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

DIVISION MEMORANDUM

No. 547, s. 2026

14 JUL 2026

**STRENGTHENING PREVENTIVE MEASURES TO MINIMIZE FIRE AND OTHER
PREVENTABLE INCIDENTS IN PUBLIC SCHOOLS**

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

1. For the information and guidance of all concerned, enclosed is a copy of Memorandum DM-OUHRODI-2026-2348, titled "Strengthening Preventive Measures to Minimize Fire and Other Preventable Incidents in Public Schools", issued by the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure dated July 6, 2026.
2. Immediate dissemination and strict compliance of this Memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/DRRM/rqg
July 14, 2026



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-2348

2607-769 E-1102

TO : Regional Directors
Schools Division Superintendents
Education Support Services Division Chiefs
School Governance and Operations Division Chiefs
Regional and Division Engineers/Architects
All Others Concerned

FROM : **WILFREDO E. CARRAL**
*Undersecretary for Human Resource and
Organizational Development and Infrastructure*

MALCOLM S. GARMA
Undersecretary for Governance and Operations

SUBJECT : **STRENGTHENING PREVENTIVE MEASURES TO MINIMIZE FIRE AND
OTHER PREVENTABLE INCIDENTS IN PUBLIC SCHOOLS**

DATE : 06 July 2026

Recent fire incidents affecting public schools have highlighted the need to strengthen preventive measures against hazards, particularly those involving electrical equipment, electrical installations, and school facilities.

While investigations are being undertaken by the appropriate authorities, these incidents emphasize the importance of regular inspection, preventive maintenance, and immediate corrective actions to protect learners, personnel, and government properties.

Pursuant to Republic Act No. 9155 (Governance of Basic Education Act of 2001), Presidential Decree No. 1096 (National Building Code of the Philippines), Republic Act No. 9514 (Fire Code of the Philippines of 2008), and relevant Department of Education (DepEd) issuances on safety and risk reduction management, the following directives are put in place:

1. All Regional Offices (ROs), Schools Division Offices (SDOs), and School Heads are hereby directed to ensure the implementation of the following preventive measures:
 - a. **Electrical Equipment Audit:** Conduct a comprehensive inspection of all electrical equipment, including electric fans, extension cords, appliances, lighting fixtures, and other electrical devices in classrooms, offices, and other school facilities. A separate advisory will be issued on the **School Electrical and Fire Safety Checklist** to be accomplished by concerned school personnel on the InsightED Platform.

The inspection shall identify defective, damaged, improperly rated, uncertified where certification is required, overloaded, improperly installed, or otherwise unsafe electrical equipment and accessories requiring immediate corrective action.

- b. **Immediate Decommissioning:** Immediately remove from operational service any defective, damaged, or unserviceable electrical equipment. Such equipment shall not be kept inside classrooms or active offices while awaiting repair or replacement, shall be clearly tagged **"DO NOT USE – FOR REPAIR, REPLACEMENT, OR DISPOSAL,"** and must be transferred to a designated temporary holding area or school storage room.
- c. **Property Disposal:** Ensure proper condemnation, disposal, or repair of defective equipment in strict accordance with the DepEd Handbook on Property and Supply Management System and existing government asset management rules.
- d. **Technical Wiring Inspections:** Conduct periodic inspections of electrical wiring, electrical devices (e.g., outlets, switches, and lighting fixtures), panel boards, protective devices, and other related systems in coordination with Registered Master Electricians (RME), Registered Electrical Engineer (REE), local government unit (LGU) engineers, or authorized personnel of electric cooperatives or other qualified technical personnel recognized by appropriate regulatory authority. Priority must be given to aging school buildings [facilities constructed twenty (20) or more years prior to this issuance].
- e. **Regulation of Temporary Connections:** Strictly regulate the use of extension cords, multiple outlet adapters, and other temporary electrical connections. Ensure that only safe, compliant, and properly rated electrical devices and accessories are utilized.

