



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

Enclosure 1 to Division Memorandum No. 221 s. 2025

Reporting Procedure on the Submission of the Weekly School Reports

Day	Activities	In-Charge
Day 1-4 Monday to Thursday	Conduct of school monitoring in relation to the increasing Heat Index Level	School Head
Day 4 Thursday 04:00 PM	Submission of the School Weekly Monitoring Reports in Relation to the Increasing Heat Index Level to the District Office	School Head
Day 5 Friday 11:00 AM - 12:00 NN	Compliance of Schools with the Online Weekly Monitoring Reports in Relation to the Increasing Heat Index Level	School Head
Day 5 Friday Not later than 12:00 NN	Submission of consolidated District Weekly Monitoring Reports in Relation to the Increasing Heat Index Level to Division DRRM Coordinator	PSDS
Day 5 Friday 08:00 AM - 12:00 NN	Consolidation of Weekly Monitoring Reports in Relation to the Increasing Heat Index Level Reports	Division DRR Coordinator
Day 5 Friday 01:00 PM	Submission of the Division Consolidated Weekly Monitoring Reports in Relation to the Increasing Heat Index Level for SDS Vetting	Division DRR Coordinator
Day 5 Friday 03:00 PM	Submission of Division Weekly Monitoring Reports in Relation to the Increasing Heat Index Level to Regional Office	Division DRR Coordinator



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



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Enclosure 2 to Division Memorandum No. 221 s. 2025

School Report on Extreme Heat Index and Class Suspension

Name of School: _____ School ID _____
 Municipality: _____ District: _____

Criteria	Yes	No
A. Learning and Service Delivery Adjustments		
Class and Work Suspension was implemented this week.		
If yes, please input the dates of class and work suspension and the office that issued the suspension (LGUs or SDO).		
School is using Self Learning Modules.		
School is adopting hybrid learning.		
School is implementing the Dynamic Learning Program (DLP		
B. School Readiness and Safety Measures		
School has sufficient fans in compliance with DepEd Order no. 006 s. 2021.		
School has functional drinking water facilities.		
If no, please specify reasons.		
School has conducted annual assessment of electrical wirings.		
Result of electrical wiring assessment.		
If the School has NOT conducted annual assessment of electrical wirings, please state reasons.		
C. Class Schedule Adjustments and Uniform Policies		
School is adopting adjusted class scheduling		
School is allowing comfortable alternate uniforms for learners		
School is allowing comfortable alternate uniforms for personnel		
D. Health and Safety Monitoring		
Number of reported health-related incidents among learners		
Number of reported health-related incidents among personnel		

Prepared by:	Name of School Head
Noted by:	Name of Public Schools District Supervisor



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