



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

19 Mar 2026

DIVISION MEMORANDUM

No. 143, s. 2026

DIVISION-LOCALIZED GUIDELINES FOR IMPLEMENTING THE HEAT INDEX CONTINGENCY PLAN DURING END-OF-SCHOOL-YEAR (EOSY) RITES AND OTHER SCHOOL ACTIVITIES IN ANTICIPATION OF ELEVATED HEAT LEVELS

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

1. Pursuant to Republic Act No. 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, and consistent with DepEd Order No. 22, s. 2024, the Schools Division Office of Angeles City reiterates the importance of implementing preventive safety measures during End-of-School-Year (EOSY) rites and other school activities.

2. In anticipation of elevated heat index levels during the dry season, all public elementary and secondary schools are hereby directed to implement the **Division-Localized Guidelines for Implementing the Heat Index Contingency Plan** during End-of-School-Year (EOSY) Rites and other school activities.

3. All School Heads shall ensure the implementation of appropriate risk reduction and preparedness measures, including but not limited to the following:

a. Activation of DRRM Mechanisms

- Activate the School Disaster Risk Reduction and Management (DRRM) Team.
- Coordinate with the Division DRRM Coordinator for guidance and monitoring.
- Establish a clearly labeled DRRM Assistance Desk to ensure timely support and prompt response during emergencies.

b. Monitoring of Heat Index advisories

Schools shall regularly monitor official heat index advisories issued by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) to guide program implementation and safety decisions. Schools are advised to **avoid scheduling ceremonies during peak heat hours (10:00 AM to 3:00 PM)** and, where practicable, conduct events in the **early morning or late afternoon (7:00am to 10:00am or 3:00pm onwards)** to minimize exposure to extreme heat and reduce the risk of heat-related illnesses among participants.



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c. Mandatory safety and Health Measures

Schools shall ensure the availability of the following safety provisions:

- Hydration stations accessible to participants
- First aid kits and medical supplies
- Standby trained first-aid personnel
- Cooling areas and shaded waiting zones
- Adequate ventilation or electric fans for covered venues

To further reduce the risk of heat-related illnesses, schools may also:

- Allow flexibility in graduation attire, particularly for learners and participants.
- Encourage participants to wear light and comfortable clothing.

d. Development of a Localized Heat Index Contingency Plan

All schools are required to develop and implement a Localized Heat Index Contingency Plan to guide decision-making and response actions should heat index levels reach dangerous thresholds during EOSY Rites and other school activities.

4. All schools shall accomplish and submit their **Division-Localized Guidelines for Implementing the Heat Index Contingency Plan for EOSY Rites and Other School Activities** to the Division DRRM Coordinator **on or before March 24, 2026**.

5. Enclosed in this memorandum is the Division-Localized Guidelines for Implementing the Heat Index Contingency Plan for EOSY Rites and Other School Activities Template, which shall serve as the guide for schools in preparing their localized contingency plans.

6. This initiative supports the Comprehensive School Safety Framework and is anchored on the principles of Disaster Risk Reduction and Management under Republic Act No. 10121, emphasizing preventive and proactive measures to mitigate the risks of heat-related illnesses during EOSY rites and other school activities.

7. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.



ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent *edw*

Enclosure: As stated

Reference: RA 10121 and DepEd Order No. 22, s. 2024

To be indicated in the Perpetual Index under the following subjects:

DISASTER RISK REDUCTION MANAGEMENT
SAFETY EDUCATION
SCHOOLS

CAL/ DRRM/ March 19, 2026



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Enclosure No. 1, Division Memorandum No. 143 s.2026

**DIVISION-LOCALIZED GUIDELINES FOR IMPLEMENTING THE
 HEAT INDEX CONTINGENCY PLAN DURING
 END-OF-SCHOOL-YEAR (EOSY) RITES AND OTHER SCHOOL ACTIVITIES**
 (Pursuant to Republic Act 10121 Philippine Disaster Risk Reduction and Management Act of 2012)

I. SCHOOL PROFILE

School ID : _____
 School Name : _____
 School Address : _____
 Cluster : _____
 Name of School Head : _____
 Contact Number : _____
 Email Address : _____

II. EOSY EVENT DETAILS

Event Type	Date	Time	Venue	Estimated Attendees				
				School Personnel	Learners	Parents	Guests	Total
Moving-Up								
Graduation								
Recognition								
Other:								

III. PURPOSE

To prevent heat-related illnesses during EOSY activities by establishing clear monitoring, decision-making, and contingency protocols.

