



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of negros oriental

**Office of the Schools Division
Superintendent**

21 FEB 2024

DIVISION MEMORANDUM

No. 0144, s. 2024

**SAFETY AND SECURITY REMINDERS FOR THE CONDUCT OF 2024 NORAA
SELECTION MEET AND COMPOSITION SAFETY AND SECURITY
COMMITTEE MEMBERS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors / District-In-Charge
All Others Concerned

1. In light of the unforeseen circumstances that may occur during the conduct of the 2024 Negros Oriental Athletic Association (NORAA) Selection Meet on March 3-8, 2024, it is essential to prioritize the safety and security of all participants. Measures will be put in place to ensure that the event runs smoothly and that all athletes can perform to the best of their abilities.
2. Anent this, **all District Offices / District DRRM Teams are enjoined to conduct safety and security orientation for all District delegations before the conduct of the 2024 NORAA Selection Meet. Please see Annex B.**
3. Please be guided by the following attachments:
 - o Annex A: List of Safety and Security Committee Members and Billeting Quarter Assignment
 - o Annex B: NORAA 2024 Safety and Security Reminders
 - o Annex C: Waiver and Undertaking
 - o Annex D: Clearance / Gate Pass
4. The composition of the Safety and Security Committee members and their assignment is listed in Annex A and directed to report during the conduct 2024 Negros Oriental Athletic Association (NORAA) Selection Meet on March 3-8, 2024, and requested to attend the coordination meeting on March 3, 2024, 3:00 PM – 5:00 PM, at Sierra Hotel, Dumaguete City.
5. Teacher-participants are required to prepare learning materials for the class to engage with while attending the workshop. If no teacher is available to temporarily replace the teacher, all in-person classes of the said teacher will shift to modular distance learning.
6. Teaching personnel can claim service credits and Compensatory Overtime Credit (COC) to non-teaching personnel who participated in the workshop/activity as per DepEd

NCO/JMA-MKP-NLR /SGOD /RBP/jrg
19 February 2024



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

Teachers and with the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, 2, 2004 on Non-Monetary Remuneration of Overtime Services Rendered.

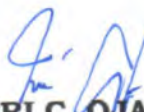

7. Travelling/transportation and other incidental expenses incurred by the members of the safety and security committee shall be charged against School MOOE / Local Funds while the following provisions will be charged against DRRM Funds subject to the usual accounting and auditing rules and regulations:

Full Meals (Breakfast, Lunch, Dinner, and AM/PM Snacks)

First Meal: PM Snacks (March 3, 2024)

Last Meal: Lunch (March 8, 2024)

8. For immediate dissemination and compliance.


NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent
2/20/24 

LIST OF SAFETY AND SECURITY COMMITTEE MEMBERS AND BILLETING QUARTER ASSIGNMENT

Chairperson: **ALAN A. AGOR EdD**Co-Chairperson: **JOSEPH R. GEMINA**

District	Assigned Safety and Security	Billeting Quarter	Delegation
Mabinay 3	BANDOQUILLO, RUDY A. JR	Magsaysay Elementary School & Sibulan Science High School	MABINAY
Mabinay 3	ABELLA, ALVIN, E.		
Mabinay 3	VILLANUEVA, JOHN E.		
Mabinay 3	MISAMIS, IAN SHERWIN, VILLARIN		
Mabinay 2	IYAS, SHERWIN P.	Sibulan National High School & Sibulan Night High School	AMLAN
Mabinay 2	GALLARON, JERALD A.		
Tayasan 1	CACAS, DIOFEL A.		
Amlan	CUEVAS, RYHAN L.		
Mabinay 3	LABUAN, RAMMEL	Sibulan Central Elementary School	SIBULAN
Mabinay 4	LAGUERDER, ERNIE B.		
Sibulan 2	ESTORAS, DONALD F.		
Sibulan 1	LIRADO, JOYLYN L.	Maslog Elementary School	SAN JOSE
San Jose	KADUSALE, ELMAR C.		
Siaton 1	GADIANA, PETER J.	Boloc-boloc Elementary School	ZAMBOANGUITA
Sta. Catalina 1	ACABO, ALJON B.		
La Libertad 1	MARTINEZ, GIL P	Boloc-boloc National High School	LA LIBERTAD
La Libertad 2	BAYA, ALFREDO R.		
Sibulan 1	MEDEZ, RODNEY C.		
NOHS	DAPAT, KEITH DOMINIC W.	Negros Oriental High School	NOHS
NOHS	BANLAT, MARIFE M.		AYUNGON
NOHS	BARTOCES, HANALYN T.		TAYASAN
Ayungon 2	LIMBAGA, MICHAEL, S.		
Jimalalud 1	MATU-OG, JOEL D.	Valencia National High School	JIMALALUD
Sibulan 1	OMNOS, DIANNE EVE C.		
Siaton 4	SELARDE, REONELL K.	Valencia Central Elementary School	VALENCIA
Siaton 1	KIRIT, JOEL RADONES		
Siaton 4	PADICA, PRINCE DEAN D.		

