

Republic of the Philippines  
**Department of Education**  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
**QUEZON CITY**  
Nueva Ecija St. ,Bago Bantay, Quezon City



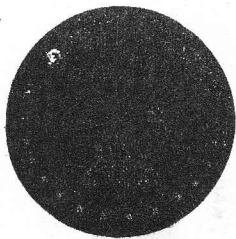
October 5, 2011

**MEMORANDUM TO:**

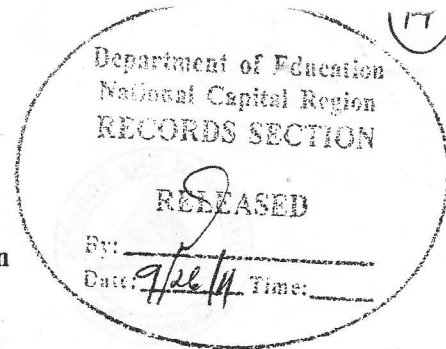
Assistant Schools Division Superintendents  
Division Supervisors  
Elementary/Secondary School Principals  
Head Teacher/Teachers In-Charge

1. Reproduced is a letter from Mr. Renato U. Solidum Jr., Director, Philippine Institute of Volcanology and Seismology (PHIVOLCS), C. P. Garcia Avenue, UP Campus, Diliman, Quezon City, content of which is self-explanatory for appropriate action.
2. Immediate dissemination of this Memorandum is desired.

**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent



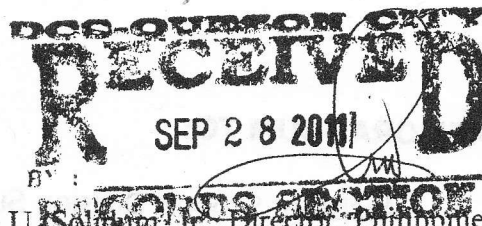
**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
**Daang Misamis, Bago Bantay, Lungsod Quezon**  
(Misamis St., Bago Bantay, Quezon City)



September 19, 2011

To: Schools Division Superintendents

Dear Sir/Madam:



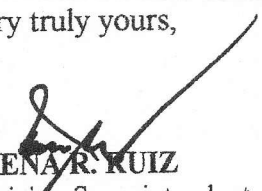
Attached is a letter-request from Mr. Renato U. Solidum, Jr., Director, Philippine Institute of Volcanology and Seismology (PHIVOLCS), C. P. Garcia Avenue, UP Campus, Diliman, Quezon City, content of which is self explanatory, for appropriate action.

For other details please contact Dr. M. L. P. Bautista at Tel. Nos. 426-14-68/0927-296-2349.

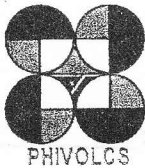
Immediate and wide dissemination of this Regional Letter is desired.

Thank you very much.

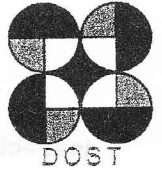
Very truly yours,

  
**ELENA R. RUIZ**  
Schools Division Superintendent  
Officer-In-Charge  
Office of the Regional Director

Regional Letter No. 358



Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE INSTITUTE OF VOLCANOLOGY AND SEISMOLOGY**  
PHIVOLCS Bldg., C.P. Garcia Ave., University of the Philippines Campus, Diliman, Quezon City  
Tels. 426-1468 to 78; 926-2611  
Fax: 929-8366



September 5, 2011

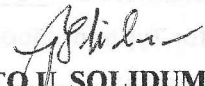
ELENA R. RUIZ  
Regional Director  
DepEd - NCR, Quezon City  
Tel: 920 5824; 929 0153  
Fax: 453 8374

Dear Director RUIZ:

This is to inform you that PHIVOLCS, together with Office of Civil Defense, PAGASA, NAMRIA and Mines and Geosciences Bureau are implementing three projects related to disaster preparedness for Metro Manila. The first is entitled "Enhancing Greater Metro Manila's (GMMA) Institutional Capacities for Effective Disaster/Climate Risk Management towards Sustainable Development" or READY for GMMA, 2) Enhancing Risk Analysis Capacities for Flood, Tropical Cyclone Severe Wind and Earthquake for Greater Metro Manila Area or Risk Analysis Project, and 3) Building Community Resilience and Strengthening Local Government Capacities for Recovery and Disaster Risk Management or Resilience Project. The study area covers Metro Manila and surrounding provinces of Rizal, Bulacan, Laguna and Cavite. Common to these projects is the development of a Metro Manila-wide exposure database whose contents would include demography, socio-economic as well as building and critical facilities database. The idea is to be able to put the database into a uniform and easy-to-use system that can be used for emergency response, scenario and landuse planning.

