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**SCHOOLS DIVISION OF PAMPANGA**

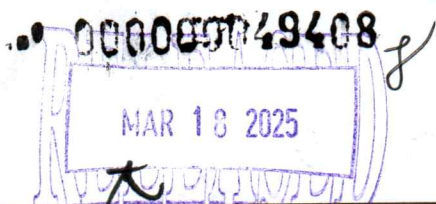
March 13, 2025

DIVISION MEMORANDUM  
No. 220, s. 2025

**SDO PAMPANGA DISASTER RISK REDUCTION AND MANAGEMENT  
(DRRM) MONITORING TOOL**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Functional Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the School Governance & Operations Division (SGOD)-DRRM Unit announces the “SDO Pampanga Disaster Risk Reduction and Management (DRRM) Monitoring Tool”.
2. The objectives of the above-mentioned tool are the following:
  - a. Standardize DRRM practices in schools
  - b. Assess the status of schools and provide technical assistance
  - c. Gather data for DRRM partnerships and linkages
  - d. Development of School DRRM Plans
3. Attached herewith is the DRRM Monitoring Tool.
4. For more information, all concerned may contact the SGOD-DRRM Division Focal Person, Paula S. Meneses through [drmm.pampanga@deped.gov.ph](mailto:drmm.pampanga@deped.gov.ph) / 0932-185-1240, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
5. Immediate dissemination of this Memorandum is earnestly desired.



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Schools Division Superintendent



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**DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)  
MONITORING TOOL**

School Name: \_\_\_\_\_  
District: \_\_\_\_\_  
Date of Monitoring: \_\_\_\_\_

School ID: \_\_\_\_\_  
Municipality: \_\_\_\_\_

Indicator No.	INDICATOR	RATING SYSTEM	SELF-ASSESSMENT	VALIDATOR'S ASSESSMENT	REMARKS
1.	<b>Risk Assessment of School Facilities</b>  Note: *Additional one point shall be given if at least one recommendation is implemented or addressed."  Validity period of MOVs: Previous School Year	3 - Inspection and certification from at least 2 technically-competent person or office (e.g. BFP, Building Officer, DepEd Engineer) 2 - Done by technically-competent person but no certification or was able to present only 1 certification from technically-competent person 1 - Done by school-based personnel 0 - Not done			
2.	<b>Hazard Maps</b>	3 - Crafted school hazard map and posted in every classroom 2 - Barangay Hazard Map adapted where the school is located and posted in every classroom 1 - Barangay Hazard Map adapted where the school is located and posted in some places in the school 0 - None			





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3.	<p><b>Safety Signages</b></p> <p>Note: Must have at least the following signages: 1. Emergency Numbers 2. Evacuation Signages (Fire Exit/ Emergency Exit) 3. NO SMOKING Policy</p> <p>Additional one point will be given if the school has signages for: "Danger Zones"</p>	<p>3 - With complete signages posted in every classroom 2 - With incomplete signages posted in every classroom 1 - Signages are rarely visible within the school premises 0 - None</p>			
4.	<p><b>First Aid Kits</b></p> <p>Note: Must contain at least the following materials: 1. Povidone 2. Alcohol 3. Cotton 4. Gauze 5. Triangular Bandage 6. Scissors 7. Surgical Tape 8. Cold Compress 9. Thermometer 10. Paracetamol 11. Anti-histamine</p>	<p>3- Presence of First Aid Kit in every classroom containing all the listed materials that are not expired 2- Presence of First Aid Kit in every classroom containing five (5) the listed materials that are not expired 1- Presence of First Aid Kit in every classroom containing three (3) the listed materials that are not expired 0- None</p>			





