



Republic of the Philippines  
Department of Education

REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

RECEIVED  
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11 Mar 2024

**DIVISION MEMORANDUM**  
No. 106, s. 2024

**OBSERVANCE OF FIRE PREVENTION MONTH 2024**

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Schoolheads

1. Pursuant to **Presidential Proclamation 115-A and Presidential Proclamation 360, s. 1986, the Month of March is declared as Fire Prevention Month and in line to DepEd Order No. 28, s. 2016, all public elementary and secondary schools are directed to enhance the Fire Safety and Awareness Program of Schools (FSAP)**, this Office, through the Disaster Risk Reduction and Management Unit of the School Governance and Operations Division enjoins all schools and offices to participate in the **Observance of Fire Prevention Month**.
2. This activity aims to raise awareness about the causes and consequences of fires, emphasizing the importance of preparedness and fire safety education.

3. Below is the schedule of fire prevention month activities for your reference:

DATE	ACTIVITY	RESPONSIBLE PERSONS
March 22, 2024 12:00 n.n	Fire Safety Video Campaign *Submit your entries at sdobinancitydrrm@gmail.com	PDO II-DRRM Schoolheads PDO I
March 25, 2024 8:00 – 5:00 4 <sup>th</sup> Floor Training Hall	Fire Safety Orientation & Fire Safety Drill (for SDO Personnel)	PDO II-DRRM SDO Fire Safety Team
March – December 2024 *To be scheduled by BCFS	Fire Safety Inspection of Schools	PDO II-DRRM BCFS-Laguna
March 25, 2024	<ul style="list-style-type: none"> <li>Submission of schools Narrative report on the conduct of fire prevention month initiated &amp; participated activities.</li> <li>Announcement of Winners on Fire Safety Video Campaign</li> </ul>	PDO II-DRRM

4. Enclosed are the mechanics on Fire Safety Video Campaign Video and the Reporting Template for the fire prevention month activities for your reference.
5. Expenses relative to this activity shall be charged against SARO No. RO-4A-23-0080 subject to usual accounting and auditing rules and regulations.
6. For queries and clarifications, please contact Ernane S. Escuvania, PDO II/ Division DRRM Coordinator at 049-547-0105 or email thru ernane.escuvania002@deped.gov.ph.
7. Immediate and widest dissemination of this Memorandum is desired.



**MANUELA S. TOLENTINO, CESO V**  
Schools Division Superintendent

Encl: As stated

Reference: Presidential Proclamation 115-A

SGOD/DRRM / ESE / DM – Observance of Fire Prevention Month 2024  
/ 11/03/2024

Enclosure 1 :

### **Mechanics on Fire Safety Video Advocacy Campaign**

1. Fire Safety Video Advocacy Campaign
  - Entries must focus on the fire safety and preparedness,
  - The video must be submitted on or before March 22, 2024, thru email at [sdobinancitydrrm@gmail.com](mailto:sdobinancitydrrm@gmail.com) .
2. A video entry must not be longer than 1 minute in MP4 format.
3. A video entry may use any video editor / maker application provided that the entrant has complied with all terms and conditions of the application used.
4. A video entry may include texts, voice over, video clips, pictures and etc.
5. All entries will be evaluated by a panel of judges.
6. Every entry submitted to the contest belongs to the contestant who originally created it until that entry is selected as the winner. The winning entries will be owned and used by SDO Binan City as part of its Information, Education, and Communication (IEC) materials.
7. The entries with the highest average ratings will be proclaimed as winners. The judges will select 3 schools' winners from elementary and 3 winners from secondary. All winners will receive a Certificate of Recognition and non-winners will receive a Certificate of Participation.
8. Announcement of winners.  
The decision of the judges will be final and irrevocable.  
Winners will be announced on March 25, 2024, through the Official FB Page of SDO Binan DRRM.
9.  
Criteria for judging:

a. Concept and relevance	40%
b. Creativity and Originality	40%
c. Aesthetic Appeal	20%
Total	100%
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11. Announcement of winners
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