



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

July 14, 2025

DIVISION MEMORANDUM
No. *430*, s. 2025

**DIVISION DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) -
CLIMATE CHANGE ADAPTATION AND MITIGATION (CCAM) PROGRAM
IMPLEMENTATION GUIDELINES FOR SY 2025-2026**

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 Division Disaster Risk Reduction and Management (DRRM)-Climate Change Adaptation and Mitigation (CCAM) Program Implementation Guidelines for SY 2025-2026.
2. This initiative aims to establish standardized DRRM-CCAM practices across all schools under the jurisdiction of the Schools Division Office of Pampanga.
3. The school DRRM-CCAM Plan must be submitted to the SGOD-DRRM Unit through the records unit on or before August 8, 2025, addressed to:

PAULA S. MENESES


DRRM Unit

4. Online Orientation will be on July 25, 2025, via MS Teams through this link: **<https://acesse.one/I8m07>**. Participants in the orientation are all school heads and school DRRM team members from both elementary and secondary schools. Each school is encouraged to join the activity using one (1) Microsoft Teams account only.
5. The SDO Pampanga Rapid Assessment of Damages Report (RADAR) All-Hazards Incident must be accessed through this link: **<https://forms.gle/uJRRv6kUuSJpGdPv7>**.

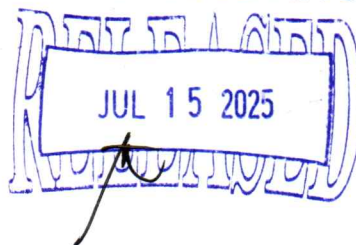


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6. Attached herewith are the following:
 - a. School DRRM-CCAM Plan Template
 - b. Monitoring Tool
7. For more information, all concerned may contact the SGOD-DRRM Division Focal Person, Paula S. Meneses through drdm.pampanga@deped.gov.ph / 0932-185-1240, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
8. Immediate dissemination of this Memorandum is earnestly desired.


ROMEO M. ALIP, PhD CESO V
Schools Division Superintendent

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

School Name: _____
District/Cluster: _____
Date of Monitoring: _____

School ID: _____
Municipality: _____

Indicator No.	INDICATOR	RATING SYSTEM	SELF-ASSESSMENT	VALIDATOR'S ASSESSMENT	REMARKS
1.	Risk Assessment of School Facilities 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.	Hazard Maps	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.	Safety Signages Note: Must have at least the following signages: 1. Emergency Numbers 2. Evacuation Signages (Fire Exit/ Emergency Exit) 3. NO SMOKING Policy Additional one point will be given if the school has signages for: "Danger Zones"	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			
4.	First Aid Kits 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	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			



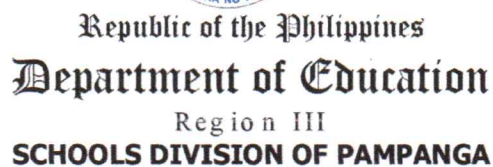
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5.	Earthquake Preparedness Kit Note: Minimum requirement: 1. Head protection 2. Whistle Additional one point if at least 25% of student has Go Bag	3- At least 50% of students have Earthquake Preparedness Kits. 2- At least 30% of the students have Earthquake Preparedness Kits 1- At least 10% of the students have Earthquake Preparedness Kits 0- None			
6.	Fire Extinguisher Note: Must be owned by the school either purchased (with Inspection and Acceptance Report (IAR) or Requisition and Issue Slip (RIS) or donated with Deed of Donation (DOD) or with Deed of Acceptance (DOA)	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			
7.	Evacuation Tag Note: School Memorandum for the legend of the evacuation tag per classroom, example: red color for classroom with person with disability (PWD).	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			



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8.	Emergency Equipment Note: Minimum requirements are the following and improvised equipment are accepted: 1. Sphygmomanometer (Blood Pressure Apparatus) 2. Wheelchair 3. Spine board 4. Stretcher 5. Splint Additional one point shall be given for schools with more than ten (10) equipment	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			



