



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

January 13, 2026

**DIVISION MEMORANDUM**

No. 021, s. 2026

**REITERATION OF THE DEPED ORDER NO.28, S. 2016 FOR THE  
STRICT COMPLIANCE OF THE REVISED FIRE CODE OF  
PHILIPPINES (RA 9514) BY ALL DEPED SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors, Principals In-Charge of the District  
Head Teacher In-Charge of the District  
Senior/Education Program Specialists  
Heads of Public and Private Elementary/Integrated/Secondary Schools  
All Others Concerned

1. Attached are Regional Memorandum No. 014, s. 2025, and Memorandum DM-OUOPS-2025-04-06126 from Usec. Malcolm S. Garma, Undersecretary for Operations, and Usec. Filemon Ray L. Javier, Undersecretary for Legal and Legislative Affairs, dated August 5, 2025, regarding the reiteration of the Fire Code of the Philippines (RA 9514) by all DepEd schools, which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum is desired.

**FELICIANO C. BUENAFE JR., CESO VI**  
Schools Division Superintendent

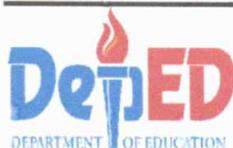
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Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

**BUREAUS AND OFFICES**

**COMMUNICATIONS**

**PUBLICATIONS**

NSATM



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Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

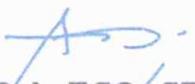
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REGIONAL MEMORANDUM  
No. 014 s., 2026

**REITERATION OF THE DEPED ORDER NO. 28, S. 2016 FOR THE  
STRICT COMPLIANCE OF THE REVISED FIRE CODE OF  
PHILIPPINES (RA 9514) BY ALL DEPED SCHOOLS**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum DM-OUOPS-2025-04-06126 from **Hon. Malcolm S. Garma, Undersecretary for Operations** and **Hon. Filemon Ray L. Javier, Undersecretary for Legal and Legislative Affairs** dated August 5, 2025 regarding its **Reiteration of the DepEd Order No. 28, s. 2026 for the Strict Compliance of the Revised Fire Code of the Philippines (RA 9514) by all DepEd Schools**, which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

  
**CRISTITO A. ECO, CESO III**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Encl.: As stated  
Reference: Memorandum of USEC. Malcom S. Garma  
and USEC Filemon Ray L. Javier  
To be indicated in the Perpetual Index  
under the following subjects:

CALAMITY  
PROGRAMS  
SCHOOLS

WMV/ESSD-RM/Reiteration of the DepEd Order No. 28, s. 2016...  
256/December 19, 2025



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# Department of Education

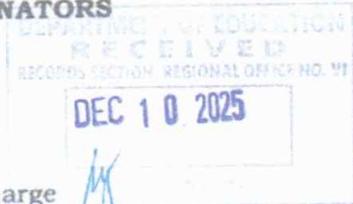
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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## MEMORANDUM

DM-OUOPS-2025-04-06126

**TO :** REGIONAL DIRECTORS  
 SCHOOL DIVISION SUPERINTENDENTS  
 REGIONAL AND DIVISION DRRM COORDINATORS  
 PUBLIC AND PRIVATE SCHOOL HEADS  
 SCHOOL DRRM COORDINATORS



**FROM :** MALCOM S. GARMA  
 Undersecretary for Operations, Officer-in-Charge

*[Handwritten signature]*  
 FILEMON R. L. JAVIER  
 Undersecretary for Legal and Legislative Affairs

**SUBJECT :** REITERATION OF THE DEPED ORDER NO. 28, S. 2016 FOR THE STRICT COMPLIANCE OF THE REVISED FIRE CODE OF THE PHILIPPINES (RA 9514) BY ALL DEPED SCHOOLS

**DATE :** August 5, 2025

This Memorandum is issued to underscore the critical importance of fire safety within all Department of Education (DepEd) schools nationwide. It is prompted by the occurrence of 26 fire incidents reported in DepEd schools for during the year 2025 alone as recorded by the Operations Division of the Disaster Risk Reduction and Management Service (DRRMS), coupled with persistent reports from the Bureau of Fire Protection (BFP) detailing various violations of the Revised Fire Code of the Philippines (Republic Act No. 9514). These incidents and non-compliance issues highlight an urgent need to reiterate existing fire safety protocols and ensure stringent adherence to legal mandates. The Department's commitment to safeguarding learners, personnel, and educational investments necessitates a renewed emphasis on proactive measures and accountability.

