



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

August 26, 2025

DIVISION MEMORANDUM

No. 341, s. 2025

**SAFETY, LEARNING CONTINUITY, AND SAFEKEEPING OF SCHOOL
PROPERTIES DURING DISASTERS AND EMERGENCIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to **DepEd Memorandum No. 072, s. 2025** titled "Safety, Learning Continuity, and Safekeeping of School Properties During Disasters and Emergencies", all concerned personnel of the Schools Division Office of Bataan are hereby directed to strictly observe and implement the following instructions:

1.1 PRIORITIZATION OF SAFETY

All school heads, teachers, and personnel shall ensure the safety and well-being of learners and staff during disasters and emergencies, in close coordination with the Local Government Units (LGUs), Disaster Risk Reduction and Management Councils (DRRMCs), and other concerned authorities, following established safety protocols.

1.2. LEARNING CONTINUITY

Schools shall adopt and implement Alternative Delivery Modes (ADMs), including but not limited to modular, online, and blended learning, when face-to-face classes are suspended. This shall be in accordance with DepEd Order No. 022, s. 2024 (Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies).

1.3. SAFEKEEPING OF SCHOOL PROPERTIES

All school heads shall ensure that devices, equipment, teaching materials, and other school properties are properly secured and protected from damage during calamities. These must be maintained in good condition for readiness when classes resume.



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1.4 **REPORT SUBMISSION**

School Heads are instructed to submit timely, accurate, and consolidated reports to their respective PSDSs, who shall in turn submit to the SDO, copy furnished to the Office of the Schools Division Superintendent. Reports shall include:

- 1.4.1 Alternative Delivery Modes implemented;
- 1.4.2 Challenges encountered by learners, teachers, and school personnel in the adoption of ADMs;
- 1.4.3 Other relevant information deemed necessary.

1.5 **MONITORING AND FEEDBACK**

The SGOD and CID shall continuously monitor the implementation of school programs and interventions as reflected in the Learning Continuity Plans and School Improvement Plans. A structured feedback mechanism must be established to assess the impact of class suspensions and inform adjustments in learning strategies.

1.6 **COMPENSATION OF PERSONNEL**

Teachers and personnel who render services during work suspension periods shall be entitled to overtime pay, vacation service credits, or equivalent benefits, subject to existing DepEd guidelines.

2. Enclosure No. 1 contains the sample template to be used in submitting the required report.
3. Wide dissemination of and strict compliance to this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

Incl: As stated
To be included in the Perpetual Index under the following subjects:
SAFETY LEARNING CONTINUITY
SAFEKEEPING OF SCHOOL PROPERTIES
DISASTERS EMERGENCIES



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Inclosure No. 1 to Division Memorandum No. ____, s. 2025

Sample Template

The following tabular format shall be used in submitting the required reports:

School / District / Name	Alternative Delivery Modes Implemented	Challenges Encountered (Learners, Teachers, Personnel)	Other Relevant Information