




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

- g. Maintain clean, orderly, and hazard-free classrooms, offices, laboratories, workshops, storage areas, and other school facilities by removing combustible materials and unnecessary electrical loads; and
 - h. Immediately report identified fire hazards, unsafe electrical conditions, and infrastructure deficiencies requiring technical intervention to the Schools Division Office through the School Governance and Operations Division.
3. The School DRRM Team shall serve as the school's safety inspection team and shall assist the School Head in conducting periodic inspections, documenting findings, monitoring corrective actions, and maintaining records for compliance purposes.
4. All school heads shall submit a School Electrical and Fire Safety Compliance Report, together with supporting documents and photographs of corrective actions undertaken, to their respective Public Schools District Supervisors not later than fifteen (15) calendar days from the issuance of this Memorandum.
5. Public Schools District Supervisors shall validate submissions and submit a consolidated district compliance report to the School Governance and Operations Division within five (5) calendar days after the school submission deadline.
6. The School Governance and Operations Division, through the DRRM Coordinator, Menchie P. Gamongan, Project Developmental Officer II and Education Facilities Coordinator, Paul N. Palliso, Division Engineer III, shall monitor compliance, provide technical assistance, and prepare the division-wide compliance report.
7. Consistent with the Division's commitment to ensuring safe, resilient, and learner-friendly learning environments under Project TABUK (Trust, Accountability, Bayanihan, Unity, and Kindness), all stakeholders are enjoined to exercise vigilance and shared responsibility in preventing fire and other avoidable incidents in schools.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC – Schools Division Superintendent



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

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