



Republic of the Philippines  
**Department of Education**  
Region I  
**SCHOOLS DIVISION OFFICE OF PANGASINAN II**  
Canarvacanan, Binalonan

28 October 2024

**DIVISION MEMORANDUM**

NO. 594 s. 2024

**SECURITY AND SAFETY MEASURES IN THE DIVISION OFFICE AND SCHOOLS  
DURING THE OBSERVANCE OF HOLIDAY BREAK (ALL SAINTS' DAY)**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
All Unit Heads, Program Owners  
All Public Schools District Supervisors  
All Public Secondary and Elementary School Heads  
All Public Secondary and Elementary School Disaster Risk Reduction and  
Management (DRRM) Coordinators  
All Others Concerned

1. The Schools Division Office and schools are enjoined to observed security, safety and preparedness measures during the observance of the All Saints' Day (October 31-November 3, 2024). This is to ensure that office and school property, learning materials and vital records are safe and secured from any possible occurrence of Natural and Human-Induced hazards (fire, typhoon, flood, property loss, damages, among other calamities).

2. All offices and schools are advised to take the following precautionary measures:

- a. Store office and learning materials, vital records and equipment (fax, laptops, photocopier, TVs, VCRs, among other machines) in a safe place, preferably on an elevated room to ensure protection from rain or flood;
- b. Turn off and unplug computers, electrical equipment and appliances;
- c. Ensure that windows and doors are locked, especially the storage rooms to protect the office and schools from burglary;
- d. Ensure all fire suppression devices/ equipment are serviceable and accessible at all times.
- d. Prepare the classrooms for possible use as evacuation centers and ensure that the staff-in-charge of the keys are accessible;
- e. Coordinate with Barangay officials, parents living within the school vicinity for the monitoring of any situation concerning the school.

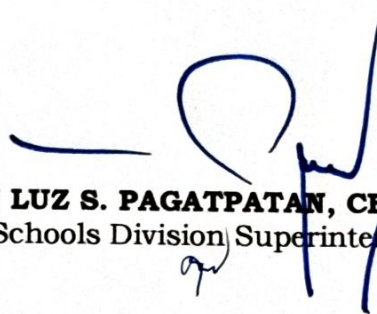
3. All are advised to keep updated on the weather condition, school situation to properly exercise precautionary measures.

4. All should maintain open communication with division and school officials for any needed assistance.

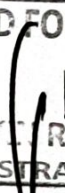


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5. Immediate reporting of any untoward incident should be observed to provide necessary support.
6. This Memorandum supports the DepEd Order No. 83, s. 2011 entitled Disaster Preparedness Measures for Schools which seek to mainstream the implementation of DRRM in the systems and processes of the Department at all levels.
7. Immediate dissemination of this Memorandum is desired.



**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
OIC, Schools Division Superintendent

**APPROVED FOR TRANSMISSION:**  
  
**ARNEL R. PURISIMA**  
ADMINISTRATIVE OFFICER V

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

DRRM                                      PREPAREDNESS  
SECURITY & SAFETY

SGOD/MJCP/Memo\_SecurityaND SafetyDuringObservanceOfAllSaintsDay  
M-\_\_\_\_\_/October 28, 2024