LIST OF SAFETY AND SECURITY COMMITTEE MEMBERS AND BILLETING QUARTER ASSIGNMENT

Chairperson: **ALAN A. AGOR Edd**Co-Chairperson: **JOSEPH R. GEMINA**

District	Assigned Safety and Security	Billeting Quarter	Delegation
Bacong	BALDOMERO, JOSELA MARIE R.	Bacong Central Elementary School	BACONG
Bacong	ROJO, JOEY MARK, C.		
Siaton 2	ARBOLADO ALFREDO C.		SIATON
Siaton 2	DIAMANTE, JERRY V.		

Dauin	ARRANGUEZ, JOSE BRYAN C.	DAUIN CENTRAL & DAUIN NHS	DAUIN
Dauin	SUMAGAYSAY, ROSALIE, C.		
Dauin	VERZANO, PROCORA C.		

Siaton 1	FRANCISCO, JOHNEL, G.	BALUGO NHS	MANJUYOD
Siaton 2	RYAN F. SALVADOR		
Manjuyod	PELAREJA, EMILY LOREN A.		

Bindoy 2	MANANQUIL, JESS MARK L	BALUGO ES	BINDOY
Bindoy 2	JOHN FRANCIS PALOMAR		
Bindoy 2	AMARANTE, EMMAN NOEL A		
Bindoy 2	ZAMORA, PRECY MARIE A.		

Sta. Catalina 2	SAMSON, CANDILYN F	SAN MIGUEL NHS	STA CATALINA
Sta. Catalina 4	LIFANA, JEMAR, Q.		
Sta. Catalina 4	SAIL, JORDAN N.		

SAFETY AND SECURITY REMINDERS

2024 Negros Oriental Regional Athletic Association (NORAA) Selection Meet

Reminders for the Safety and Security Committee Members

- Members of the Safety and Security Committee must wear attire that distinguishes them from the delegates.
- Members of the Security shall regularly patrol around the billeting quarter at least once every hour, doing so on a random basis to secure the safety of all the participants.
- The billeting quarter should have only one Main entrance/exit gate where day and nighttime access is monitored.
- From the time the 2024 NORAA ends and for 30 minutes thereafter, members of the security shall be stationed outside the school premises to assist, guide, and encourage participants to leave safely. Members of the Safety and Security committee shall be assigned outside as participants depart.
- Ensure that all quarters have posted the updated Emergency Contact Numbers.
- All quarters must have an Emergency Go Bag.

Coaches, Athletes, Members of the Different Committees

- You should always wear your ID in going in and out of the billeting quarters.
- The **“NO ID, NO ENTRY”** policy shall be strictly enforced at the gate.
- **Curfew Time:**

Coaches and Athletes	-	8:00 PM
Different Committees	-	12:00 Midnight

NOTE: 9:00 pm- lights off for the athletes. No athlete shall be seen roaming around the premises beyond this time. Security Officers and the Prefect of Discipline Committee will be checking the quarters and the entire premises to ensure that the curfew is followed.

- Don't leave room doors open. If you find one open, close it.
- Never allow individuals you do not recognize, and who do not have any concerns, to enter your room.
- Parents are not allowed to enter the billeting quarters. A designated area should be provided for parents/visitors.
- If you see someone suspicious, go to the nearest place of safety and call for help.
- Athletes are not allowed to go outside without their coaches. Use a buddy system (Athlete(s)- Coach).
- Avoid walking in shortcuts through dark, secluded areas. Walk where other people are around.
- Keep valuables out of sight. (gadgets, money, jewelry, etc.)
- Keep your friends or roommates informed of where you are going.
- Smoking, drinking alcoholic beverages, and bringing outside food are not allowed.
- Keep your gadgets hidden until you are ready to use them.

- Coaches must be oriented by the School's DRRM Coordinator by their evacuation route to the holding area.
- Save the emergency contact numbers.

OTHER HAZARDS (Emergency Plan, Procedures, Safety and Security)

- Evacuation Map is posted in every classroom. Please find time to familiarize yourself and get acquainted with the safety routes.
- If the need arises, all gates will be opened to move all participants to a total or relative place of safety without delay. Assign guards at every gate.
- Avoid overloaded plugs. Unplug devices if unused.

