



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

November 10, 2024

DIVISION MEMORANDUM  
No. \_\_\_\_\_, s. 2024

**SCHOOL-BASED PREPAREDNESS, RESPONSE MEASURES AND REPORTING  
PROTOCOLS IN RELATION TO STS NIKA**

TO: Chief Education Supervisors  
Public Schools District Supervisors/  
In-Charge of Districts  
Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to Republic Act No. 10121 which mandates all national government agencies to institutionalize policies, structures, and coordination mechanisms in times of emergency and disaster, DepEd Order No. 21, s. 2015 "Disaster Risk Reduction and Management Coordination and Information Management Protocol", and DepEd Order No. 33, s. 2021 "School-based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and other Weather-related Disturbances and Calamities", this Office hereby issues the enclosed **School Preparatory Measures in Relation to Weather-related Disturbances as well as the Reporting Protocol** in relation to Typhoon Nika.

2. Aside from the **DRRMS Online RADAR Reporting**, **offline reporting** should still be implemented to ensure that all reports will be captured in case of telecommunication problems.

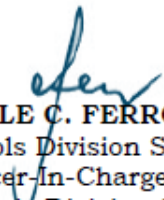
The cut-off time of the online report expected to be submitted daily to the SDO DRRM Focal Person is seven o'clock (7:00) in the morning.

Within 72 hours after the lifting of the typhoon signal, all School Heads are instructed to submit their offline RADAR Reports at the SGOD Office through the SDO DRRM Focal Person.

Links for the submission of reports are:

Daily School Report	<a href="https://bit.ly/DailyReportNika">https://bit.ly/DailyReportNika</a>
SDO Online RADAR Report	<a href="https://bit.ly/RADARNika">https://bit.ly/RADARNika</a>

3. For immediate dissemination and strict compliance

  
**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SGOD/malv  
11/10/2024



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Enclosure to Division Memorandum No. 583 s. 2024

**SCHOOL PREPARATORY MEASURES IN RELATION TO WEATHER-RELATED DISTURBANCES, IN PARTICULAR TO TYPHOON NIKA**

- a. Activate warning systems to disseminate advisories to learners and personnel.
- b. Coordinate with the LGU on the cancellation or suspension of classes and work.
- c. Take necessary steps to secure school buildings against heavy rain, flooding, and strong winds.
- d. Prune/trim trees that may cause harm to people or damage school properties in the event of any weather disturbance.
- e. Ensure that all drainage systems are clean and free from blockage.
- f. Ensure that the electrical main lines are switched off.
- g. Secure all educational resources and vital records (waterproofing) and transfer them to a pre-identified storage area.
- h. Only in cases where there is no other available place or structure which can be used as a general evacuation center may a school or child development center be used as an evacuation center.

If schools will be utilized as Evacuation Centers, this shall be guided by **RA 10821** entitled “**Children’s Emergency Relief and Protection Act**”. The following processes must be followed:

1. LGUs shall coordinate with the Schools Head/s and the Schools Division Superintendent before schools may be used as evacuation centers. A Memorandum of Agreement shall be executed between the LGU and the School to be used as evacuation centers.
2. Non-instructional rooms shall be utilized first such as gymnasiums, learning and activity centers, auditorium, and other open spaces.
3. The use of the school premises shall be as brief as possible. It shall only be up to three (3) days for short-term displacement, fifteen days for medium and long-term displacement, or until such time that the LGU is able to establish alternative transition sites.
4. If the use is predicted to exceed fifteen (15) days, the affected LGU shall provide written documentation to the DepED and the DILG on the following:
  - a) The name and location of the school;
  - b) All alternative sites and proposals for final site selection;
  - c) Measures being implemented to prevent interference or disruption to the school and educational activities of children; and,
  - d) Timeline for the relocation of and plan for action for internally displaced persons to sites outside schools.

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