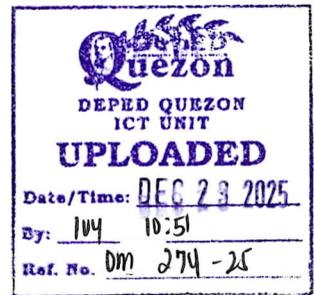




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



23 December 2025

OFFICE MEMORANDUM
OM No. 274, s. 2025

**ENSURING FIRE-FREE WORK ENVIRONMENT IN
OBSERVANCE OF CHRISTMAS BREAK**

TO : Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Division Safety Officers
All Others Concerned

In consonance with **Republic Act No. 9154, An Act Establishing a Comprehensive Fire Code of the Philippines**, and **Department Order No. 21, s. 2015, Disaster Risk Reduction and Management Coordination and Information Management Protocol**, this Office hereby announces the conduct of *Fire Safety Inspection* in all offices to ensure a safe and fire-free work environment during the observance of the Christmas break.

All Unit/Section Heads and Safety Officer II (SO2) of the respective offices are hereby directed to conduct Fire Safety Inspections before leaving for the holiday break. This measure is intended to safeguard government property, promote workplace safety, and prevent fire-related incidents during the period of office closure.

Attached herewith is **Enclosure No. 1: Practical Fire-Free Workplace Checklist**, which shall serve as a guide in the conduct of inspections.

Immediate dissemination and strict compliance with this Memorandum are desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

drmapr12/23/2024

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ENCLOSURE No.1 OF OM 274 s. 2025

FIRE-FREE WORKPLACE CHECKLIST

A. Electrical Safety

- All electrical equipment (computers, printers, photocopiers, chargers) are properly shut down and unplugged
- Extension cords and power strips are removed or switched off
- No overloaded outlets or damaged electrical wiring observed
- Main power switches/circuit breakers are turned off, except for essential systems
- Emergency lighting and smoke/Fire alarm systems are checked and functional

B. Heating, Cooking & Appliances

- All heating appliances (kettles, coffee makers, microwaves, rice cookers) are unplugged
- Pantry cooking areas are clean and free of flammable materials
- LPG tanks (if any) are properly turned off and secured
- No unattended appliances left plugged in

C. Decorations & Seasonal Materials

- Christmas lights are turned off and unplugged
- Only certified and non-damaged decorative lights were used
- Decorations are kept away from electrical panels and exits
- No candles, open flames, or improvised lighting used

D. Fire Protection Equipment

- Fire extinguishers are present, accessible, and properly charged
- Fire alarms and smoke detectors are operational
- Fire exits and stairways are clear of obstructions
- Fire safety signages are visible and intact

E. Storage & Housekeeping

- Flammable materials (papers, chemicals, cleaning agents) are properly stored
- Offices, classrooms, and storage rooms are clean and clutter-free
- Waste materials are disposed of properly before the break
- No combustible materials near electrical panels

F. Security & Monitoring

- Final inspection conducted by safety personnel
- Security personnel are briefed by Division DRRM
- Emergency contact numbers are posted and updated

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