



CHECKLIST
Higher Education Institution
QC Green Awards 2024

Name of HEI: _____ Address: _____ Date: _____

Areas of Assessment	Indicator	Means of Verification	Score	Maximum Points	Comments/ Recommendations
<p><i>This assessment covers all State Universities and Colleges (SUCs), private Higher Education Institutions (HEIs), and local Universities and Colleges (LUCs), headed by the Commission on Higher Education (CHED) who have the primary responsibility of instilling and inculcating to students knowledge which will arm them to face the challenges of life beyond the academe. This aims to assess the preparedness and capability of Public and Private HEI in terms of DRRM.</i></p>					
I. POLICIES AND PLANS (30 points)					
A. Is/are there existing issuances, policies, plans, memorandum, resolutions, orders, or guidelines regarding DRR?				30 points	
A.1. Issuances made by the Board of Regents of the HEIs regarding DRRM	Issued Board Resolution	Signed Board Resolution	4	8	
A.2. Initiatives of the HEIs, meeting conducted	Minutes of the Meeting	Approved Minutes of the Meeting	4		
towards issuance of resolutions regarding DRRM					
B. Plans that would highlight the existence of DRRM in the curriculum of HEIs	HEI DRR Plan	Approved HEI DRR Plan	8	8	
C. Plan that ensure the continuity of education even after incident	Contingency Plan/ Education Continuity Plan	Approved Contingency Plan/ Education Continuity Plan	5	5	
D. Restoration Plan in case of a disaster "building back better" principle in the plan	Rehabilitation and Recovery Plan	Approved Rehabilitation and Recovery Plan	4	4	
E. Information Education Campaign (IEC) and advocacy plan must encompass all hazards present in the HEIs	IEC and Advocacy Plan	Implemented IEC and Advocacy Plan	5	5	
Areas of Assessment	Indicator	Means of Verification	Score	Maximum Points	Comments/ Recommendations
II. CAPABILITY/CAPACITY (50 points)					
A. Is/are there personnel (faculty members, utility, etc) who have been trained or have educational background on DRR?				50 points	
A.1. Capacity Development or Training Activities	Trained DRRM personnel, resource or focal person, students, faculty members/ staffs & utility:	Certification from Local DRRM Officer/ Training certificates/ IDs/ Attendance Sheet/ Photo documentation taken during the activity	2	12	
	Advance - 2 points Basic - 1 point				
A.2. Percentage of trained personnel	75% up - 2 points 50%-74% - 1.5 points 24-49% -1 point		2		
A.3. DRR focal person/representative	Appointed - 2 points Designated - 1 point		1		
A.4. Personnel knowledgeable in the preparation of basic disaster report	Trained DRRM personnel to prepare basic disaster report		2		
A.5. Personnel capable of conducting rapid damage assessment and needs analysis	Trained DRRM personnel to conduct rapid damage assessment and needs analysis		2		
A.6. Students actively participating to NSTP and/or University/College outreach programs on DRRM	Proportionate of students participating with HEIs' DRRM activities		1		
A.7. Quarterly conduct of drills/exercises	Regular - 2 points Irregular - 1 point		2		