This directive is firmly rooted in RA No. 9514, which mandates proper fire safety measures and equipment in all buildings, and builds upon the comprehensive Fire Safety and Awareness Program (FSAP) established through DepEd Order No. 72, s. 2012, reiterated in DepEd Order No. 13, s. 2013, and strengthened by DepEd Order No. 28, s. 2016.

### OBJECTIVES

This Memorandum aims to achieve the following objectives:

1. To ensure the safety of learners, personnel, and education investments by mandating strict compliance with minimum fire safety standards set by law;



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2. To minimize the risk of fire incidents in all schools by reinforcing strict observance of the Revised Fire Code of the Philippines and other pertinent DepEd issuances;
3. To institutionalize the submission of regular Fire Safety Compliance Reports from all DepEd schools nationwide;
4. To uphold accountability and ensure that school officials and DepEd personnel fulfill their responsibilities and duties as outlined in the relevant DepEd Orders and issuances in fire safety.

#### **STATEMENT OF ENCLOSURE**

Enclosed herewith is the "Guidelines on the Reiteration of DepEd Order No. 28, s. 2016 for the Strict Compliance of the Revised Fire Code of the Philippines (RA 9514) by All DepEd Schools," which provides detailed guidelines and directives for the implementation of enhanced fire safety measures and reporting protocols. All concerned personnel are enjoined to thoroughly review and strictly comply with its provisions.

#### **MONITORING AND REPORTING**

To monitor strict compliance of the enclosed in this Memorandum, consolidated reports shall be submitted by Regional Offices to the Office of the Director IV, DRRMS at [drirms@deped.gov.ph](mailto:drirms@deped.gov.ph) on or before the first week of the succeeding month. Complete guidelines and templates for these reports are enclosed herein (see Enclosure 2).

#### **COMPLIANCE AND ACCOUNTABILITY**

Principals, school heads, and other DepEd personnel who fail to comply with their obligations or are negligent in performing their responsibilities and duties under Republic Act No. 9514, DepEd Order No. 72, s. 2012, DepEd Order No. 13, s. 2013, DepEd Order No. 28, s. 2016, and other relevant DepEd issuances shall be administratively liable upon compliance with the procedural due process requirements. This is without prejudice to any civil or criminal liabilities under applicable laws.

#### **FUNDING SOURCE AND UTILIZATION**

Schools shall use their Maintenance and Other Operating Expenses (MOOE) as the primary funding source for the implementation of all fire safety-related activities and requirements provided in this Memorandum. As applicable, schools and offices may also utilize the Disaster Preparedness and Response Program (DPRP) Funds, subject to availability and in accordance with the existing guidelines for the disposition of the DPRP Funds and Commission on Audit (COA) rules and regulations.

#### **EFFECTIVITY**

This Memorandum shall take immediately upon its issuance.

For more information, queries and concerns, please contact DRRMS at telephone number (02) 8637-4933, (02) 8635-3764 or through email [drirms@deped.gov.ph](mailto:drirms@deped.gov.ph).

For immediate dissemination and strict compliance.

**GUIDELINES ON THE REITERATION OF DEPED ORDER NO. 28, S. 2016 FOR THE STRICT COMPLIANCE OF THE REVISED FIRE CODE OF THE PHILIPPINES (RA 9514) BY ALL DEPED SCHOOLS**

**I. Rationale**

In 2025, the Disaster Risk Reduction and Management Service (DRRMS) recorded a total of 26 fire incidents affecting the Department of Education (DepEd) schools nationwide <sup>1</sup>. In response to this alarming figure, and amid persistent reports from the Bureau of Fire Protection (BFP) citing violations of Republic Act No. 9514, otherwise known as "*Revised Fire Code of the Philippines of 2008*," the DRRMS issues this reiteration of DepEd Order No. 28, s. 2016 on Strengthening the Fire Safety and Awareness Program to reinforce fire safety protocols and ensure strict compliance to the Revised Fire Code of the Philippines by DepEd schools.

The legal foundation for these directives is firmly rooted in the Revised Fire Code of the Philippines, which mandates installation and proper maintenance of fire safety equipment, the regular conduct of inspections, and the immediate abatement of fire hazards in all buildings and structures. This legal framework serves as the bedrock upon which all of DepEd's fire safety initiatives are built, providing a clear governmental mandate for the protective measures required within the basic education sector.

