



Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. 246, s. 2026

30 MAR 2026

**QUARTERLY INSPECTION OF FIRE EXTINGUISHERS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary, and Secondary School Heads  
All Others Concerned

1. In line with ensuring the safety, preparedness, and compliance of all schools and schools division office (SDO) with fire safety standards, this Office hereby directs the conduct of a Quarterly Inspection of Fire Extinguishers in public schools and offices within the division.
2. This activity aims to:
  - a. Ensure all fire extinguishers are in good working condition;
  - b. Maintain readiness in case of fire emergencies; and
  - c. Comply with safety regulations and Disaster Risk Reduction and Management protocols.
3. The schedule of inspection shall be conducted once every quarter, as follows:

First Quarter	January to March
Second Quarter	April to June
Third Quarter	July to September
Fourth Quarter	October to December

4. All schools and SDO should utilize the attached standardized Fire Extinguisher Inspection Checklist.
5. **School and SDO DRRM Coordinators and Alternates** shall lead the inspection and documentation process. **School Heads** shall ensure compliance and submission of reports. The **Division DRRM Coordinator** shall monitor, consolidate, and evaluate reports.
6. All schools are required to submit the accomplished checklist and a brief narrative report with photo documentation at the SGOD office within five (5) days after the conduct of the inspection.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: vigan.city@deped.gov.ph  
Website: www.depedviganity.com



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7. For clarifications, kindly contact Mr. Raymart Q. Quedado, Division DRRM Coordinator at the SGOD Office.
8. For information and compliance of all concerned.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent

SGOD/DRRM/rqq  
March 26, 2026



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**FIRE EXTINGUISHERS INSPECTION CHECKLIST**

**Name of School:** \_\_\_\_\_  
**School ID Number:** \_\_\_\_\_  
**Name of School Head:** \_\_\_\_\_  
**Name of School DRRM Coordinator:** \_\_\_\_\_  
**Name of School DRRM Alternate:** \_\_\_\_\_

**Total Number of Fire Extinguishers:** \_\_\_\_\_  
**Date of Inspection:** \_\_\_\_\_

INDICATORS	YES	NO	REMARKS
<b>Location &amp; Access:</b> Extinguisher is in its designated place, clearly visible, and not obstructed (hallway placement requires one every 15 meters or every 200 sqm).			
<b>Pressure Check:</b> The gauge needle is in the green zone (proper operating range).			
<b>Physical Integrity:</b> No visible damage, rust, corrosion, or leaks; hose and nozzle are clear of obstructions.			
<b>Security Seal:</b> The tamper seal is unbroken, and the safety pin is in place.			
<b>Documentation:</b> The inspection tag is signed/dated, and annual professional maintenance is within the last 12 months.			(Indicate the date of annual professional maintenance).
<b>Dry Chemical Units:</b> Gently shake or invert to prevent powder settling.			
<b>Comments/Suggestions/Recommendations</b>			

SGOD/DRRM/rqq



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