PHIVOLCS is assigned as the lead agency for the exposure database development. Since schools are among the critical facilities that must be put in a database, we would like to request for the said private and public educational facility data including location and/or size of buildings in the National Capital Region. Data format should preferably be in GIS, hard copy maps/plans or plain tabular format. We have also co-developed a list of data that a typical local government unit might need to know during an emergency and these are listed in the attached form. In the future, we hope that the data we can get from you would fill most of the needed information in this form. But for current purposes, may we request that the form be filled for Taguig City schools. Taguig City is the LGU being piloted under the Risk Analysis Project whose timeline is much earlier than the two other projects. Eventually though, we hope to get filled up forms for the rest of the NCR schools. Dr. M.L.P. Bautista (Tel 426 1468 / 0927 296 2349) will coordinate with you regarding this matter. Thank you for your usual kind operation.

Very truly yours,

  
**RENATO U. SOLIDUM, JR.**  
Director

## CRITICAL FACILITY SURVEY FORM: SCHOOL

Inspected/Surveyed by: \_\_\_\_\_

Date: \_\_\_\_\_

Agency/Position: \_\_\_\_\_

Geographic Coordinates Lat: \_\_\_\_\_ (deg) Long: \_\_\_\_\_ (deg) Elevation: \_\_\_\_\_ (m)

Name of School: \_\_\_\_\_

Name of School Head: \_\_\_\_\_

### Contact Information

Name/Department: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Type: ☐ Public ☐ Private

Level: ☐ Preschool ☐ Primary ☐ Secondary  
☐ Tertiary ☐ Graduate ☐ Vocational/Technical

### For Special Education Division (SPED):

- ☐ Children with Disabilities
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Learning Disabled          | <input type="checkbox"/> Hearing Impaired             | <input type="checkbox"/> Visually Impaired |
| <input type="checkbox"/> Mentally Retarded          | <input type="checkbox"/> Behavior Problem             | <input type="checkbox"/> Autistic Children |
| <input type="checkbox"/> Chronically ill            | <input type="checkbox"/> Children with Cerebral Palsy |  |
| <input type="checkbox"/> Orthopedically Handicapped | <input type="checkbox"/> Speech Defectiveness         |  |

☐ Mentally Gifted / Fast Learners

### Specialization (for Tertiary level)

- |                                     |  |                                       |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Medicine   | <input type="checkbox"/> Engineering       | <input type="checkbox"/> Business     |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Maritime/Nautical | <input type="checkbox"/> Other: _____ |

Total Population: Students: \_\_\_\_\_ Teachers: \_\_\_\_\_ Non-Teaching Staffs: \_\_\_\_\_

Number of Buildings: \_\_\_\_\_ Number of Rooms Per Building: \_\_\_\_\_

School Equipment: ☐ Secured (braced, anchored, etc) ☐ Not Secured

Remarks: \_\_\_\_\_

Number of Operational School Vehicles: \_\_\_\_\_ Power Backup: \_\_\_\_\_ (KW)

Sanitary Facilities (CR) ☐ Available ☐ Unavailable

Water Facilities ☐ Available ☐ Unavailable

Covered Court ☐ Available ☐ Unavailable

Size and Capacity of Open Space: \_\_\_\_\_ (sq meters) \_\_\_\_\_ people

Prepared for Earthquake? ☐ Yes ☐ No

Remarks: \_\_\_\_\_

Prepared for Typhoon/floods? ☐ Yes ☐ No

Remarks: \_\_\_\_\_