This issuance builds upon and reinforces the comprehensive Fire Safety and Awareness Program (FSAP), which was initially launched through DepEd Order No. 72, s. 2012. The FSAP was subsequently reiterated in DepEd Order No. 13, s. 2013, and further strengthened with defined roles, responsibilities, and monitoring mechanisms in DepEd Order No. 28, s. 2016. The overarching aim of the FSAP is to promote a heightened awareness of fire safety and the paramount importance of prevention and preparedness among all school officials, personnel, staff, and learners nationwide. The Department's continuous issuance of these orders over time reflects an ongoing commitment to fire safety, acknowledging that consistent vigilance and adaptive measures are essential to mitigate risks effectively.

**II. Scope**

This Department Order applies to all public elementary and secondary schools nationwide. Compliance with the directives herein is mandatory for all school heads and concerned personnel.

**III. Definition of Terms**

For purposes of this issuance, the following terms are defined/understood as follows:

**Fire<sup>2</sup>** – refers to the active principle of burning, characterized by the heat and light of combustion.

**Fire Code** – refers to the standard fire prevention and safety measures prescribed in Republic Act No. 9514, also known as the "*Revised Fire Code of the Philippines of 2008*).

<sup>1</sup> DRRMS Operations Division 2025 Fire Incident Reports

<sup>2</sup> All terms are adapted from RA 9514.

**Fire Safety** – refers to the prevention and suppression of all kinds of destructive fires.

#### **IV. Policy Statement**

The DepEd Order hereby establishes the reiteration of DepEd Order 28, s. 2016, reinforcing the strict compliance of the Revised Fire Code of the Philippines (RA 9514) by all DepEd Schools, underscoring the defined roles and responsibilities of DepEd at all levels and its monitoring and evaluation (M&E) mechanisms. This is also to resurface the partnership of the Department with the Department of the Interior and Local Government (DILG), through the BFP, for the purpose of intensifying the implementation of a sustainable program on fire safety for schools (refer to Annex A).

#### **V. Procedures**

##### **A. Roles and Responsibilities <sup>3</sup>**

Table 1 provides the Roles and Responsibilities of the relevant offices to this issuance. This also includes the reporting protocol from the school to the central office.

The four (4) main initiatives of the program are as follows:

1. School Fire Safety Plan;
2. Fire Safety Inspection;
3. Fire Drills and Fire Safety Lectures for School Personnel; and
4. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel. It is also highly encouraged to conduct the said drills with other hazards (e.g., earthquake, flood, etc.).

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<sup>3</sup> DepEd Order No. 28, s. 2016

**Table 1. Roles and Responsibilities Matrix**

School	Division Offices	Regional Offices	Central Office
<b>School Fire Safety Plan</b>			
<p>Develop a School Fire Safety Plan which consists of the following:</p> <ul style="list-style-type: none"> <li>• Identification of Fire Related hazards;</li> <li>• Elimination or reduction of the hazards; and</li> <li>• Physical fire precautions and management arrangements necessary to ensure the safety of students and personnel in the school premises.</li> </ul> <p>Please see Annex B for the School Fire Safety Measures that should be included in the School Fire Safety Plan.</p>	<p>Consolidate schools' Fire Safety Plan and send to respective regional office (through the regional Disaster Risk Reduction and Management (DRRM) Coordinator)</p>	<p>Consolidate division reports and send to central office (through the DRRMS)</p>	<p>Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices</p>
<b>Fire Safety Inspection</b>			
	<p>Provide local BFP with a list of all public elementary and secondary schools for fire safety inspection</p>		<p>Closely coordinate with BFP for the crafting of guidelines for the fire safety inspection and the schools' compliance with the recommendations which should not be limited to purchase of equipment (e.g. fire extinguisher)</p> <p>Closely coordinate with BFP for the crafting of alternative ways for schools to address the violations/deficiencies while pending compliance with the requirements of the Fire Code.</p>

