



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

November 7, 2025

DIVISION MEMORANDUM

NO. 908 s. 2025

**STRICT OBSERVANCE OF SAFETY PROTOCOLS: MANDATORY
POSTPONEMENT OF NON-ESSENTIAL ACTIVITIES DURING
TYPHOONS AND CALAMITIES**

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All others concerned**

1. This Office reiterates the paramount importance of prioritizing the safety and well-being of all DepEd personnel and learners across the Division of Tacloban City.
2. Pursuant to the recent directive from the Central/Regional Office, all Division Focal Persons, District Supervisors, and School Heads are hereby mandated to strictly observe the following protocols concerning scheduled activities during the occurrence of typhoons or other calamities:

I. Safety Over Schedule

The conduct of any training, workshop, meeting, or non-essential activity is **STRONGLY DISCOURAGED** when a typhoon or calamity threatens the area, especially when participants or resource persons are required to travel from different schools, districts or regions.

II. Non-Valid Reasons to Proceed

It is emphasized that an already procured venue, pre-arranged food catering, or any other financial commitment **IS NOT** a valid or acceptable reason to proceed with an activity if doing so compromises the safety of the attendees. Financial arrangements are secondary to human life and can always be addressed through official cancellation or rescheduling procedures.

III. Decisive Action and Consultation

All concerned heads, district and division focal persons are instructed to exercise early and decisive judgment regarding postponement or

cancellation. Decisions must be made well ahead of the scheduled activity. If there is any doubt regarding the safety of proceeding, the default action must be postponement. Consultation with the Schools Division Office (SDO) must be sought immediately if guidance is needed.

3. The strict and immediate observance of this mandate is required to ensure the protection of our personnel and learners. Let us all exercise vigilance and prudence in our decision-making.
4. For immediate dissemination and strict compliance.

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SHERLITA A. PALMA EdD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Date: 07 NOV 2023
Time: 2:40 PM
Signature: *[Signature]*