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5.	<p><b>Earthquake Preparedness Kit</b></p> <p>Note: Minimum requirement: 1. Head protection 2. Whistle</p> <p>Additional one point if at least 25% of student has Go Bag</p>	<p>3- At least 50% of students have Earthquake Preparedness Kits.                  2- At least 30% of the students have Earthquake Preparedness Kits                  1- At least 10% of the students have Earthquake Preparedness Kits                  0- None</p>			
6.	<p><b>Fire Extinguisher</b></p> <p>Note: Must be owned by the school either purchased (with Inspection and Acceptance Report (IAR) or Requisition and Issue Slip (RIS) or donated with Dead of Donation (DOD) or with Dead of Acceptance (DOA)</p>	<p>3 - Presence of two (2) functional/unexpired fire extinguishers in every school building with how to use signage                  2 - Presence of one (1) functional/unexpired fire extinguisher in every school building with how to use signage                  1 - With fire extinguisher/s but not in all school buildings                  0 - None</p>			
7.	<p><b>Evacuation Tag</b></p> <p>Note: School Memorandum for the legend of the evacuation tag per classroom, example: red color for classroom with person with disability (PWD).</p>	<p>3- With evacuation tag in every classroom                  2- With evacuation tag in every building                  1- With evacuation tag in some of the buildings                  0- None</p>			





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8.	<p><b>Emergency Equipment</b></p> <p>Note: Minimum requirements are the following and improvised equipment are accepted:</p> <ol style="list-style-type: none"><li>1. Sphygmomanometer (Blood Pressure Apparatus)</li><li>2. Wheelchair</li><li>3. Spine board</li><li>4. Stretcher</li><li>5. Splint</li></ol> <p>Additional one point shall be given for schools with more than ten (10) equipment</p>	<p>3 - Owns five (5) or more functional equipment and in good conditions 2 - Owns four (4) or more functional equipment and in good conditions 1 - Owns three (3) or more functional equipment and in good conditions 0 - None</p>			





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9.	<p><b>Water and Sanitations Hygiene Facility (Handwashing Area and Toilet) Minimum</b></p> <p><b>Requirement:</b> Water Source (ten faucets) and Hand Soap</p> <p>Note: Additional one point is given if there is designated WASH facility for Person with Disability</p> <p>Additional one point is given if there is microbiological testing of drinking water</p>	<p>3- Available, functional and maintained                  2- Functional but not maintained (e.g. untidy, broken faucets, presence of leak)                  1- Available but not functional.                  0 – None</p>			
10.	<p><b>School Safety and Security</b></p> <p>Note: Must have the following:                  1. Student Identification Card (ID)                  2. Policy on school entrance and exit                  3. Stop and Go Signals                  4. Presence of fire exit                  5. Presence of pedestrian lanes                  6. Presence of loading and unloading areas and signages                  7. PWD ramp is present within the school                  8. Has coordination with local officials (Agreement with Barangay Officials)</p> <p>Additional one point for schools with functional closed-circuit television (CCTV)</p>	<p>3- Presence of all required indicators.                  2- Has 4 out of 7 of all required indicators.                  1- Has 1 out of 7 of all required indicators. 0- None</p>			





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11.	<p><b>Early Warning System</b></p> <p>Note: Must meet the following criteria:            1. Traditional Wide-range early warning device            2. Electric Wide-range early warning device            3. Has at least three hazard specific protocols (example: warning is different for fire, earthquake, bomb threat, etc.)            4. Protocol is known to students and school personnel</p>	<p>3 - Met all the criteria            2 - At least three (3) criteria were met            1 - At least two (2) criteria were met            0 - None</p>			
12.	<p><b>Waste Management</b></p> <p>Note: Must meet the following criteria:            1. At least three bin segregation in every classroom            2. Functional Materials Recovery Facilities (MRF)            3. Organized storage room/area            4. Clean environment</p> <p>Additional one point shall be given for schools with trash bins for infectious diseases</p>	<p>3 - Met all the criteria            2 - At least three (3) criteria were met            1 - At least two (2) criteria were met            0 - None</p>			







