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Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Office of the Schools Division Superintendent


May 6, 2022

DIVISION MEMORANDUM
No. 278, s. 2022

DIRECTIVE TO TAKE CORRECTIVE ACTION ON THE FINDINGS OF THE OFFICE'S DISASTER RISK REDUCTION AND MANAGEMENT UNIT

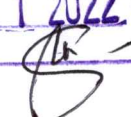
To: **ALL CONCERNED OFFICES**

1. In view of the Site Safety Inspection conducted by this office's Disaster Risk Reduction and Management Unit, last May 5, 2022, attached are the findings, statuses and recommendations for each issue noticed.
2. As such, all concerned offices are hereby directed to take corrective action based on the recommendation presented for every concern deemed to be addressed the soonest time.
3. Attached is the inspection report for your reference.
4. For strict compliance.

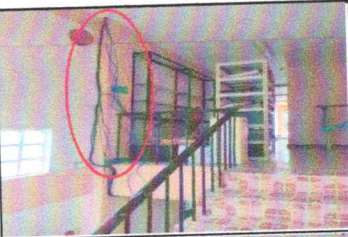





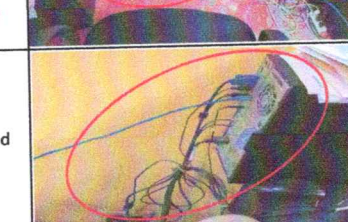


CRISTY C. EPE
Schools Division Superintendent


Encl: As Stated

DepEd Schools Division of Digos City
REGISTRATION SECTION

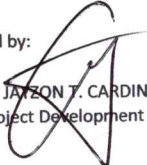
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DATE: MAY 11 2022 TIME: 1:22 pm
BY: 

SITE SAFETY INSPECTION

ISSUE #	OFFICE/LOCATION	FINDINGS	IMAGE	DATE CAPTURED	RECOMMENDATION/CORRECTIVE ACTION	STATUS
SDO-001	2ND FLOOR	Untidy UTP cables are observe SS related issue		05-May-22	Need to arrange and organize the UTP cables	Low Risk
SDO-002	Alternative Learning System Building/ Budget and Finance Office	Defective Entrance Door Risk: It can harm all the personnel exposed after opening and closing the door due to its extra motion		05-May-22	Immediate repair must be taken	High Risk
SDO-003	Alternative Learning System Building/ Budget and Finance Office	Damage Ceiling Risk: It can affect or damage the things under the leakage area		05-May-22	For Immediate Repair of roof and ceiling	Medium Risk
SDO-004	Alternative Learning System Building/ Budget and Finance Office	Inoperative/Poor Illumination Risk: Can affect health of exposed personnel like headache and eyestrain. It can also exposed to tripping and slipping hazards		05-May-22	Need for replacement of light bulb	Low Risk
SDO-005	Alternative Learning System Building/ Budget and Finance Office	Untidy UTP cables are observe SS related issue		05-May-22	Need to arrange the UTP cables and wirings	Low Risk
SDO-006	Alternative Learning System Building/ Budget and Finance Office	Defective Power Outlet Risk: Using of Extension wire outlet can result in an overload and the exposed personnel is prone to Slip hazards If the extension wire was not in properly arrange and place		05-May-22	Need for immediate repair to eliminate all the extension wire	Medium Risk
SDO-007	Alternative Learning System Building/ Budget and Finance Office	Untidy Computer Chords and wirings SS related issue		05-May-22	Provision of flexible spiral Cable Organizer	Low Risk
SDO-008	Alternative Learning System Building/ Budget and Finance Office	No Vision Panel or Viewing Glass was observed Risk: Personnel exposed in the area may harm or hit the door when opening and closing.		05-May-22	Re-designed the door and Provision of Vision Panel or Viewing glass	Medium Risk

SDO-009	CID and ADMIN Office	<p>Defective Entrance Door</p> <p>Risk: It can harm all the personnel exposed after opening and closing the door due to its extra motion</p>		05-May-22	<p>Immediate repair must be taken</p> <p>NOTE: It is a High Risk in status due to a high percentage of exposed personnel</p>	High Risk
SDO-010	SUPPLY OFFICE	<p>No Vision Panel or Viewing Glass was observed</p> <p>Risk: Personnel exposed in the area may harm or hit the door when opening and closing.</p>		05-May-22	Re-designed the door and Provision of Vision Panel or Viewing glass	Medium Risk
SDO-011	TENT Parking Area	<p>Uncovered power outlets and Untidy wirings was observed</p> <p>Risk: It can enter the raindrops and create sparks.</p>		05-May-22	Provision of Power Outlet Covers	Medium Risk
SDO-012	Outside the CID and ADMIN Office	<p>Untidy, Open and Exposed wiring was observed</p> <p>Risk: Prone to Electric Shock or Electrocutation</p>		05-May-22	Provision of Junction Box Cover and Arrange all wirings are needed	High Risk
SDO-013	CID Office	<p>Untidy/mixed up UTP wirings and cables was observed</p> <p>SS related Issue</p>		05-May-22	Need to arrange the UTP cables and wirings	Low Risk
SDO-014	CID Office	<p>Inappropriate Location of UTP cable Wires</p> <p>Risk: Slipping Hazards to the exposed personnel</p>		05-May-22	Relocate the UTP cable wires in the Specific area that will not cross to the office Hallway	High Risk

NOTE: **13 Doors are Provision of Vision Panel/Viewing Glass**
2 Doors are Provision of Door Knobs
3 Glass doors are need to Repair

Prepared by:

JAYSON T. CARDINES
Project Development Officer II

Noted by:
CRISTY C. EPE
Schools Division Superintendent