



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED

Name: 000968

Signature: [Signature]

Date: MAR 22 2024 Time:

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

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

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

For the SDS:


MA. CECILIA S. MANAY
Chief Education Supervisor-SGOD
Officer In- Charge

SUBJECT: **REITERATION ON THE OBSERVANCE OF FIRE PREVENTION
MONTH AND CONTINUING FIRE SAFETY AND AWARENESS
PROGRAM**

DATE: March 14, 2024

- Attached is a copy of Memorandum DM-OUOPS-2024-04-01692 dated March 6, 2024 from Undersecretary for Operations Atty. Revsee A. Escobedo **re: Reiteration On the Observance of Fire Prevention Month and Continuing Fire Safety and Awareness Program**, for information, reference, and guidance of all concerned.
- Particular attention is invited to Paragraph 2 which states "Continuing Fire Safety and Awareness Programs", as prescribed by the DepEd Order thereof, hereby direct schools to:
 - Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
 - Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;

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Lead to Excel. Excel to Lead."*



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- c. Ensure availability and punctuality of fire safety equipment, fire alarm activation procedure , and public address system;
 - d. Conduct quarterly fire and evacuation drills; and
 - e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum circular by and between DepEd and Department of the Interior and Local Government.
3. For the reporting on the conduct of Fire Prevention Month Celebration, please accomplish the Monitoring and Reporting Template attached in **(Annex B-I)** through the link <https://tinyurl.com/2024FirePreventionMAR>. while **(Annex B- II)** the attached photo documentation of activities shall be submitted in hard copy to Schools Division Office, School Governance and Operations Division (Attn: Edgar H. Loto/Division DRRM Coordinator) **on or before April 8, 2024**.
4. For strict compliance.

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-04-0492

**FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM
ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL AND DIVISION DRRM COORDINATORS
ALL PUBLIC SCHOOLS**

FROM : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

**SUBJECT : Reiteration on the Observance of Fire Prevention Month and
the Continuing Fire Safety and Awareness Program**

DATE : 6 March 2024

Pursuant to Presidential Proclamation 115-A declaring the month of March as Fire Prevention Month, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS), hereby reiterates to all offices across all levels of the Department and schools the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program. This program was launched in schools through DepEd Order No. 72, s. 2012, with the aim to promote and intensify fire safety awareness, prevention, and preparedness among schools, personnel, staff, and learners nationwide.

Specifically, the "Continuing Fire Safety and Awareness Program", as prescribed by the DepEd Order thereof, hereby directs schools to:

- a. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
- b. Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;
- c. Ensure availability and functionality of fire safety equipment, fire alarm activation procedure, and public address system;
- d. Conduct quarterly fire and evacuation drills; and
- e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum circular by and between DepEd and Department of the Interior and Local Government.

Furthermore, DepEd Order No. 28, s. 2016 "Strengthening the Fire Safety and Awareness Program", contains provision that outline the specific roles and responsibilities of all DepEd personnel at all levels, including the proper implementation of fire safety protocols, the conduct of regular fire drills and exercises, and the establishment of safety committees to oversee safety and security measures.

Further, it emphasizes the need for continuous monitoring and evaluation of the program's effectiveness to identify areas for improvement and ensure that safety standards are met. Hence, the DepEd Order No. 28, s. 2016, as attached, delivers a comprehensive framework for the successful implementation of the Strengthening the Fire Safety and Awareness Program in all DepEd schools and offices.

In addition, DepEd Order No. 53, s. 2022 emphasizes the importance of fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. This is to ensure that learners, teachers, and personnel are prepared in case of a fire emergency. The reiteration of this policy is crucial in promoting safety within the school premises.

For further information, you may contact the Disaster Risk Reduction and Management Service, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at drmo@deped.gov.ph.

For information and appropriate action.

[DRRMS/AAMS]



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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Annex B

Division Level Report on the Conduct of Fire Prevention Month

I. Data on the conduct of Fire Prevention Month Celebration

Total no. of schools that conducted activities in relation to Fire Prevention Month		
No. of Learners Participated	Male	Female
Total no. of Elementary Learners		
Total no. of Secondary Learners		
No. of Personnel Participated	Male	Female
Total no. of Elementary Personnel		
Total no. of Secondary Personnel		
Grand Total		

II. Documentation

Attach three (3) to five (5) photo documentation of activities conducted during Fire Prevention Month Celebration. See sample photo documentation below:



Caption: Describe the photo/s above in two (2) to three (3) sentences

Sample caption:
Pagasa Elementary School conducted various activities in observance of Fire Prevention Month, including fire safety drills and lectures on fire safety and prevention. These activities aimed to raise awareness of the importance of fire safety and prevention in the school community, promote a culture of safety, and ensure the readiness of school personnel, and learners in the event of a fire emergency.

The following guidelines is set for the photo documentation of activities during the conduct of the Fire Prevention Month Celebration schools and DepEd offices:

1. Photo of the activities during the conduct of the Fire Prevention Month Celebration may be used in information and communication materials of the Department, as may be requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The recommended minimum specifications for photo documentation are as follows:
 - a. File format: JPG or PNG
 - b. Dimensions: 4:3 ratio
 - c. Orientation: Landscape
4. Upload photo documentation to designated folder in the OneDrive link:
<http://tinyurl.com/DepEdFirePreventionMonth2024>