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11.	Early Warning System 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	3 - Met all the criteria 2 - At least three (3) criteria were met 1 - At least two (2) criteria were met 0 - None			
12.	Waste Management 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 Additional one point shall be given for schools with trash bins for infectious diseases	3 - Met all the criteria 2 - At least three (3) criteria were met 1 - At least two (2) criteria were met 0 - None			





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13.	Other Climate Change Adaptation and Mitigation Program, Projects and Activities (PPAs) Note: Means of Verification (MOVs) shall include implementation of the program in the previous years to validate sustainability Validity period of MOVs: Previous School Year until present	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			
14.	Learners led School Watching and Hazard Mapping (Checklist can be found at DepEd Order 23 s. 2015) MOVS: Documented Result Validity period of MOVs: Previous School Year until present	3- Documented, incorporated in School DRRM Plan, School Improvement Plan and AIP / WFP and implemented. 2- Documented and incorporated in school plans but not implemented. 1- Documented but not incorporated in school plans. 0- Not done			



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15.	School DRRM Team 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 Validity period of MOVs: Previous School Year until present	3- Presence of ALL the criteria 2- At least 2 criteria were met 1- Only 1 criterion was met 0 – None			
16.	School DRRM-CCAM Plan Validity period of MOVs: Previous School Year until present	3- Approved by ASDS in charge and mainstreamed in other plans (e.g. AIP) 2- Approved by the PSDS 1- Crafted and approved by the School Head 0- None			



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17.	Contingency Plan per Hazard	3- Has at least 3 Contingency Plans with certification from the Division Office 2- Has at least 2 Contingency Plan with certification from the Division Office 1- Has at least 1 Contingency Plan with certification from the Division Office 0- None			
18.	Evacuation Plan 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.	Reunification Plan 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.	Baseline Education Data Note: 1.Presence of baseline data. 2.Disaggregated baseline data. 3.Identified vulnerable groups Validity period of MOVs: Previous School Year until present	3- Has met all the criteria 2- Has met at least 2 criteria 1- Has met only 1 criteria 0- None			
21.	DRRM-CCAM Bulletin Board and DRRM-CCAM Room Note: 1.Presence of at least one DRRM Bulletin Board 2.Presence of DRRM info wall 3.Presence of DRRM Room	3- Has met all the criteria 2- Has met at least 2 criteria 1- Has met only 1 criteria 0- None			
22.	Temporary Learning Spaces (TLS) 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 Note: Facilities include tents, extra tables and chairs, boards, projector, widescreen, etc.	3- Has met all the criteria 2- Has met at least 2 criteria 1- Has met only 1 criteria 0- None			

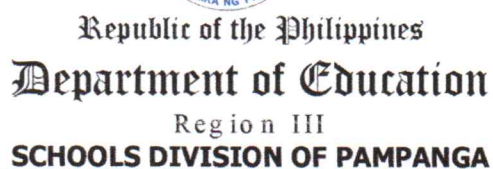


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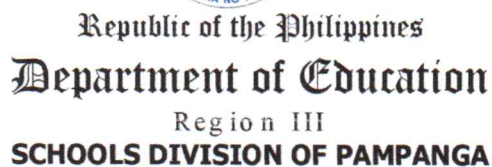
23.	Budget Support for Regular DRRM-CCAM Programs	<p>3- With budget allocation as reflected at the WFP and at least 100% implemented.</p> <p>2- With budget allocation as reflected at the WFP and at least 60% implemented.</p> <p>1- With budget allocation as reflected at the WFP and at least 40% implemented.</p> <p>0 – No budget allocation</p>			
	Validity period of MOVs: Previous School Year until present				



