



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0408

To : Assistant Schools Division Superintendent
Chief of the Curriculum Implementation Division
Chief of the School Governance and Operations Division
Public School District Supervisor
All Public Elementary and Secondary School Heads

Subject : **INVENTORY OF SCHOOL DISASTER RISK REDUCTION AND
MANAGEMENT (DRRM) RELATED SUPPLIES AND EQUIPMENT**

Date : August 7, 2025

The inventory of Disaster Risk Reduction and Management (DRRM) supplies in schools serves to ensure the safety and well-being of students and staff during emergencies. Its primary purpose is to provide an accurate, up-to-date record of all available supplies, such as first-aid kits, communication devices, and more. This will allow partners and administrators to quickly assess resources, identify any shortages, and plan for replenishment.

Anent this, all public schools shall conduct an inventory of DRRM-related supplies and equipment. Schools shall submit their data online through the link **bit.ly/SDRRMInventory on or before August 29, 2025.**

For inquiries and other clarifications, please contact **Hernani A. Resueño Jr, Project Development Officer II**, through mobile number **09433844654** or email at **hernani.resueno@deped.gov.ph.**

For your information and compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

Encl.: as stated.
SGOD/aba/har

RELEASED

AUG 11 2025

RECORDS SECTION - DO PANABO CITY



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**DISASTER RISK REDUCTION AND MANAGEMENT
 INVENTORY OF SCHOOL DRRM-RELATED SUPPLIES AND EQUIPMENT**

Name of School:		School ID:	
Division:	PANABO CITY	District:	
School Head:		Date:	

ITEM	DESCRIPTION/SPECIFICATIONS	UNIT	QUANTITY ON HAND
I. Disaster Preparedness & Response Equipment			
1.	Megaphone	Battery-operated	pcs
2.	Fire Extinguisher	ABC type, appropriate size for school buildings	pcs
3.	Flashlight	Heavy-duty, with extra batteries	pcs
4.	Battery-Operated Radio	AM/FM, with extra batteries	pcs
5.	Emergency Light	Rechargeable/battery-operated	pcs
6.	Whistle	For signaling	pcs
7.	Hard Hat	For search and rescue/response team	pcs
8.	Reflective Emergency Vest	For search and rescue/response team	pcs
9.	Go Bag (Survival Kit)	Individual/family size, with 72-hour essentials	pcs/sets
10.	Two-Way Radio	For communication among DRRM team	sets
11.	Rope	Heavy-duty, multi-purpose	meters
12.	Ladder	For accessing hard-to-reach areas	pcs
13.	Bucket	For water/fire suppression	pcs
14.	Water Hose	For fire suppression	meters
15.	Goggles	For eye protection during response	pcs
16.	Solar Lamp/Charger	For alternative lighting/charging	pcs
17.	Life Jacket/Vest	For flood-prone areas or near bodies of water	pcs
18.	Stretcher/Spine Board	With straps and head immobilizer	pcs
19.	CPR Training Dummy	For training purposes	pcs



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20.	PPE Over-All	For responders	sets	
21.	Safety Shoes/Boots	For responders	pairs	
22.	Fire Alarm System	Functioning and regularly tested	system	
23.	Paging and Alarm System	For school-wide announcements	system	
24.	Telephone	Landline or dedicated emergency mobile	pcs	
25.	CCTV	Functioning	system	
II. Medical Supplies & First Aid				
1.	First Aid Kit/Cabinet	Comprehensive, well-stocked	kits/sets	
2.	BP Apparatus (Sphygmomanometer)	Manual or Digital	pcs	
3.	Thermometer	Digital or Infrared	pcs	
4.	Scissors (Medical)	Blunt-tip, bandage scissors	pcs	
5.	Tweezers	For splinter removal	pcs	
6.	Disposable Gloves	Latex-free options available	boxes	
7.	Antiseptic Solution	Povidone-iodine, rubbing alcohol	bottles	
8.	Cotton Balls/Pads	Sterile	packs	
9.	Gauze Pads	Sterile, assorted sizes	packs	
10.	Adhesive Tape	Hypoallergenic	rolls	
11.	Bandages	Assorted sizes (adhesive, elastic, roller)	packs/rolls	
12.	Wound Dressing	Various types (non-adherent, hydrogel)	pcs/packs	
13.	Antibiotic Ointment	For minor cuts and abrasions	tubes	
14.	Pain Relievers (Non-prescription)	Paracetamol, Ibuprofen (adult and children's dosage)	tablets/syrup	
15.	Antacids	For stomach discomfort	tablets/liquid	
16.	Oral Rehydration Salts (ORS)	For dehydration	sachets	
17.	Anti-diarrheal medication	For minor diarrhea (e.g., Loperamide for 12+ per DepEd guidelines)	tablets	
18.	Cold Pack/Hot Pack	Instant or reusable	pcs	
19.	Irrigating Solution	Sterile saline solution	bottles	
20.	Splints	Finger, arm, leg (improvised or commercial)	pcs	
21.	Clean Water	Bottled water for drinking and hygiene	gallons/bottles	



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22.	Blanket	Thermal/emergency blanket	pcs	
23.	Wheelchair	For transport of injured/sick individuals	pcs	
III. Communication & Documentation				
1.	Logbook/Inventory Form	For recording usage and reordering	pcs	
2.	Emergency Contact List	Updated contact numbers of emergency services, parents/guardians	printed/digital	
3.	Incident Report Forms	For documenting incidents	pads	
4.	Pens/Markers	For documentation	pcs	
5.	Clipboards	For easy documentation on the go	pcs	
IV. Sanitation & Hygiene				
6.	Hand Sanitizer/Alcohol	Minimum 70% alcohol	bottles	
7.	Disinfectant Spray/Wipes	For cleaning surfaces	bottles/packs	
8.	Waste Bins with Liners	For proper waste disposal	pcs	

PREPARED BY:		APPROVED BY:	
Signature:		Signature:	
Name:		Name:	
Position:		Position:	
Date:		Date:	