



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division
Superintendent**

APR 04 2023

DIVISION MEMORANDUM

NO. 153, s. 2023

**PREPAREDNESS MEASURES DURING THE OBSERVANCE OF THE
2023 HOLY WEEK**

To: OIC-Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. In view of the long break in the observance of the Holy Week or Semana Santa on April 6-10, 2023, all schools are reminded to undertake precautionary measures to prevent any possible occurrence of hazards, such as but not limited to:

- a. unplugging of all electrical equipment, appliances and extension cords;
- b. turning-off the lights before leaving the school premises; and
- c. locking windows and doors before leaving the rooms and offices.

2. Prompt reporting of any untoward incident should be observed to provide necessary report to Rictee I. Resano, Project Development Officer II, through sending of accomplished Incident Report Form (enclosure no. 1) at rictee.resano@deped.gov.ph.

2. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. 153, s. 2023

INCIDENT REPORT FORM

SCHOOL:	
INCIDENT TYPE:	
DATE AND TIME:	
INCIDENT LOCATION: (Please specify the name of the school and its address)	
PERSON /S INVOLVED: (Please specify the person/s participation. Minor's name should be withheld.)	
SPECIFIC DETAILS: (Please describe how the incident happened, scene of the incident, physical and emotional state of involved persons, injuries/ damages to properties if there is, impact to class/ school/ community, etc.)	
ACTIONS TAKEN: (Please narrate responses/ decisions implemented by school authorities, state name of official.)	
RECOMMENDATION /S & WAYS FORWARD: (Please provide suggestions that higher DepEd offices/ other government agencies must perform further to fully respond to situation.)	
FOCAL PERSON:	
CONTACT NUMBER:	
DATE PREPARED:	
PREPARED BY:	<hr/> School DRRM Coordinator
APROVED BY:	<hr/> School Head



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph