Republic of the Philippines
Department of Education
Cordillera Administrative Region

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE CAR
RECEIVED
JUN 13 2022
BY: TIME

June 8, 2022

REGIONAL MEMORANDUM
No. 280 ·2022

CALL FOR SUBMISSION OF SCHOOL BEST PRACTICES ON SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT AND CLIMATE CHANGE ADAPTATION AND MITIGATION

To: Assistant Regional Director
Schools Division Superintendents
Heads, public and private elementary and secondary schools
PDO II (DRRM)
All Others Concerned

1. The Regional Office through the Education Support Services shall conduct a documentation of school best practices on disaster risk reduction and management (DRRM) and climate change adaptation and mitigation (CCAM). The activity shall be a knowledge-sharing aimed at improving the implementation of the school disaster risk reduction and management program.

2. Interested schools are invited to submit a write-up of their best practices to the Schools Division DRRM Coordinator (PDO II-DRRM) for consolidation and submission to the Regional Office. A guide on what constitute a best practice and the format for the write-up is enclosed for reference. Deadline for the submission of best practices is on or before September 15, 2022

3. Selected best practices shall be disseminated and shared to promote learning and sharing of experience. A series of Best Practices shall be published and posted in official DepEd-CAR websites for replication by other schools.

4. For information and dissemination.

ESTELA LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

Encl.:
as stated

Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | **Fax No.:** (074) 422-4074
Website: www.depedcar.ph | **Email Address:** car@deped.gov.ph

Enclosure 1 of Regional Memorandum No. _____

Procedures for Identifying and Documenting Best Practices[1]

A. Criteria for selection of best practices

1. Effectiveness: The practice must work and achieve results that are measurable.

2. Efficiency: The practice produced results with a reasonable level of resources and time.

3. Relevance: The practice addresses issues on disaster risk reduction/climate change

4. Possibility of duplication: the practice can be replicated by the school and [2]by the community.

B. Format

1. Title of the "Best Practice"
   Should be brief and reflect the practice being documented.

2. Introduction:
   Provides the context and justification for the practice and address the following issues:
   - what is the problem being addressed?
   - which population is being affected?
   - what is the impact of the problem to the school?
   - What objectives were being achieved.

3. Implementation of the Practice
   - What are the main activities carried out?
   - When and where were the activities carried out?
   - Who were the key implementers and partners?
   - What were the resource implications?

4. Result of the Practice
   - What were the concrete results (output & outcome)
   - Was an assessment of the practice carried out? If yes, what were the results

5. Lessons Learned.
   - What worked well (Facilitating factors)
   - What did not work well (Hindering factors)

6. Conclusion
   - How have the result benefited the school
   - Why is it considered a "Best Practice"
   - What recommendations can be given for those intending to adopt the "Best Practice"

7. Further Reading
   - Provide a list of references that give additional information on the "Best Practice"

C. Write-up

The write-up shall not exceed 2,000 words. It should be submitted as follows:

- Font and Font size: Bookman Old Style 12
- Spacing: Double-lin spacing
- Prepared in Microsoft Word
- Paper size: A4

[1] https://www.afro.who.int/sites/default/files/2017-06/Guide_for_documenting_and_Sharing_Best_Practice_-_english_0.pdf