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13.	<p><b>Other Climate Change Adaptation and Mitigation Program, Projects and Activities (PPAs)</b></p> <p>Note: Means of Verification (MOVs) shall include implementation of the program in the previous years to validate sustainability</p> <p>Validity period of MOVs: Previous School Year until present</p>	<p>3 - Has three (3) or more programs/projects/activities initiated and sustained                  2 - Has two (2) programs/projects/activities initiated and sustained                  1 - Has one (1) program/project/activity initiated and sustained                  0 - None</p>			
14.	<p><b>Learners led School Watching and Hazard Mapping (Checklist can be found at DepEd Order 23 s. 2015)</b></p> <p><b>MOVS:</b> Documented Result</p> <p>Validity period of MOVs: Previous School Year until present</p>	<p>3- Documented, incorporated in School DRRM Plan, School Improvement Plan and AIP / WFP and implemented.</p> <p>2- Documented and incorporated in school plans but not implemented.</p> <p>1- Documented but not incorporated in school plans.</p> <p>0- Not done</p>			







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15.	<p><b>School DRRM Team</b></p> <p>Note:                      Presence of the following:                      1. Organizational structure with defined duties and responsibilities with approved school memorandum                      2. Regular Quarterly Meeting and Minutes of the Meeting (MOM)                      3. With participation of learner governance and other stakeholders</p>	<p>3- Presence of ALL the criteria</p> <p>2- At least 2 criteria were met</p> <p>1- Only 1 criterion was met</p> <p>0 – None</p>			
16.	<p><b>School DRRM-CCAM Plan</b></p> <p>Validity period of MOVs:                      Previous School Year until present</p>	<p>3- Approved by ASDS in charge and mainstreamed in other plans (e.g. AIP)</p> <p>2- Approved by the PSDS</p> <p>1- Crafted and approved by the School Head</p> <p>0- None</p>			



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17.	<b>Contingency Plan per Hazard</b>	3- Has at least 3 Contingency Plans approved by PSDS  2- Has at least 2 Contingency Plan approved by PSDS  1- Has at least 1 Contingency Plan approved by PSDS  0- None			
18.	<b>Evacuation Plan</b>  Note:  Must meet the following criteria: *Evacuation Map communication with learners and school personnel *Evacuation Protocols communication with learners and school personnel *Tested during drills with Activity Completion Report (ACR)	3- Has met all the criteria  2- Has met at least 2 criteria  1- Has met only 1 criteria  0- None			
19.	<b>Reunification Plan</b>  Note: 1.Directory of Parents (contact numbers) 2.Basic Reunification plan crafted. 3.Discussed and familiar with School Parent Teacher Association (SPTA) and local officials	3- Has met all the criteria  2- Has met at least 2 criteria  1- Has met only 1 criteria  0- None			



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20.	<p><b>Baseline Education Data</b></p> <p>Note:            1.Presence of baseline data.            2.Disaggregated baseline data.            3.Identified vulnerable groups</p> <p>Validity period of MOVs:            Previous School Year until present</p>	<p>3- Has met all the criteria</p> <p>2- Has met at least 2 criteria</p> <p>1- Has met only 1 criteria</p> <p>0- None</p>			
21.	<p><b>DRRM-CCAM Bulletin Board and DRRM-CCAM Room</b></p> <p>Note:            1.Presence of at least one DRRM Bulletin Board            2.Presence of DRRM info wall            3.Presence of DRRM Room</p>	<p>3- Has met all the criteria</p> <p>2- Has met at least 2 criteria</p> <p>1- Has met only 1 criteria</p> <p>0- None</p>			
22.	<p><b>Temporary Learning Spaces (TLS)</b></p> <p>Note:            1.Has identified TLS within the Barangay            2.Has facilities to put up TLS            3.Has existing notarized Memorandum of Agreement (MOA) and or Memorandum of Understanding (MOU) for facilities not owned by the school</p> <p>Note:            Facilities include tents, extra tables and chairs, boards, projector, widescreen, etc.</p>	<p>3- Has met all the criteria</p> <p>2- Has met at least 2 criteria</p> <p>1- Has met only 1 criteria</p> <p>0- None</p>			





