



Republic of the Philippines
Department of Education
Region X – Northern Mindanao

DIVISION OF TANGUB CITY

Anecito Siete St., Mantic, Tangub City

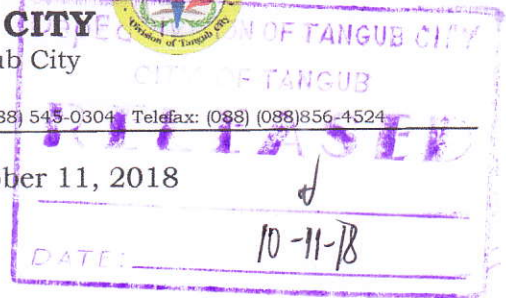


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October 11, 2018

DIVISION MEMORANDUM

No. , 268 s. 2018



**ENSURING SAFETY OF THE LEARNERS AND TEACHERS
IN THE SCHOOL PREMISES**

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Elementary and Secondary School Heads
All others concerned
This Division

1. As we carry out the mission of the Department of Education which is “To protect and promote the right of every Filipino to a quality, equitable, culture-based and complete basic education”, the teachers, parents and community must work hand in hand to promote better learning outcomes and to ensure a supportive and secured learning environment for the safety and well-being of our learners and the teachers.
2. Recent incident involving a secondary school teacher and another incident involving a Grade 1 learner has raised an alarm causing this Office to reiterate previous issuances regarding safety of the learners and teachers such as Division Memorandum 172, s. 2018 entitled “Provision of Safety Measures in Schools and Offices”, and Division Memorandum No. 137, s. 2018 entitled “Rules on the Cancellation or Suspension of Classes and Work in Government Offices due to Typhoons, Flooding or Other Weather Disturbances and Calamities”
3. Moreover, this Office reminds the supervisors, school heads and teachers to take the following steps to strengthen our campaign for Safety First Policy in schools as follows:
 - a. Supervised recess shall not only be applicable to Kindergarten and SPED pupils but to all learners in the elementary and secondary levels as well.
 - b. Teachers who are taking their lunch in the school are encouraged to eat with their learners in the classroom.
 - c. There must be worthwhile lunch break activities inside the school to ensure that learners are interested to stay within the school premises during lunch break and not anywhere else.
 - d. Schools must have perimeter fence and a gate whether concrete, wood or bamboo as long as it serves the purpose of enclosing the school and avoiding learners to go out during class hours and recess time.
 - e. Schools must strictly comply with the regular earthquake and fire drills.

- f. School Heads must closely coordinate with the School Health and Nutrition Section regarding the health and sanitation programs of the government. Strict precautions shall be taken seriously with the involvement of health personnel, parents and community especially on the administration of medicines and vaccines.
- g. In cases of typhoons and natural calamities, school heads are reminded to follow Division Memorandum No. 137, s. 2018.
- h. Schools are advised to integrate in their teaching appropriate activities and lessons to promote development and enhancement of emotional and spiritual aspects among the learners.
- i. There must be regular teacher-parents conference with major agenda on promoting safety, well-being and quality learning of the learners.
- j. Learners must be constantly reminded by the school head, teachers, school DRRMC, parents and community in ensuring safety of themselves and their classmates, school mates and teachers.
- k. Safety reminders and emergency hotlines must be posted in conspicuous areas of the school.
- l. Make-up classes and extension of class hours must be agreed upon by the school head, teachers, parents school governing council and barangay officials, putting high emphasis on the safety of the learners.
- m. School head must constantly monitor punctuality and attendance of the teachers all throughout the class day. Log booking and use of functional and accurate biometrics must be strictly adhered upon.
- n. Schools must partner with the barangay officials, civilian volunteers and barangay peace and order volunteers to ensure utmost safety of the learners and teachers inside the school, while crossing the road and upon coming to school and going home.
- o. If the school head is absent or out for official business, there must be officer of the day to ensure safety of the learners and teachers and smooth operation of the school. The designation order must be signed by the school head.
- p. Whenever the teacher is absent or is out on official time/business, the school head or another teacher assigned by the school head must take charge of the class. Otherwise, the learners and parents shall be informed ahead not to let their children come to school on that day when their teacher is absent.
- q. DepEd Order No. 9, s. 2005 re Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith must be strictly followed.

4. Immediate dissemination of this Memorandum to all concerned is highly enjoined.

JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

CLASSES SAFETY POLICY ATTENDANCE LEARNERS SCHOOLS

Relevant, inclusive and liberating basic education builds a strong nation