



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

14 January 2026

DIVISION MEMORANDUM
No 062 s. 2025

OFFICE-BASED PREPAREDNESS AND RESPONSE MEASURES IN RELATION TO TROPICAL DEPRESSION ADA

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, (CID and SGOD)
All Public Schools District Supervisors
All Elementary and Secondary Schools
All Others Concerned

1. Pursuant to Republic Act (RA) No. 10121 which mandates all national government agencies to institutionalize policies, structure and coordination mechanisms in times of emergency and disaster and DepEd Order No. 21 s. 2015 entitled Disaster Risk Reduction and Management Coordination and Information Management Protocol, this office hereby advises all Unit/Section Heads to:

- Develop a simple continuity of operations plan for your unit/section: identify critical functions, backup staff, remote work options (if feasible), and alternative communication channels.
- Take necessary steps to secure all offices against heavy rain, flooding, and strong winds. Ensure that windows are sealed and typhoon guards are in place.
- Safeguard vital office records, equipment, and resources (e.g., digitize files, secure servers, elevate equipment in flood-prone areas).
- Ensure that electrical mainlines are switched off before going home.
- Secure all vehicles will be safe from possible flooding.
- Activate warning systems to disseminate advisories to Unit or Section Group chat upon issuance of advisories from SGOD DRRM.



2. For immediate dissemination of and strict compliance.

MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
Officer-In-Charge



San Roque, Virac, Catanduanes
052-8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph