

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**


14 January 2026

DIVISION MEMORANDUM  
No 061 s. 2026

**SCHOOL-BASED PREPAREDNESS AND RESPONSE MEASURES IN RELATION TO TROPICAL DEPRESSION ADA**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, (CID and SGOD)  
All Public Schools District Supervisors  
All Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to Republic Act (RA) No. 10121 which mandates all national government agencies to institutionalize policies, structure and coordination mechanisms in times of emergency and disaster and DepEd Order No. 21 s. 2015 entitled Disaster Risk Reduction and Management Coordination and Information Management Protocol, DepEd Order No. 33 s. 2021 entitled School-based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and other Weather-related Disturbances and Calamities, this office hereby issues the enclosed **School Preparatory Measures in Relation to Weather-related disturbances as well as the Reporting Protocol.**
2. To provide clear guidance for schools on the implementation of suspension orders, enclosed is **DepEd Order No. 22, s. 2024**, titled "*Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies.*" This document outlines comprehensive protocols for ensuring the safety of students and personnel during such events. All schools are urged to familiarize themselves with the updated guidelines and ensure timely and appropriate action in the event of disasters and emergencies.
3. For immediate dissemination of and strict compliance.

  
**MA. JEANY T. ABAYON**  
Assistant Schools Division Superintendent  
Officer-In-Charge



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Enclosure No 1 to Division Memorandum No. \_\_\_\_ s. 2026

**School Preparatory Measures**

- a. Activate warning systems to disseminate advisories to learners and personnel.
- b. Coordinate with LGU on the cancellation or suspension of classes and work.
- c. Take necessary steps to secure school buildings against heavy rains, flooding, and strong winds.
- d. Prune/trim trees that may cause harm to people or damage school properties in the event of any weather disturbance.
- e. Ensure that all drainage systems are clean and free from blockage.
- f. Ensure that electrical mainlines are switched off.
- g. Secure all educational resources and vital records (waterproofing) and transfer them to a pre-identified storage area.
- h. Only in cases when there is no available space or structure which can be used as a general evacuation center may a school or child development center be used as an evacuation center. If schools will be utilized as Evacuation Centers, this shall be guided by **Republic Act 10821** entitled "**Children's Emergency Relief and Protection Act**". The following processes must be followed:
  1. LGUs shall coordinate with the Schools Division Superintendent and respective School Heads before schools may be used as evacuation centers. A Memorandum of Agreement shall be executed between the LGU and the School to be used as evacuation centers.
  2. Non-instructional rooms shall be utilized first such as gymnasiums, learning and activity centers, auditoriums and other open spaces.
  3. The use of the school premises shall be as brief as possible. It shall only be up to three (3) days for short term displacement, or until such time that the LGU are able to establish alternative transition sites.
  4. If the use is predicted to exceed fifteen (15) days, the affected LGU shall provide written documentation to the DepEd and the DILG on the following:
    - a) The name and location of the school;
    - b) All alternative sites and proposal for final site selection;
    - c) Measure being implemented to prevent interference or disruption to the school and educational activities of children;
    - d) Timeline for the relocation of and plan for action for internally displaced persons to sites outside schools.
  5. Per the Implementing Rules and Regulation (IRR) of Republic Act 10821 or the Children's Emergency Relief and Protection Act of 2016 **Rule No. 5 Section 4**, LGUs are responsible for facilitating general cleaning, fumigation, payment of utilities, and the repair of schools used as



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evacuation centers. Damages incurred by schools used as evacuation centers shall immediately be reported by their respective School Heads to the LGU for appropriate action. Repairs and/or replacement of damaged facilities and materials of damages to schools used as evacuation centers shall be immediately undertaken to ensure the safety and well-being of internally displaced persons. Such replacement and repairs shall be monitored by the School Head and Schools Division Superintendent in coordination with the LGU. LGU shall provide clean-up kits.

**School-based Disaster Response Protocol**

- a. School heads must update on the status of preparedness measures and updates on the impacts of the hazard (e.g. localized suspension of class and work, use of schools as evacuation center, impacts to learners and personnel). Daily school status report must be submitted to the SDO DRRM using the link provided below.

<b>Link for Daily Reporting</b>	<a href="https://bit.ly/WeatherDisturbanceDailyMonitoring">https://bit.ly/WeatherDisturbanceDailyMonitoring</a>
	

- b. **Within 24 to 72 hours** after lifting of signal of a tropical cyclone, or once flooding has subsided due to any weather disturbance other than tropical cyclones:
  1. If safe, undertake rapid assessment of the impacts and damages from the hazard. This includes the assessment of damages to school facilities, educational resources, and impacts to learners and personnel;
  2. Continue to disseminate advisories and/or warnings from authorities;



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3. Continue the submission of Daily School Status reports and **Incident Management Reporting System (IMRS)** to the Division DRRM Coordinator; and
  4. Deploy response and learning continuity interventions, in coordination with Schools Division Office and other community stakeholders and partners.
- c. **After 72 hours and onwards** from landfall of a tropical cyclone, or from flooding and/or landslide from any weather disturbance other than tropical cyclones, continue to implement response and learning continuity interventions, including the conduct of Psychological First Aid for affected learners and personnel.



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Enclosure No 2 to Division Memorandum No. \_\_\_\_ s. 2026

**Incident Management Reporting System (IMRS) Submission Process**

1. After the lifting of Typhoon Signal, **WITH OR WITHOUT DAMAGE**, Schools are given **72 hours** to comply with the Assessment of Damages report through the DRRMS Online Reporting Portal. Link for the Online SDO IMRS submission is:

<b>DRRMS IMRS Link</b>	<b><a href="https://drrms.deped.gov.ph">drrms.deped.gov.ph</a></b>
	Approving email address: <a href="mailto:mariaaudrea.vivo@deped.gov.ph">mariaaudrea.vivo@deped.gov.ph</a> Regional DRRM email: <a href="mailto:deo.moreno@deped.gov.ph">deo.moreno@deped.gov.ph</a>
<b>SDO IMRS Link</b>	<b><a href="https://bit.ly/IMRS2026">https://bit.ly/IMRS2026</a></b>
	 <i>The link will be opened AFTER THE LIFTING OF STS/TY/STY SIGNAL.</i>

2. **After the 72-hour Cut-off**, Division Online and Offline reporting will be closed. Only those reports submitted within the time frame will be submitted for **VETTING**.



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