



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

DIVISION MEMORANDUM  
No. **181** s. 2024

27 MAR 2024

**PREPAREDNESS MEASURES DURING THE OBSERVANCE OF  
THE 2024 HOLY WEEK**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD & CID)  
Public Schools District Supervisors/OIC of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is Regional Memorandum No. 255, S. 2024, "*Preparedness Measures During the Observance of the 2024 Holy Week*" on March 28-31, 2024, reminding all schools and educational offices to undertake precautionary measures to ensure that properties, learning materials and vital school records are secured and to exercise precautionary measures to prevent the occurrence of any hazards:
  - a. *Unplugging of all electrical equipment, appliances and extensions cords;*
  - b. *Turning-off the lights and water outlets before leaving the room; and*
  - c. *Locking of windows and doors before leaving the office.*
2. In case of untoward incident, kindly inform the Division DRRM Coordinator;  
Glenda Marie B. Botin JD, MPA  
Mobile No. 09999923798  
Email Add: [glenda.botin@deped.gov.ph](mailto:glenda.botin@deped.gov.ph)
3. Immediate dissemination of and compliance are highly desired.

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

Inclosure: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
SEMANA SANTA  
Safety Measures

Preparedness  
Hazards



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <https://depedcapiz.ph>



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

MAR 26 2024

REGIONAL MEMORANDUM  
No. 255, s. 2024

**PREPAREDNESS MEASURES DURING THE OBSERVANCE  
OF THE 2024 HOLY WEEK**

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of the Functional/Support Divisions  
All Others Concerned

1. In view of the long break in the observance of the Holy Week or *Semana Santa* on March 28-31, 2024, all personnel are reminded to undertake the following precautionary measures to prevent the occurrence of any hazards in the school and in the workplace, such as but not limited to:

- a. unplugging of all electrical equipment, appliances and extension cords;
- b. turning-off the lights and water outlets before leaving the room; and
- c. locking of windows and doors before leaving the office.

2. Prompt reporting of any untoward incident should be observed to provide necessary support to the respective Division DRRM Coordinators and to Wendyl Mae N. Villaprudente, Project Development Officer II/Regional DRRM Coordinator and copy furnish Public Affairs Unit.

Mobile Number 0963-6146454

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[region6.essd@deped.gov.ph](mailto:region6.essd@deped.gov.ph)  
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3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: None  
To be indicated in the Perpetual Index  
under the following subjects

CALAMITY    CELEBRATIONS    SCHOOL BUILDING    REPORTS

WMV/ESSD-RM/PreparednessMeasuredduringSemanaSanta  
057/March 21, 2024



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Website: [region6.deped.gov.ph](http://region6.deped.gov.ph)