Accommodate BFP inspectors during Brigada Eskwela Week and Semestral Break for the conduct of fire safety inspection.	Monitor completion of fire safety inspection of all schools.	Monitor completion of fire safety inspection of all divisions	Monitor completion of fire safety inspection of all regions
Identify within one month from receipt of results of inspection the options and plan of action to address violations/deficiencies which should not be limited to procurement of equipment (e.g., fire extinguishers)	Consolidate BFP's schools assessment results and schools' plan of action and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices
Submit reports to respective division office (through the Division DRRM Coordinator) regarding: 1. Violation/deficiencies noted during inspection; 2. Recommendations from BFP; and, 3. Options and plan of action identified by the school to address violations/deficiencies			
Address violations/deficiencies noted during BFP inspection	Provide assistance to schools in addressing violations/deficiencies noted during BFP inspections	Provide assistance to divisions in addressing violations/deficiencies noted during BFP inspections	Develop a comprehensive plan that provides options to address the violations/deficiencies raised in the BFP assessment results. Such options should not be limited to purchase of equipment and should provide alternative ways of addressing the violations/deficiencies

			Provide funding support to schools in complying with BFP assessment results, when necessary and subject to the availability of funds.
			Provide assistance to regions, divisions and schools in addressing violations/deficiencies noted during BFP inspections
	Consolidate implementation of schools' plan of action and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices
<b>Fire Drills and Fire Safety Lectures for School Personnel</b>			
Coordinate with BFP for the conduct of the fire safety lectures and drills for all teaching and non-teaching personnel	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all regions
Submit reports to respective division office (through the Division DRRM Coordinator) regarding the conduct of the fire safety lectures and drills for all teaching and non-teaching personnel	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices
<b>Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</b>			
Coordinate with BFP for the quarterly conduct of the fire safety lectures and drills for all learners and teaching and non-teaching personnel	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all regions

Submit reports to respective division office (through the Division DRRM Coordinator) regarding the conduct of the fire safety lectures and drills for all learners and teaching and non-teaching personnel	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices
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## **B. School Fire Safety Measures**

### **1. Development and Implementation of School Fire Safety Plan**

All schools shall develop and implement a comprehensive School Fire Safety Plan. This plan shall include:

- a. The proactive identification of fire-related hazards within school premises;
- b. The systematic elimination or reduction of identified risks; and
- c. The establishment of fire safety precautions and management arrangements to protect learners, personnel, and property.

The frequent occurrence of common fire safety violations—such as hazardous electrical wiring and obstructed exits—indicates systemic gaps that require sustained, preventive action. Schools are directed to go beyond reactive measures and must conduct a root-cause analysis of non-compliance, leading to context-specific and sustained hazard abatement strategies.

Immediate and continuous action must be taken to address the following, but not limited to:

- a. Rectify hazardous electrical wiring caused by overuse, wear, or substandard installation;
- b. Ensure emergency exits are clearly marked and unobstructed, including the removal of unused furniture and other impediments;
- c. Address inadequate electrical outlet provisions to avoid overloading and eliminate the use of "octopus" connections or other unsafe extensions;
- d. Organize and activate School Fire Brigades and Kiddie/Junior Fire Marshals to assist in fire safety initiatives, including hazard reporting and evacuation assistance;

Schools must also practice and institutionalize proper housekeeping measures, including daily checks on electrical wiring and appliances, with a focus on:

- a. Ensuring lights and equipment are turned off when not in use; and
- b. Inspecting science laboratories and technical-vocational rooms for fire hazards on a regular basis.

In accordance with the Revised Fire Code of the Philippines, the BFP, through its Director General or duly authorized representatives, may issue abatement orders for identified fire hazards. All schools are required to fully cooperate with BFP and immediately act on its recommendations and directives, recognizing their role as essential partners in fostering a fire-safe learning environment.

## 2. Key Requirements for Fire Extinguishers

All schools shall strictly adhere to the following detailed requirements for installation, maintenance, markings, and selection of fire extinguishers. Procurement and/or purchase of fire extinguishers is hereby mandatory for all DepEd schools.

Category	Requirement Details
Installation	Fire extinguishers must be installed in conspicuous and readily accessible locations, typically on hangers or brackets, and should remain unobstructed. Extinguishers with a group weight not exceeding 18 kilograms should be installed so that the top is not more than 1.5 meters above the floor. Larger extinguishers should be installed at a maximum height of 1 meter.
Maintenance	Regular inspections (monthly or more frequently) are required to ensure extinguishers are in their designated places, are in good working order, and have not sustained any physical damage. At least annually, extinguishers must be thoroughly examined, recharged, or repaired as needed. Comprehensive records of these actions must be maintained.
Markings	The type and use of each extinguisher, along with instructions on its proper use, should be clearly marked on or near the extinguisher in visible and easily readable letters.
Selection	Extinguishers must be selected based on the specific class or classes of hazards they are intended to protect against within the school premises.

## 3. Coordination with the Bureau of Fire Protection (BFP)

All schools shall maintain active and continuous coordination with the BFP as part of the Department's commitment to strengthening fire safety in the basic education sector. In line with the Memorandum of Understanding between the DepEd and the DILG, schools are required to accommodate BFP inspections during designated periods, particularly during Brigada Eskwela Week and the Semestral Break.

Upon receipt of the official results of a BFP inspection, school heads shall, within one (1) month, develop and submit a concrete Plan of Action outlining measures to address any identified fire safety violations or deficiencies. These plans must be realistic, time-bound, and aligned with applicable fire safety standards.

The prompt and full rectification of inspection findings is mandatory. Non-compliance may be subject to further administrative or legal consequences, in accordance with the provisions of the Revised Fire Code of the Philippines (RA No. 9514). The Department reiterates that fire safety is a shared responsibility—and school leadership is expected to exercise due diligence in ensuring that all identified risks are resolved to protect the lives of learners and personnel.

## **C. Enhanced Reporting of Compliance**

### **1. Reporting Protocols**

To strengthen monitoring, accountability, and timely decision-making, a standardized and hierarchical fire safety compliance reporting protocol shall be observed across all levels of the Department.

All schools shall submit their Fire Safety Compliance Reports to their respective Schools Division Offices through the Division Disaster Risk Reduction and Management (DRRM) Coordinator. These reports must include the following:

- a. Findings and deficiencies noted during BFP inspections;
- b. Recommendations or directives issued by the BFP; and
- c. The school's options and corresponding Plan of Action to address identified violations or deficiencies.

Division DRRM Coordinators shall be responsible for reviewing and consolidating school-level reports, and subsequently forwarding the compiled submissions to their respective Regional Offices, through the Regional DRRM Coordinator.

Regional Offices shall then consolidate all Division-level submissions and transmit a comprehensive regional summary to the Central Office, specifically addressed to the DRRMS.

This tiered reporting structure ensures consistent data aggregation and enables the Department to provide strategic, data-informed interventions and technical support to schools in need of compliance assistance.

### **2. Use of Standardized Reporting Templates <sup>(4)</sup>**

To ensure consistency, accuracy, and efficiency in monitoring fire safety compliance across all governance levels, all schools, divisions, and regions are required to use the prescribed reporting templates when submitting Fire Safety Compliance Reports.

The following templates shall be used:

- a. School Fire Safety Drills and Lectures Reporting Template
- b. School Fire Safety Inspection Reporting Template

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<sup>4</sup> All prescribed reporting templates are in the Annexes.

Reports must not be submitted as separate or fragmented documents. Instead, the key components of the Fire Safety and Awareness Program (FSAP)—namely the School Fire Safety Plan, results of Fire Safety Inspections, and records of Fire Drills and Lectures—shall be integrated into a consolidated report. This report shall be submitted periodically as applicable to each level, and must reflect the cumulative updates for the relevant reporting period.

This integrated reporting approach enables a comprehensive and coherent view of compliance efforts and facilitates streamlined consolidation by Division, Regional, and Central Offices.

### **3. Submission of Reports**

To ensure efficiency in reporting, documentation, and data consolidation, all schools, divisions, and regional offices are required to submit their Fire Safety Compliance Reports in dual format:

- A scanned or image file (PDF/JPEG) of the final, signed report duly endorsed by the head of office; and
- An editable Excel file, using the prescribed reporting template, to facilitate data processing and aggregation.

This dual submission format guarantees both the authenticity of the signed reports and the efficiency of monitoring, evaluation, and data analysis at the Division, Regional, and Central levels. Reports must be submitted through official DepEd communication channels or designated reporting platforms, as may be specified in supplemental guidelines.

