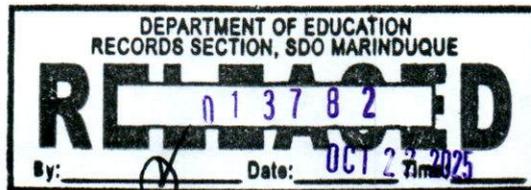




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-184

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit and Section Heads
School Heads, Public Elementary, Integrated, and Secondary Schools
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **CONDUCT OF SAFETY BRIEFING AND PROTOCOL ORIENTATION PRIOR TO THE START OF PROGRAMS AND ACTIVITIES, ESPECIALLY IN HOTELS AND OTHER ENCLOSED VENUES**

DATE: October 22, 2025

Attached is Regional Memorandum No. 135, s. 2025 from the Office of the Regional Director Dr. Nicolas T. Capulong, CESO III dated October 16, 2025 titled "*Conduct of Safety Briefing and Protocol Orientation Prior to the Start of Programs and Activities, especially in Hotels and other Enclosed Venues*" directing all focal persons, coordinators, and organizers to ensure that a brief safety orientation is conducted prior to the start of any event, for information, guidance, and compliance of all concerned.

For queries and clarifications, please contact Mrs. Maita M. Lazares, Chief Education Supervisor, School Governance and Operations Division/ Mr. Edgar H. Loto, PDO II/DDRRM Coordinator.

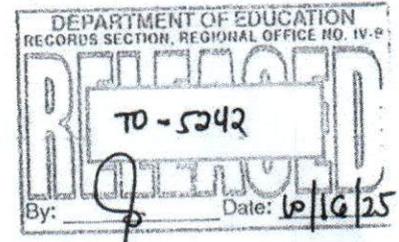
Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.



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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

October 16, 2025

REGIONAL MEMORANDUM

No. 135, S. 2025

**CONDUCT OF SAFETY BRIEFING AND PROTOCOL ORIENTATION PRIOR TO
THE START OF PROGRAMS AND ACTIVITIES, ESPECIALLY IN HOTELS
AND OTHER ENCLOSED VENUES**

To: **ALL REGIONAL OFFICE PERSONNEL
SCHOOLS DIVISION SUPERINTENDENTS**

1. In line with the Department of Education's commitment to ensure the safety and security of all personnel and participants during official activities, this Office reiterates the importance of conducting **Safety Briefings and Protocol Orientations** before the commencement of any program, meeting, or activity—particularly those held in **hotels, conference centers, and enclosed buildings**.
2. All activity focal persons, coordinators, and organizers are **directed to ensure** that a brief safety orientation is conducted prior to the start of any event. The safety briefing shall cover, but not be limited to, the following:
 - a. Location of emergency exits and evacuation routes;
 - b. Fire alarm and suppression systems;
 - c. Designated assembly areas in case of evacuation;
 - d. Medical and first-aid assistance available onsite;
 - e. Earthquake and fire response procedures; and
 - f. Identification of emergency focal persons or marshals.
3. The **Safety Officer or Building Management Representative** of the venue should preferably lead the briefing, in coordination with the designated **DepEd Safety Officer or Activity Coordinator**. In the absence of venue personnel, the assigned focal person must facilitate the orientation using the standard **DepEd DRRM safety briefing guide**.
4. Compliance with this directive is mandatory. Organizers are encouraged to document the conduct of the safety briefing through photos, attendance, or a short report as part of post-activity documentation.
5. For more information, you may contact Esmeraldo G. Lalo, EdD, Chief Education Supervisor, ESSD, and Ms. Lolaine B. Bagsic, Project Development Officer II, ESSD at email address mimaropa.region@deped.gov.ph or 09955464794.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

Nicolas T. Capulong
NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

ESSD-LLB



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