Cordilleras, Tuba Fire Station, Municipality of La Trinidad, Municipality of Tublay, Baguio Benguet Public Information and Civic Action Group, and Mountain Province. Aside from the plaques of recognition, they also received P50,000.00 to be used for their DRRM-related activities.

In view hereof, the undersigned is humbly requesting for your help to disseminate this information to all the schools in the region. The OCD-CAR anticipates full participation of all institutions that deserve rightful recognition on DRRM.

Moreover, attached is the memorandum together with checklists (criteria for assessing) entries per category. You may also call OCD-CAR Hotline (074) 444-5298 and 304-2256, email us at [civildefense\\_car@yahoo.com](mailto:civildefense_car@yahoo.com) or you may contact Ms. Franzes Ivy Carasi at 0906-443-1458.

Thank you for your continued support. Have a blissful and disaster resilient new year!

Sincerely,

  
**ANDREW ALEX H. UY**  
Regional Director, OCD-CAR  
Chairperson, Cordillera RDRRMC

January 15, 2016

To: **Schools Division Superintendent**  
All Divisions

  
From: **ELLEN B. DONATO, Ed.D., CESO III**  
Director IV

For information and dissemination.

**CHECKLIST**  
**School**  
**Gawad Kalasag**

School category, levels and classification:

Public School

Urban

Private School

Rural

Name of School:		Legislative District:	
School ID:		Province:	
Division:		School District:	
Region:		Date Visited/ Inspected:	
School Address:			

Criteria for Checking	YES	NO	Points	Remarks, Recommendations and Suggestions
<b>I. SAFETY CHECK ON EDUCATIONAL FACILITIES</b>			<b>30</b>	
<b>1.0 School Building Components</b>				
<i>School building /classroom components is/are according to the DepED and/or National Building Code approved/ standard design and specifications*</i>				
<i>Academic or Instructional Rooms</i>				
a. Wall Finish			1	
b. Flooring			1	
c. Ceiling			1	
d. Window/ Ventilations			1	
e. Roofing			1	
f. Corridor			1	
g. 2- Doors per classrooms			1	
h. Railings/ handrails/ ramps			1	
i. Standard Room Dimensions			1	
j. Presence/availability of Provisions for Fire Extinguisher			1	
k. Presence of Emergency Fire Exits and Signages			1	
<b>2.0 Ancillary Facilities</b>				
<i>Provisions /presence of other instructional rooms and</i>				
a. School Health Clinic			1	
b. Guidance and Counselling			1	
c. School Canteen			1	
d. Industrial Arts Area			1	
e. Home Economics Building/ Room			1	
f. Science Laboratory Room/Bldg.			1	
<b>3.0 Other Facilities</b>				
a. Sports/ recreational facilities ( gym, basketball courts etc.)			1	
b. Emergency exit Gate/s			1	
c. Waiting Shed within the school premises			1	
d. complete Perimeter Fence			1	
e. Stage and Open grounds			1	
f. Covered pathwalks			1	
<b>4.0 WASH Facilities</b>				
<i>Adequate number and functional WASH facilities</i>				
a. Water source			1	
b. Toilets			1	
c. Handwashing facilities			1	
d. Drinking facilities			1	
e. WASH for physically impaired			1	

<b>5.0 Power and Telecommunication Facilities</b>					
a. Power/ electrical connections				1	
b. Proper electrical wiring system & connections				1	
			<b>Sub- TOTAL</b>	<b>30</b>	<b>0</b>

Criteria for Checking		YES	NO	Points	Remarks, Recommendations and Suggestions
<b>II. SAFETY CHECK ON HEALTH &amp; ENVIRONMENT</b>				20	
<b>1.0 School Safety and Security</b>					
	<i>Presence/visibility of Warning Signs</i>				
	a. Pedestrian Lane Markings/humps			1	
	b. Loading/ Unloading Signs			1	
	c. Stop and Go Signs			1	
	d. Signs for the Physically Impaired			1	
	<i>Security</i>				
	a. Presence of Identification Cards for students, parents/guardians and school security			1	
	b. Proper coordination with Baranggay Officials/ nearest Police stations			1	
	c. presence of telephone hotlines (Directory) in a conspicuous place in the school premises			1	
	d. Absence of cockpits, video gaming stations, bars and gambling places or where nocturnal activities happen within the 30 meter radius			1	
	e. Absence of electrical post or other hazardous structures or facilities inside the school premises			1	
<b>2.0 Health and Environmental Safety</b>					
	a. Waste Segregation/Regular schedule for trash disposal			1	
	b. No possible areas /places for mosquitoes breeding, bats and presence of astray animals			1	
	c. School First Aid Kits are available , accessible and adequate			1	
	d. Implementing School Waste Management Program			1	
	e. With clear and strict regulations on drugs, cigarettes, alcohol and vandalism in school			1	
	f. Water source ,WASH facilities and sanitation facilities are properly located			1	
	g. Implement safety measures during school activities, sports, laboratory experiments etc.			1	
	h. Have transportation means during emergency cases			1	
	i. Implementing Health Projects and Programs				
	<i>School Feeding Program</i>			1	
	<i>Health Advocacy /Campaign</i>			1	
	<i>Conducting WASH and Health activities (handwashing/ toothbrushing, medical/ dental check-ups)</i>			1	
				<b>Sub- TOTAL</b>	<b>20</b>
					<b>0</b>

Criteria for Checking		YES	NO	Points	Remarks, Recommendations and Suggestions
<b>III. DISASTER PREPAREDNESS</b>				50	
<b>2.0 Regular Conduct of Drills</b>					
	a. Earthquake and Fire Drills			8	
	b. Other Appropriate Drills			3	

<b>1.0</b>	<b>School Preparedness Plan</b>				
	a. School Improvement Plan (SIP) incorporating DRRM, CCA and GAD			12	
	b. School DRRM Organizational Structure			3	
	c. presence of EMIS (Performance Indicators) for the past 3 years			5	
	d. School personnel/students attended DRRM trainings, seminars, capacity building and workshops on DRR/CCA			2	
	e. Communication and Coordination mechanism (cellphone, telephone, handheld radio, megaphone etc.)			3	
	f. School Emergency Warning Devices (posters, signage, flaglets, whistle, evacuation plan, etc)			2	
	g. With adequate space and facilities to be used as Temporary Learning Spaces			4	
	h. Availability of Learning Materials to be used in the Temporary Learning Spaces			2	
<b>3.0</b>	<b>School mapping</b>				
	a. presence of hazard map			3	
	b. risk profile			3	
			<b>Sub- TOTAL</b>	<b>50</b>	<b>0</b>

**Summary Sheet**

Criteria for Checking	YES	NO	Points		Remarks, Recommendations and Suggestions
I. SAFETY CHECK ON EDUCATIONAL FACILITIES			30	0	
II. SAFETY CHECK ON HEALTH & ENVIRONMENT			20	0	
III. DISASTER PREPAREDNESS			50	0	
			<b>TOTAL</b>	<b>100</b>	<b>0</b>

<b>Rating</b>	<b>0</b>
<b>Rating Scheme</b>	
Excellent	91-100%
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%