**Table 2. Timeline of Activities and Reporting**

Period	Report Content and Activities Per Level			
	Schools	Divisions	Regions	Central
<b>1<sup>st</sup> Quarter</b>	1.Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2.Fire Drills and Safety Lectures for School Personnel 3.Fire Safety Inspection (Brigada Eskwela) 4.Plan of Action to Address Deficiencies/Violations 5.School Fire Safety Plan			1.Craft guidelines for the fire safety inspection and the schools' compliance with the recommendations 2.Craft alternative ways for schools to address the violations/deficiencies while pending compliance to the Fire Code
<b>2<sup>nd</sup> Quarter</b>	Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel	1.Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2.Fire Safety Inspection (Brigada Eskwela) 3.Plan of Action to Address Deficiencies/Violation 4.School Fire Safety Plan 5.Monitoring completion of Fire Safety and Awareness Program activities of respective schools	1.Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2.Fire Safety Inspection (Brigada Eskwela) 3.Plan of Action to Address Deficiencies/Violations 4.School Fire Safety Plan 5.Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions	
<b>3<sup>rd</sup> Quarter</b>	1.Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel			

	2. Fire Safety Inspection (Semestral Break) 3. Plan of Action to Address Deficiencies/Violations			
<b>4<sup>th</sup> Quarter</b>	Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Semestral Break)</li> <li>3. Plan of Action to Address Deficiencies/Violations</li> <li>4. Monitoring completion of Fire Safety and Awareness Program activities of respective schools</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Semestral Break)</li> <li>3. Plan of Action to Address Deficiencies/Violations</li> <li>4. Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Drills and Safety Lectures for School Personnel</li> <li>3. Fire Safety Inspection</li> <li>4. Plan of Action to Address Deficiencies/Violations</li> <li>5. School Fire Safety Plan</li> <li>6. Develop a comprehensive plan that provides options to address the violations/deficiencies raised in the BFP assessment results</li> <li>7. Monitoring completion of Fire Safety and Awareness Program activities of schools in all regions.</li> </ol>

## **VI. Compliance and Accountability**

Principals, school heads, and other DepEd personnel who fail to comply with their obligations or are negligent in performing their responsibilities and duties under DepEd Order No. 28, s. 2016, DepEd Order No. 13, s. 2013, DepEd Order No. 72, s. 2012, and other relevant DepEd issuances shall be administratively liable upon compliance with the procedural due process requirements. This is without prejudice to any civil or criminal liabilities under applicable laws.

## **VII. References**

DepEd Order No. 28, s. 2016. *Strengthening the Fire Safety and Awareness Program.*  
DepEd Order No. 13, s. 2013. *Reiterating the Observance of the Fire Prevention Month Through the Continuing Fire Safety and Awareness Program (FSAP).*  
DepEd Order No. 72, s. 2012. *Continuing Fire Safety and Awareness Program (FSAP) in Schools.*



Annex B2. Division Consolidation Template for School Fire Safety Drills and Lectures

School ID	School Name	Number of Times Schools Conducted Fire Safety Drills	Number of Times Schools Conducted Fire Safety Lectures	Total No of Learners Participated	Total No of Teaching and Non-Teaching Personnel Participated	Remarks

\*add as needed

Prepared by:

(Division DRRM Coordinator)  
 \_\_\_\_\_  
*signature over printed name, designation*

Noted by:

(Schools Division Superintendent)  
 \_\_\_\_\_  
*signature over printed name, designation*









## MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (MOU) entered into this \_\_\_th day of \_\_\_\_\_ 2015, in Pasig City, Philippines, by and between:

**DEPARTMENT OF EDUCATION**, a national government agency created under Philippine laws with principal office at the DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Secretary, **BR. ARMIN A. LUISTRO FSC**, hereinafter referred to as "DepED".

and

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**, a national government agency created under Philippine laws with principal office at DILG-NAPOLCOM CENTER, EDSA cor. Quezon Avenue, Quezon City, represented herein by its Secretary, **MEL SENEN SARMIENTO**, hereinafter referred to as "DILG",

**WITNESSETH: That**

**WHEREAS**, DepEd annually conducts the National Schools Maintenance Week, also known as "Brigada Eskwela," which aims to prepare all public elementary and secondary schools in the country for the opening of classes;

**WHEREAS**, DepEd recognizes the importance of the conduct of fire safety inspections and fire prevention programs and drills in all of its schools nationwide as part of its preparation for school opening;

**WHEREAS**, the Bureau of Fire Protection (BFP), which is under the supervision of the Department of the Interior and Local Government (DILG), is responsible for the prevention and suppression of all destructive fires through rigid fire safety inspections, conduct of fire prevention education programs and drills, and extension of medical assistance to victims of fire, accidents, and other related hazards;

**NOW THEREFORE**, in view of the foregoing premises, and subject to the undertakings hereinafter provided, the Parties hereto have agreed, as follows:

### I. UNDERTAKINGS

DepEd shall:

1. Issue an official communication (order or memorandum) to all its local offices informing them of the partnership with DILG/BFP on fire safety, with the following instructions:
  - a. For the Division offices to provide local BFP offices with a list of all public elementary and secondary schools to be inspected by BFP, and where fire safety and prevention drills will be conducted;
  - b. For the schools to accommodate BFP inspectors during the Brigada Eskwela Week and one during the semestral break, and send an official report to their respective Division Offices to ensure compliance with BFP recommendations;
  - c. For the School Heads/principals/administrators/ to submit a report of violations/deficiencies noted during inspection to the Division Office, through Disaster Risk Reduction Management Office (DRRMO) division coordinator, for appropriate action;
  - d. For the Division Offices to send BFP's assessment results to the DepEd Regional Office, through the DRRMO regional coordinator;

- e. For the Regional Offices to send a consolidated report of assessment results to the DRRM Central Office on the conduct of BFP inspections and compliance of schools with recommendations.
2. DepEd through the DRRMO shall come-up with a holistic and sustainable master plan to address findings arising from BFP's assessment; and
3. DepEd shall provide support and / or interventions apt for the findings of BFP, subject to availability of resources.

DILG/BFP shall:

1. Conduct fire safety lectures and drills to all employees, teaching and non-teaching personnel, of all elementary and secondary schools before the opening of every school year;
2. Schedule lectures and drills, at least four times (4x) every school year, which shall be participated in by teachers, pupils and students;
3. Ensure the conduct of fire safety inspection in all public elementary and secondary schools in the country twice a year, one during the "Brigada Eskwela Week", and one towards the latter half of the school year, in close coordination with the DepEd division offices and schools to be inspected;
4. Immediately notify within 3 days from the submission of After Inspection Report to the concerned District/City/Municipal Fire Marshal, the school head/administrator/principal of the fire safety violations/deficiencies/defects of the school. As used herein, violations/defects/deficiencies shall mean and/or pertain to fire safety measures not incorporated in school building, which is required under the RA 9514 otherwise known as the Fire Code of the Philippines of 2008 and its implementing rules and regulations, or any prohibited acts or omissions defined thereof.
5. Develop a set of guidelines for the fire safety inspection and the school's compliance with the recommendation that are more appropriate but will not compromise the safety and security of the occupants and the structure subject to the provisions of the Fire Code; and,
6. Develop an alternative or interim set of rules; in consultation with DepEd which shall be observed by the latter pending compliance with the formal requirements of the Fire Code.

**Both Parties shall:**

**Agree on a permanent tie-up to implement sustainable program on fire safety, and not merely involvement in seasonal or activity-based engagement.**

## II. AMENDMENTS

This Memorandum of Understanding contains the entire agreement of the parties with respect to fire safety at schools and supersedes all prior agreements and understanding with respect thereto. This Memorandum of Understanding may be amended only in writing duly signed by authorized representatives of the parties involved.

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III. EFFECTIVITY AND TERMINATION

This Memorandum of Understanding shall take effect upon signing hereof by the parties concerned in preparation for the opening of School Year 2015 and shall remain in force until terminated at any time by service of notice to the parties.

IN WITNESS WHEREOF, the parties hereunto set their hands in the place and dated above written.

DEPARTMENT OF EDUCATION

BR. ARMIN A. LUISTRO FSC  
Secretary

DEPARTMENT OF INTERIOR AND  
LOCAL GOVERNMENT

MEL SENEN SARMIENTO  
Secretary



WITNESSES:

MARIO A. DERIQUITO  
Undersecretary  
Partnerships and External Linkages  
Department of Education

ATTY. PETER-IRVING C. CORVERA  
Undersecretary  
Public Safety  
Department of the Interior and Local Government

F/DIR ARIEL A. BARAYUGA, CEO VI  
Chief, BFP

SUBSCRIBED AND SIGNED BEFORE  
ME THIS 02 DEC 2015 AT  
AT MANILA, PHILIPPINES

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Book No. xxxiii  
Series of 2015

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