



# Department of Education

## Region V

### DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



June 11, 2019

#### DIVISION MEMORANDUM

No. 195, s. 2019



#### PREPAREDNESS MEASURES FOR THE RAINY SEASON

To: Assistant Schools Division Superintendents  
Chiefs, C.I.D and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads/Administrators, Public and Private Elementary and Secondary Schools  
All Others concerned

1. **Per DepEd Memorandum No. 108 s.2016: Preparedness Measures for the Rainy Season**", enjoined all schools and field offices to observe and do the following:
  - a) ensure that school/office can withstand heavy rains and strong winds. Anchor the facilities built at ground level with guy wires to strengthen the stability of the structure;
  - b) identify a storage area for safekeeping of learning materials, teachers' manuals, vital records and equipment (fax, laptops, computers, photocopies, TV's, VCR's, among other machines), preferably on an elevated room to ensure protection from rain or flood;
  - c) turn off and unplug electrical equipment and appliances when not in use;
  - d) equip school/office with first aid kits, flashlights, megaphones, and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed;
  - e) prepare the classrooms for possible use as evacuation centers and ensure that the staff-in-charge of the keys are accessible;
  - f) regularly conduct school disaster response-drills or simulations;
  - g) post emergency hotline numbers in classrooms and offices;
  - h) update database of student and their family contact details; and
  - i) prepare contingency and education continuity plan.
2. In addition to the preparedness measures, schools and field offices can do the following:
  - a) prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property;
  - b) form and/or re-activate the School Disaster Risk Reduction and Management Team (SDRRMT); and
  - c) coordinate with the barangay council and parents living within the school vicinity for the monitoring of any situation concerning the school, especially, during weekends and off-school hours.
3. For information, guidance and compliance.

  
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent 

*SDO CamSur: Caring, Engaging and Serving with United Heart*