Building Evacuation

- Take only keys, wallets, and essential belongings with you.
- If possible, wear weather-appropriate clothing
- If you are the last one to exit your room close, and lock the doors
- Leave the building immediately.
- Do not investigate the source of the emergency.
- Walk, don't run, to the nearest exit.
- Use stairs.
- Assist people with special needs.
- As you make your way out, encourage those you encounter to exit as well.
- Wait for instructions before returning to your building after an evacuation.

If someone is injured or becomes ill:

- Stay Calm
- Do not move the victim unless there is danger of further injury if s/he is not moved.
- Do not leave the injured person except to summon help.
- Comfort the victim until emergency medical services arrive.
- Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity.

Utility Failures. These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. For your safety, in the event of a utility failure:

- Remain calm.
- Immediately notify the authorities. (See Emergency Contact Directory)
- If the building must be evacuated, follow the instructions on Building Evacuation
- Unplug all electrical equipment (including computers) and turn off light switches.
- Use a flashlight: Do not light candles or use other kinds of flames for lighting.

Earthquakes. In the event of an earthquake:

- Stay away from large windows, shelving systems, or tall room partitions.
- Get under a desk, table, door arch, or stairwell.
- If none of these is available: move against an interior wall and cover your head with your arms.

- Remain under cover until the movement subsides.
- After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
- If damage has occurred in your area, inform the authorities.
- If it is safe to do so, remain at your location and await further instructions.
- Do not evacuate until instructed by emergency personnel.
- If out in the open: Stay in an open area away from buildings, power lines, trees, or roadways.
- After an earthquake:
 - Put on enclosed shoes to protect against broken glass.
 - If the power is out, use a flashlight. Do not light a match or candle.
 - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
 - Evacuate if the building seems unsafe or if instructed to do so.
 - Unplugged small electrical appliances.
 - Bring keys, purses, wallets, warm clothing.
 - Be prepared for aftershocks.
 - Cooperate with emergency personnel, keep informed, and remain calm

Floods. For imminent or actual flooding, and only if you can safely do so:

- Secure vital equipment, records, and other important papers
- Move to higher, safer ground.
- Shut off all electrical equipment.
- If in a lab, secure all laboratory experiments.
- Do not attempt to drive or walk through flooded areas.
- Wait for further instructions on immediate action from Safety and Security
- If the building must be evacuated, follow the instructions on Building Evacuation
- Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by authorities.

Fire Emergency. When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling.
- If the fire alarm is not available, notify the site personnel about the fire emergency.
- Fight the fire ONLY if:
 - The Fire Department has been notified.
 - The fire is small and is not spreading to other areas.
 - Escaping the area is possible by backing up to the nearest exit.
 - The fire extinguisher is in working condition and personnel are trained to

use it.

- Upon being notified about the fire emergency, you must:
 - Leave the building using the designated escape routes.
 - Assemble in the designated area (specify location):
 - Remain outside until the competent authority (Designated Official) announces that it is safe to reenter.
- Designated Official must:
 - Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
 - Coordinate an orderly evacuation of personnel.
 - Perform an accurate head count of personnel reported to the designated area.
 - Determine a rescue method to locate missing personnel.
 - Provide the Fire Department personnel with the necessary information about the facility.
 - Perform assessment and coordinate weather forecast office emergency closing procedures.



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Name of Event: _____

WAIVER AND UNDERTAKING

I, _____, and a resident of _____, hereby state, that:

1. I am the parent of _____; who is an athlete of _____ for the 2024 NORAA Selection Meet, held at Dumaguete City;
2. I am permitted to take and bring my son/daughter outside the premises of the designated billeting school for the _____ Delegation for the 2024 NORAA Selection Meet;
3. I undertake to return my son/daughter on _____ at ____:____am/pm;
4. I hereby acknowledge that _____ is without any liability for any untoward incidents brought about my act of bringing of my son/daughter outside. As such, I finally make manifest that I have no further claim/s against the administrators and staff of the _____ Delegation for the 2024 NORAA Selection Meet.

IN WITNESS WHEREOF, I hereunto affix my signature this _____ of March 2024, in Dumaguete City, Philippines

Signature over Printed name of Parent

Competent Proof of Identity
Type of ID:
ID no.

Approved:

Public Schools District Supervisor / DIC



Republic of the Philippine
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Name of Activity: _____

CLEARANCE / GATE PASS

I _____, have been CLEARED and PERMITTED on
March _____, 2024, by the _____
_____ Delegation Administration, to go home before the last day of the 2024 NORAA
Selection Meet, provided that _____ is
without any liability for any untoward incidents brought about by the own act/s of
the aforementioned.

Name and Signature

Approved:

Public Schools District Supervisor / DIC