IV. SCOPE

- This plan applies to:
- Learners (graduates, awardees and learner-participants)
 - Teaching and non-teaching personnel
 - Parents and guests
 - Event organizers and volunteers

V. HEAT INDEX ALERT LEVELS & ACTION TRIGGERS

Heat Index (°C)	Alert Level	Decision Trigger	Required Action
36–41	Level 1 – Caution	Normal program	Implement hydration & shade protocols
42–51	Level 2 – Extreme Caution	Risk to vulnerable groups	Shorten program; increase cooling measures
52–54	Level 3 – Danger	High risk of heat illness	Move indoors or split ceremony
≥55	Level 4 – Extreme Danger	Serious health risk	Postpone or reschedule event



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VI. HEAT INDEX DECISION FLOWCHART

STEP 1	Check Heat Index 72 Hours before , 24 Hours Before, 3 Hours Before, During Event			
STEP 2	Identify Level Alert			
	Level 1 Caution 36-41°C	Level 2 Extreme Caution 42-51°C	Level 3 Danger 52-54°C	Level 4 Extreme Danger ≥55°C
	<ul style="list-style-type: none"> • Proceed with event • Ensure hydration stations • Provide shade and ventilation • Announce safety reminders 	<ul style="list-style-type: none"> • Shorten program (1-2 hours) • Increase breaks and cooling • Prioritize seating for elderly, PWDs, children • Monitor closely 	<ul style="list-style-type: none"> • Move indoors or split batches • Remove non-essentials program parts • Strict monitoring for heat illness • First Aid Team on high alert 	<ul style="list-style-type: none"> • Postpone or reschedule event • Notify parents and staff immediately • Activate communication protocol

Heat Illness Response

Immediate Actions:

1. Move the affected person to a shaded or cool area.
2. Loosen clothing to improve ventilation.
3. Apply a cold compress to neck, armpits, or forehead.
4. Offer water if the person is conscious.
5. Call for medical assistance and refer to nearest health facility if symptoms persist.

IMPORTANT

- ✓ If 2 or more cases occur, pause the program, reassess heat index conditions, and consider early termination of the event.
- ✓ Ensure First Aid Team and Heat Marshals are actively monitoring all participants.

VII. CONTINGENCY ACTION PLAN

A. BEFORE THE EVENT

1. Monitoring

- Assign School DRRM Coordinator to check and document readings of official heat index forecast 72 hours, 24 hours, and 3 hours before the event (Source: PAGASA or LGU).

2. Pre-Decision Meeting

- a. School Head convenes School DRRM Team if forecast reaches ≥42°C.

Decide whether to:

- Shorten program
- Transfer venue
- Divide ceremony schedule
- Reschedule



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b. Advance Advisory

Issue advisory to parents and staff regarding:

- Light clothing
- Hydration
- Bringing umbrellas/fans
- Early arrival

B. DURING THE EVENT

1. Engineering/Environmental Controls

- a. Covered venue with adequate ventilation
- b. electric fans / cooling systems installed
- c. shaded waiting areas prepared
- d. Provide hydration stations every 50–100 meters (if large venue)
- e. adequate seating spacing implemented

2. Administrative Controls

- Limit program to 1–2 hours maximum.
- Remove non-essential segments.
- Recognize learners by batch to reduce waiting time.
- Prioritize seating for elderly, PWDs, Pregnant women, Young children

3. Health and Medical Preparedness

With coordination from School Health and Nutrition Unit and in line with advisories of the Department of Health (DOH).

- a. Hydration stations available
- b. First aid kits complete and accessible
- c. On-site medical desk established
- d. Assigned trained first aid personnel (1 First Aid Team Leader and 2–3 Heat Marshals per 500 participants)

Watch for:

- Headache
- Dizziness
- Weakness
- Rapid pulse
- Confusion

C. RECOVERY & POST-EVENT REVIEW

After the event:

- ✓ Document any heat-related incidents.
- ✓ Submit brief incident report to Division DRRM.
- ✓ Evaluate effectiveness of control measures.
- ✓ Update contingency plan if necessary.

VIII. COMMUNICATION PROTOCOL

- Announced heat index before program start
- Reminders via Public Address every 30–45 minutes
- Updates via SMS/group chat
- Clear signage posted indicating cooling stations



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IX. ROLES AND RESPONSIBILITIES

Role	Responsibility	Complete Name/ Mobile Number
School Head	Final decisions on postponement/relocation, approve contingency measures	
School DRRM Coordinator	Monitor heat index, recommend actions, oversee implementation	
First Aid Team	Handle heat-related cases, maintain medical supplies	
Event Marshals	Guide participants, monitor crowd, enforce safety measures	

X. DECISION FLOW SUMMARY

1. Check Heat Index
2. Identify Alert Level
3. Activate Corresponding Control Measures
4. Monitor Participants
5. Escalate if Needed
6. Submit documentation and report to the Division DRRM

CERTIFICATION

I hereby certify that this Heat Index Contingency Plan has been prepared and reviewed by the School DRRM Team and shall be implemented during the 2026 EOSY Events.

Prepared:

Approved:

School DRRM Coordinator
Date: _____

School Head
Date: _____

Noted:

ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent