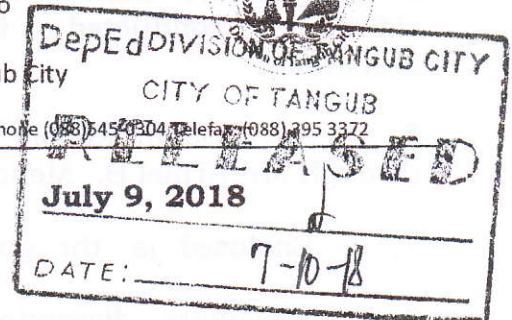




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
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DIVISION MEMORANDUM
No. 172, s. 2018

PROVISION OF SAFETY MEASURES IN SCHOOLS AND OFFICES

To: Office of the Schools Division Superintendent
Assistant Schools Division Superintendent
Chief Curriculum Implementation Division
Chief Schools Governance and Operations Division
Education Program Supervisors
District Coordinating Principals
Principals/Head Teachers/Teacher In-Charge
Elementary and Secondary Schools
This Division

1. This Office requires all schools and offices to provide safety and security measures against untoward incidents of bullying, harassment, violence and accidents of any kind to all learners, teachers and non-teaching personnel, visitors, parents and other workers in the workplace.
2. Among others, the schools and offices are expected to specify, assess and identify areas prone to accident and hazards/risks within or near the work place like the sea, rivers, road or high-ways, construction site, dilapidated buildings, playing ground, digging sites, water and electrical facilities and some breeding areas of mosquitoes to take necessary precautions, control, eliminate or minimize the risks.
3. It is also expected that entrance and exits of the schools and offices are safe against intruders and harmful elements.
4. The schools and offices are obliged to conduct information-dissemination and awareness campaign to internal and external stakeholders for school's safety measures. This activity shall be well-

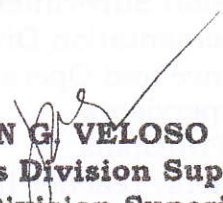
documented as a support documents to the implementation of School Disaster Risk Reduction Management (DRRM).

5. Whenever there is occurrence of risk or accident, a provision of First-aid shall be conducted or immediate notification to proper authorities for assistance.

6. An Incident Report shall be submitted to this Office immediately through Mr. Arniel B. Mehoy, the Division DRRM Coordinator.

7. Enclosed is the guidelines in the preparation of Incident Report.

8. Immediate dissemination and compliance of this Memorandum is desired.


JEAN G. VELOSO
Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

JGV/mtr/07-02-18

GUIDELINES IN THE PREPARATION OF INCIDENT REPORT

1. Indicate the date, time and exact location of the incident
2. Name of the injured/involved and relevant contact details recorded
3. Name/s of the witness/es
4. What injuries sustained
5. Medical treatment administered or emergency services involved
6. Detail of the activity being undertaken at the time of the incident
7. Details of notifier of accident, time and date
8. Documentations/pictorials of the actual incident
9. Photocopy of Police Blotter
10. Other additional information if there is/are