



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

22 Jun 2026

DIVISION MEMORANDUM
SGOD-2026-123

**IMPLEMENTATION OF SAFETY AND PREPAREDNESS
PROTOCOLS IN THE WORKPLACE FOLLOWING THE 7.8 MAGNITUDE
EARTHQUAKE**

To: Assistant Schools Division Superintendent-Designate
Chiefs SGOD and CID
All Public Schools District Supervisors Concerned
All Public Elementary and Secondary School Heads Concerned
All Others Concerned

1. In view of the recent 7.8-magnitude earthquake that affected the Province of Sarangani and neighboring areas, all Division Office personnel are hereby directed to strictly observe safety and preparedness measures to protect lives, maintain workplace safety, and ensure the continuity of essential services.
2. All personnel are hereby directed to observe the following preparedness and safety measures strictly.
 - a. During an earthquake, personnel shall remain calm and immediately perform the **"Duck, Cover, and Hold"** procedure.
 - b. Personnel shall **stay away** from windows, glass panels, cabinets, and other objects that may fall or shatter.
 - c. After the shaking stops, personnel shall proceed **calmly** to the designated evacuation area.
 - d. Personnel shall remain **vigilant** for possible aftershocks and secondary hazards.
 - e. Any visible structural damage, cracks, electrical hazards, or unsafe conditions shall be **immediately reported** to the Education Facilities Section (EFS).
 - f. Areas assessed as unsafe shall **not be occupied** until cleared by EFS engineers.
 - g. All personnel shall familiarize themselves with the **designated evacuation routes, emergency exits, and assembly areas** within the Division Office premises.
 - h. All office sections **shall secure** cabinets, shelves, equipment, and other heavy objects to minimize hazards during earthquakes and aftershocks.





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- i. All employees are encouraged to keep their **personal hard hats** readily available for immediate use during emergencies.
 - j. Personnel shall prepare and maintain individual **go-bags** containing essential items such as drinking water, flashlights, whistles, first-aid supplies, power banks, and essential medications.
 - k. All Section Heads shall ensure that the **emergency contact information** of all personnel is updated and readily available.
 - l. Important records, documents, and electronic files shall be **backed up and stored securely**.
 - m. To ensure safety and order, **the number of clients inside the office premises during office hours shall be regulated, and a proper queuing system shall be implemented**.
3. For inquiries, contact Mr. Marlon P. Agad, PDO II-DRRM, at 0947-775-4660.
4. For information, guidance, and strict compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

ASSESSMENTS

Adriano A. Daligdig/SGOD/MLA – implementation of safety and preparedness protocols
in the workplace following the 7.8 magnitude earthquake

0424/June 22, 2026