For guidance on products covered by mandatory certification requirements, all concerned offices and schools shall refer to the current **List of Products under Mandatory Certification** published and regularly updated by the Department of Trade and Industry – Bureau of Philippine Standards through its official website: <https://bps.dti.gov.ph/index.php/product-certification/ps-and-icc-marks>

- f. **Fire Safety Equipment Upkeep:** Maintain all fire safety equipment, devices, systems, and facilities in serviceable and good working condition, including fire extinguishers, emergency exits, exit routes, fire detection and alarm systems, emergency lighting, and evacuation signage, ensuring their regular inspection and professional servicing using available school Maintenance and Other Operating Expenses (MOOE) funds, subject to applicable budgeting, accounting, and auditing rules and regulations.

Fire safety equipment shall be regularly inspected, tested, and serviced in accordance with applicable fire safety requirements and manufacturer recommendations. Emergency exits and evacuation routes shall remain unobstructed, unlocked during occupancy where required, clearly marked, and readily accessible.

- g. **Drills and Capacity Building:** Pursuant to DepEd Order No. 53, s. 2022 (Mandatory Unannounced Earthquake and Fire Drills in Schools), conduct regular fire drills and school-based orientations on fire prevention, electrical safety, and emergency response for learners, teachers, and non-teaching personnel.
- h. **Housekeeping and Mitigation:** Ensure that classrooms, offices, laboratories, workshops, storage rooms, corridors, and other school facilities are kept free from combustible materials and unnecessary electrical loads (such as non-essential appliances left plugged into power sources overnight), particularly after class hours.
- i. **Institutional Accountability:** The existing School Disaster Risk Reduction and Management (SDRRM) Team, established under DepEd Order No. 21, s. 2015 (Disaster Risk Reduction and Management Coordination and Information

Management Protocol), shall serve as the school safety and inspection team, and assist the School Head in the conduct of periodic safety inspection. They shall be responsible for conducting periodic safety inspections, documenting findings, monitoring corrective actions, and maintaining records for compliance monitoring, without prejudice to the overall accountability of the School Head and other responsible personnel under existing laws, rules, and regulations.

- j. **Incident and Hazard Reporting:** Immediately report any identified fire hazards, unsafe electrical conditions, or structural or infrastructure deficiencies requiring technical intervention to the SDO for appropriate technical assessment and funding allocation.
2. All SDOs shall monitor the compliance with these directives of schools within their respective jurisdictions, provide the necessary technical assistance, and ensure that identified infrastructure deficiencies are promptly addressed.
3. All ROs shall consolidate the compliance reports submitted by the SDOs and submit a summary report to the Office of the Undersecretary for Governance and Operations (OUGOPS), through the Human Resource and Organizational Development and Infrastructure – Education Facilities Division (EFD), within sixty (60) calendar days from the issuance of this Memorandum.
4. Fire prevention and electrical safety shall be a shared responsibility of the ROs, SDOs, School Heads, Property Custodians, School DRRM Coordinators, teachers, and all other concerned personnel.
5. The EFD shall provide technical guidance on school facilities, preventive maintenance, and infrastructure-related interventions, while the OUGOPS, through its concerned offices, shall oversee the overall compliance and implementation of this Memorandum.
6. Schools shall maintain inspection records, corrective action logs, and supporting documentation of repairs, servicing, and hazard mitigation measures for monitoring, audit, and compliance purposes.
7. Schools are encouraged to coordinate with the local offices of the Bureau of Fire Protection for fire safety inspection, fire prevention, education, and related technical assistance.
8. **Administrative Procedure and Due Process:** Strict adherence to the directives outlined in this Memorandum is expected. Any failure or neglect by responsible officials or personnel to implement these mandates, or to report known hazards within their scope of responsibility, shall be subject to administrative sanction. Such matters shall be handled strictly in accordance with the procedural and substantive requirements of **DepEd Order No. 49, s. 2006** (Revised Rules of Procedure of the Department of Education in Administrative Cases) and applicable Civil Service Commission (CSC) rules.
9. Immediate dissemination and strict compliance with this Memorandum are hereby directed.

Copy furnished:
OFFICE OF THE SECRETARY