



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

04 April 2023

DIVISION MEMORANDUM
No. **159** s. 2023

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

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors/OIC of the Districts
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Office Memorandum No. 250, S. 2023 titled "*Preparedness Measures During the Observance of the 2023 Holy Week*", reminding all personnel to undertake precautionary measures to prevent any possible occurrence of hazards.
2. For reporting of any untoward incident, kindly follow the attached Incident Report Form and submit to:
Glenda Marie B. Botin JD
Mobile No. 09999923798
Email Add: glenda.botin@deped.gov.ph
3. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
To be indicated in the Perpetual Index
under the following subjects:

SEMANA SANTA
SAFETY MEASURES

PREPAREDNESS MEASURES
INCIDENT REPORT

HAZARDS



Address: Banica, Roxas City
Contact Number: (036) 6518 456 / 0968 869 5867
Email Address: capiz@deped.gov.ph
Website: <https://depedcapiz.ph>



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

APR 03 2023

REGIONAL MEMORANDUM
No. 250, s. 2023

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

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

- In view of the long break in the observance of the Holy Week or Semana Santa on April 6–10, 2023, all personnel are reminded to undertake precautionary measures to prevent any possible occurrence of hazards, such as but not limited to:
 - unplugging of all electrical equipment, appliances and extension cords;
 - turning-off the lights before leaving the room; and
 - locking windows and doors before leaving the office.
- Prompt reporting of any untoward incident should be observed to provide necessary support to Wendyl Mae N. Villaprudente, Project Development Officer II/Regional DRRM Coordinator and copy furnish Public Affairs Unit.
Mobile No.: 0963-6146454
Email Addresses: drmo.region6@gmail.com
region6.essd@deped.gov.ph
region6.pau@deped.gov.ph
pac.ro6@deped.gov.ph
- Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
SCHOOL BUILDING

CALAMITY
REPORTS

CELEBRATIONS

DepBIR06-ESSD-RM-2023-056



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033)509-7653; (033)336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



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

INCIDENT REPORT FORM

SCHOOLS DIVISION OFFICE:	
INCIDENT TYPE:	
DATE AND TIME:	
INCIDENT LOCATION: <i>(Please specify the name of the school and its address)</i>	
PERSON/S INVOLVED <i>(Please specify the person/s participation. Minor's name should be withheld.)</i>	
SPECIFIC DETAILS <i>(Please describe how the incident happened, scene of incident, physical and emotional state of involved persons, injuries/damages to properties if there is, impact to class/school/community, etc.)</i>	

<p>ACTIONS TAKEN: <i>(Please narrate responses/decisions implemented by school authorities, state name of official.)</i></p>	
<p>RECOMMENDATION/S & WAYS FORWARD: <i>(Please provide suggestions that higher DepEd offices/ other government agencies must perform further to fully respond to situation.)</i></p>	
<p>FOCAL PERSON:</p>	
<p>CONTACT NUMBER:</p>	
<p>DATE PREPARED:</p>	
<p>PREPARED BY:</p>	<p>_____</p> <p><i>Position/ Designation</i></p>
<p>ATTESTED BY:</p>	<p>_____</p> <p><i>Office Head/ School Principal</i></p>
<p>REVIEWED BY:</p>	<p>_____</p> <p><i>Regional/ Division Information Officer</i></p>
<p>APPROVED BY:</p>	<p>_____</p> <p><i>Regional Director/ Schools Division Superintendent</i></p>