



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

October 10, 2025

DIVISION MEMORANDUM
NO. 359, s. 2025

SCHOOL FACILITIES AND CLASSROOM SAFETY REPORT

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Administrative Officer V
Project Development Officer II
All Public Elementary and Secondary School Heads
All School DRRM Coordinators
All Others Concerned

1. In connection with Regional Memorandum 551, s.2025 Re: School Inspections for Preparedness, Prevention, Mitigation, Advocacy, and Awareness, this Office requires all schools to comply and submit the attached form for safety and functionality of our school structures.
2. This serves as the basis to assess school safety, standard, and planning for preparedness and mitigation.
3. This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the program. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated
Reference: Regional Memorandum 551, s. 2025
To be indicated in the Perpetual Index
under the following subject: DRRM PROGRAM

Re: School Facilities and Classroom Safety Report

SGOD/DRRM/jee



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Annex A

DepEd - Disaster Risk Reduction Management

SCHOOL FACILITIES-INSTRUCTION REPORT		
School	LOCATIONS	
Date Reported		
CHECK HAZARD	Yes/No	CONDITION
Heat Index		
Electrical Hazard		
Tree branches		
Tree Stamps		
Barbed Wires & protrude steel bars		
Dilapidated Ceilings		
Hardiflex Ceilings		
Other Hazard (<i>Specify</i>)		
CHECK FOR FACILITIES	Yes/No	CONDITION
Water Supply		
Electrical Supply		
Potable Water Supply		
Toilet and Bath		
Hand Washing		
Clogged gutters		

Reported by:

Name & Signature School DRRM focal

Noted by:

Name & Signature School Head

This instruction form will be submitted to the following and for immediate action.