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27.	DRRM-CCAM related Questions in the Education Management Information System (EMIS) and Enhanced Basic Information System (EBEIS) Noted: Printed MOVs with signature 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.	Family Preparedness Plan as per DepEd Order No. 27 s. 2015 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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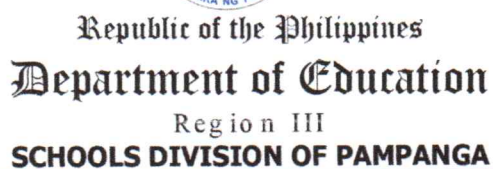
29.	Participation to DRRM-CCAM Activities Validity period of MOVs: Previous School Year until present	3- Participated in at least 5 or more national or local DRRM-CCAM activities. 2- Participated in at least 3 national or local DRRM-CCAM activities. 1- Participated in at least 1 national or local DRRM-CCAM activities 0- No participation in national or local DRRM-CCAM activities.			
30.	Earthquake Hazard Drills Validity period of MOVs: Previous School Year until present	3- Conducted 4 drills with evaluation and documentation. 2- Conducted 3 drills with evaluation and documentation. 1- Conducted 2 drills with evaluation and documentation. 0- None			





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

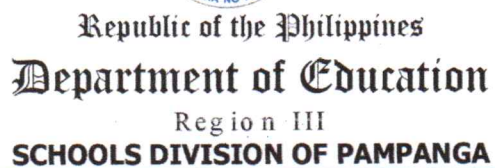


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35.	Locally Developed Instructional Materials related to DRRM-CCAM Validity period of MOVs: Previous School Year until present	3- 3 or more Instructional Materials related to DRRM 2- At least 2 Instructional Materials 1- At least 1 Instructional Materials 0- None			
36.	DRRM-CCAM Learner Driven Science Project for Practical Application Note: Created by the learners Validity period of MOVs: Previous School Year until present	3- Has at least 3 locally-developed projects 2- Has at least 2 locally-developed projects 1- Has at least 1 locally-developed projects 0- None			



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(Signature over Printed Name)

Date: _____



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Place School Logo Here

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Name of School

Address

SY _____ DRRM-CCAM PLAN									
Indicator	Program/Project	Output	Activities	Time Frame	With Procurement (Y/N)	Resources			
						Human	Non-Human	Financial	Source of Funding
1. Risk Assessment of School Facilities									
2. Hazard Maps									
3. Safety Signages									
4. First Aid Kits									
5. Earthquake Preparedness Kit									



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6. Fire Extinguisher									
7. Evacuation Tag									
8. Emergency Equipment									
9. Water and Sanitations Hygiene Facility (Handwashing Area and Toilet) Minimum									
10. School Safety and Security									
11. Early Warning System									
12. Waste Management									



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13. Other Climate Change Adaptation and Mitigation Program, Projects and Activities (PPAs)									
14. Learners led School Watching and Hazard Mapping (Checklist can be found at DepEd Order 23 s. 2015)									
15. School DRRM Team									
16. School DRRM-CCAM Plan									
17. Contingency Plan per Hazard									



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18. Evacuation Plan									
19. Reunification Plan									
20. Baseline Education Data									
21. DRRM-CCAM Bulletin Board and DRRM-CCAM Room									
22. Temporary Learning Spaces (TLS)									
23. Budget Support for Regular DRRM-CCAM Programs									
24. School DRRM-CCAM Partnership									
25. School Based Post Disaster									



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Psychosocial Intervention									
26. Rapid Assessment of Damages Report (RADaR)									
27. DRRM-CCAM related Questions in the Education Management Information System (EMIS) and Enhanced Basic Information System (EBEIS)									
28. Family Preparedness Plan as per DepEd Order No. 27 s. 2015									
29. Participation to DRRM-CCAM Activities									



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30. Earthquake Hazard Drills									
31. Other Hazard Drills									
32. School based DRRM-CCAM Capacity Building for Students and Families									
33. DRRM-CCAM Capacity Building for School Head, Teachers and other Personnel									
34. Integration of DRRM-CCAM in Curriculum									
35. Locally Developed Instructional Materials related to									



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DRRM- CCAM									
36. DRRM- CCAM Learner Driven Science Project for Practical Application									
Prepared by: <hr/> School Head		Note by: <u>Arceli S. Lopze, PhD</u> SGOD-Chief			Approved by: <hr/> Assistant Schools Division Superintendent		Date of Submission: 		