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23.	<b>Budget Support for Regular DRRM-CCAM Programs</b>  Validity period of MOVs: Previous School Year until present	3- With budget allocation as reflected at the WFP and at least 100% implemented.  2- With budget allocation as reflected at the WFP and at least 60% implemented.  1- With budget allocation as reflected at the WFP and at least 40% implemented.  0 – No budget allocation			
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24.	<b>School DRRM-CCAM Partnership</b>  <b>Note:</b> MOA/MOU must be notarized for more than Php 10,000 worth of donation	3- With existing MOA/MOU with both public/private institution/individual with project/activities implemented.  2- With existing MOA/MOU with both public/private institution/individual but no project/activity was implemented  1- With existing MOA/MOU with public/private institutions/individual only.  0 – None			
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25.	<p><b>School Based Post Disaster Psychosocial Intervention</b></p> <p><b>MOVS:</b> List of trained personnel</p> <p>Validity period of MOVs: Previous School Year until present</p>	<p>3- Has trained teachers or other personnel who could provide psychosocial support to learners.</p> <p>2- School has partnership with other institutions in conducting post disaster psychosocial intervention.</p> <p>1- Has existing school-based psychosocial interventions for personnel and learners.</p> <p>0 – None</p>			
26.	<p><b>Rapid Assessment of Damages Report (RADaR)</b></p> <p>Validity period of MOVs: Previous School Year until present</p>	<p>3- Submitted RADaR within 2 hours after the onslaught of a hazard.</p> <p>2- Submitted RADaR after 4 days of the onslaught of a hazard.</p> <p>1- Submitted offline RADaR after 6 days of the onslaught of a hazard.</p> <p>0 – Didn't submit RADaR.</p>			





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27.	<b>DRRM-CCAM related Questions in the Education Management Information System (EMIS) and Enhanced Basic Information System (EBEIS)</b>  Noted: Printed MOVs  Validity period of MOVs: Previous School Year until present	3- 100% completed 2- 50-99% completion 1- less than 50% completion 0 – Non-compliance			
28.	<b>Family Preparedness Plan as per DepEd Order No. 27 s. 2015</b>  Validity period of MOVs: Previous School Year until present	3- at least 50% of learners accomplished the plan. 2- at least 30% of students accomplished the plan 1- Less than 30% of students accomplished the plan. 0 – FPP was not accomplished			





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29.	<p><b>Participation to DRRM-CCAM Activities</b></p>   <p>Validity period of MOVs: Previous School Year until present</p>	<p>3- Participated in at least 5 or more national or local DRRM-CCAM activities.</p> <p>2- Participated in at least 3 national or local DRRM-CCAM activities.</p> <p>1- Participated in at least 1 national or local DRRM-CCAM activities</p> <p>0- No participation in national or local DRRM-CCAM activities.</p>			
30.	<p><b>Earthquake Hazard Drills</b></p>   <p>Validity period of MOVs: Previous School Year until present</p>	<p>3- Conducted 4 drills with evaluation and documentation.</p> <p>2- Conducted 3 drills with evaluation and documentation.</p> <p>1- Conducted 2 drills with evaluation and documentation.</p> <p>0- None</p>			







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31.	<p><b>Other Hazard Drills</b></p> <p><b>Note:</b> Possible Hazard Drill Applicable in the Area such as Flood Drill, Bomb Threat, Fire Drill, Highly Contagious or Infectious Disease Drill</p> <p>Validity period of MOVs: Previous School Year until present</p>	<p>3- Conducted 3 additional drills at least in a calendar year.</p> <p>2- Conducted 2 additional drills at least in a calendar year.</p> <p>1- Conducted 1 additional drills at least in a calendar year.</p> <p>0- None</p>			
32.	<p><b>School based DRRM-CCAM Capacity Building for Students and Families</b></p> <p>Validity period of MOVs: Previous School Year until present</p>	<p>3- Conducted at least 3 capacity building activities for students and parents.</p> <p>2- Conducted 2 capacity building activities for students and parents.</p> <p>1- Conducted 1 capacity building activity for students and parents OR Conducted capacity building activities but parents are not involved.</p> <p>0- None</p>			







