



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

22 July 2024

DIVISION MEMORANDUM

No. 500, s. 2024

**CONDUCT OF CY 2024 HAZARD IDENTIFICATION AND RISK ASSESSMENT
IN THE SCHOOLS DIVISION OFFICE**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisors
All Unit/Section Heads
Division DRRM Officer
All Others Concerned

1. To ensure the safety and security of all Division Office personnel and clientele, the **Office of Disaster Risk Reduction and Management Service (ODRRMS)** of this division will conduct **Hazard Identification and Risk Assessment** in all areas of the office vicinity on **August 19-23, 2024**.

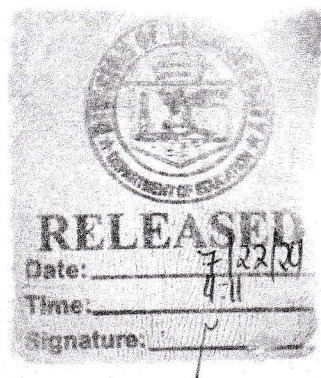
2. The activity aims to:

- Identify different hazards and risks present in the working environment
- Identify and present S.M.A.R.T. solutions to address safety issues and concerns for the welfare of all employees and clientele
- Formulate Hazard Map

3. All Unit or Section Heads/Chiefs are expected to provide utmost assistance, support and cooperation during the conduct of activity.

4. For more information, you may contact the **SDO Tacloban City - Office of the Disaster Risk Reduction and Management Service (ODRRMS)** through the Division DRRM, Health and Safety Officer **CRISVILL M. VILLAMOR** at 09085564721 or email at crisvill.villamor@deped.gov.ph.

5. Immediate dissemination of and compliance with this Memorandum are desired.



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SHERLITA A. PALMA, EdD, CESO VI
EOIC-Schools Division Superintendent