



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

02 March 2026

DIVISION MEMORANDUM  
No. **102**, s. 2026

**OBSERVANCE OF THE 2026 FIRE PREVENTION MONTH**

To: Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
Public and Private Elementary and Secondary School Heads  
All others concerned

1. By virtue of Proclamation No. 115-A, signed by then President Ferdinand E. Marcos, and Proclamation No. 360 in 1986, the month of March was declared as “Fire Prevention Month” or “Burn Prevention Month” and for this year, the theme is ***“Sa Pag-iwas Sa Sunog, Hindi ka Nag-iisa!”***

2. Anent this, all employees are enjoined to observe and exercise vigilance, be more aware and knowledgeable about fire prevention to keep learners, employees and the department’s assets safe. The Bureau of Fire Prevention (BFP) recommends these tips to avoid the occurrence of fire:

- a. Unplug all electrical equipment when not in use and regularly check electrical equipment to avoid overloading of electrical circuits. Ensure that all findings of the BFP during their regular school inspection were acted upon accordingly.
- b. Plan ahead—establish/reiterate the emergency and evacuation plan in school and at home and familiarize with the escape routes. And most importantly, keep flammables away from your children. This is also the perfect time to discuss and raise awareness about the causes, hazards, and dangers of fire.
- c. Conduct fire drills or multi hazard drills. These are essential and allow everyone the chance to rehearse proper evacuation procedures. These also train participants to behave rationally amidst the incident.
- d. When using cooking gas, check for gas leaks and always ensure that the LPG tank is stored in a well-ventilated area to avoid the accumulation of gas vapors.
- e. Enforce “No Smoking” policy inside or outside the house and dispose of cigarette butts properly.
- f. Practice proper housekeeping and keep flammable materials out of reach of children. Flammable materials include candles, lighters, and matches, which should be kept properly and securely.
- g. In case of fire, close the door of the burning area to stop the spread of fire. As smoke rises up, breathe slowly, and get a piece of wet cloth to cover the nose and mouth to avoid suffocation.



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- h. When trapped in a fire hit area, it is highly recommended to go to a room with windows leading outdoors.
  - i. If clothes catch fire, do not run or panic, do the: **“Stop, Drop, and Roll”**. In this life-threatening situation, shout for help or wave a cloth outside the window to alert the people around you and keep in mind to remain calm.
  - j. In case of fire, the most important thing to do is to call the BFP Hotline number (Provincial BFP – 09360620305 or 09812528589) in your locality and tell the emergency operator of your location right away.
3. For widest dissemination and appropriate action.

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

Encl.:

As stated

References:

Proclamation No. 115-A  
Proclamation No. 360