B. Programs and Activities					
B.1. DRRM Training	DRRM Training Development Plan	Approved DRRM Training Development Plan	2	2	
Areas of Assessment	Indicator	Means of Verification	Score	Maximum Points	Comments/ Recommendations
B.2. Conduct of Risk Assessment and Mapping	Risk Assessment and Mapping Report	Approved Risk Assessment and Mapping Report	2	7	
B.3. Formulation of DRRM Plan	DRRM Plan	Approved DRRM Plan	2		
B.4. DRRM Hub for DRRM Information Sharing	Established DRRM Hub	Functional DRRM Hub	1		
B.5. Integration of DRRM in the General Education Curriculum and/or areas of specialization	Integrated DRRM Course Content	Implemented Integrated DRRM Curriculum	2		
C. Other Resources/ Structural Resilience					
C.1. DRR Office Established Buildings	Permanent - 2 points Tentative- 1 point	Physical Structure of DRR Office Building	2	12	
C.2. Budget allocated on DRRM programs and Training	Work and Financial Plan for DRRM Programs	Approved Work and Financial Plan for DRRM Programs	2		
C.3. Design of existing infrastructure	Building Structural Plan	LGU Approved Building Structural Plan	2		
C.4. Search and Rescue and/or Medical Equipment	Availability of Supplies/ Equipment	Utilization Logbook of Supplies/ Equipment	2		
C.5. IEC materials on hazards specific to the institution	IEC Materials	Published IEC Materials	2		
C.6. Research/ documentation of best practices on DRR-CCA	Research/ Documentation of best practices	Published Research/ Documentation of best practices	2		
D. Demonstrated Capability/ Risk Assessment and Vulnerability (without disaster response operations)					
D.1. Available site maps	Multi-hazard, Vulnerability, Capacity, Resource and Risk Map	Displayed Multi-hazard, Vulnerability, Capacity, Resource and Risk Maps	2	10	
D.2. Database on elements at risk (i. e. Chemistry Laboratories, Library, Records, etc.)	Database on elements at risk	Inventory of elements at risk	2		
D.3. Standard Operating Procedures (SOPs)/ Manuals in place for specific hazards in the HEI	Presence - 2 points Absence - 0 points	Availability of SOPs/Manuals in place for specific hazards in the HEI	2		
D.4. Availability of timely, accurate and reliable response	Availability of response - 2 points Non-availability of response - 0 points	Availability of emergency response team	2		
D.5. Identification of evacuation/relief distribution points/centers	Presence - 2 points Absence - 0 points	Appropriate designated evacuation/relief distribution points/centers	1		
D.6. Determination of clinics and hospitals to address the casualties	Presence of in- house clinic/list of nearby hospitals	Availability of clinic or signed MOA with nearby hospital	1		
E. Demonstrated Capacity (with disaster response operations)					
E.1. Available site maps	Multi-hazard, Vulnerability, Capacity, Resource and Risk Map	Displayed approved Multi- hazard, Vulnerability, Capacity, Resource and Risk Maps	1	7	
E.2. Database on elements at risk (i. e. Chemistry Laboratories, Library, Records, etc.)	Database on elements at risk	Inventory of elements at risk	1		
E.3. Real time/near real time, end to end reporting system (Warden system or communication tree activated)	Presence of real time/near real time, end to end reporting system	Records on previous reports	1		
E.4. Issuance of public advisories to students/faculty members	Issued public advisories to students/faculty members	Records on previous public advisories	1		
E.5. Support to faculty member/staff and students in terms of emergency financial assistance, waiver of tuition and other school fees, grants-in-aid	Existing policy of HEI regarding support to faculty member/staff and students in terms of emergency financial assistance, waiver of tuition and other school fees, grants-in-aid	Records of faculty member/staff and students received support from HEI	1		

E.6. Coordination with appropriate agencies re: interventions/partnerships and extension of resources and services	List of related agencies re: interventions/partnerships and extension of resources and services (financial, counseling and others)	Signed Memorandum of Agreement with partnerships and extension of resources and services (financial, counseling and others)	1		
(financial, counseling and others)	counseling and others)				
E.7. Tapping NSRC/NSTP students/faculty members for disaster response as responders/ volunteers	List of activities related to disaster response	Attendance Sheet of NSTP students/faculty participated in disaster response as responders/ volunteers	1		
III. Emergency Preparedness and Response (15 Points)	Indicator	Means of Verification	Maximum Points	Points	REMARKS
A. Available contingency plan/site emergency mechanism	Contingency plan/site emergency mechanism	Approved contingency plan/site emergency mechanism	3	15	
B. Available evacuation plan and/or Early Warning System	Evacuation plan and/or Early Warning System	Approved evacuation plan and/or Early Warning System	3		
C. Existing organized emergency response team	Organized emergency response team	Approved organized emergency response team	3		
D. Periodically trained DRR teams?	Trained DRR teams	Approved training/development plan for DRR teams	2		
E. Periodic conduct of safety inspections	Conduct of safety inspections	Approved periodic schedule of conduct of safety inspections	2		
F. Periodic maintenance of the installations/ facilities	Maintenance of the installations/ facilities	Approved conduct of scheduled maintenance of the installations/ facilities	2		
IV. Partners (Stakeholder Agreement) (5 Points)	Indicator	Means of Verification	Maximum Points	Points	REMARKS
A. Is/are there participation of NGOs, Business, Private Sectors, People's Organizations, and others?	Memorandum of Agreement/ Understanding with NGOs, Business, Private Sectors, People's Organizations	Signed Memorandum of Agreement/ Understanding with NGOs, Business, Private Sectors, People's Organizations	2	5	
B. Is/are there resource mobilization?	Resource mobilization	Active resource mobilization	1		
C. Is/are there existing LGU Alliances?	Memorandum of Agreement/ Understanding with LGU	Approved Memorandum of Agreement/ Understanding with LGU	1		
D. Is/are there existing alliances with PDRRMO/ CDRRMO/MDRRMO	Memorandum of Agreement/ Understanding with PDRRMO/ CDRRMO/MDRRMO	Approved Memorandum of Agreement/ Understanding with PDRRMO/ CDRRMO/MDRRMO	1		

TOTAL POINT SCORE: _____

Summary Sheet

Criteria for Checking	MAX.	ACTUAL	Remarks, Recommendations and Suggestions
	SCORE	SCORE	
I. POLICIES AND PLANS		30	
II. CAPABILITY/ CAPACITY		50	
III. EMERGENCY PREPAREDNESS AND RESPONSE		15	
IV. PARTNERS (STAKEHOLDER AGREEMENT)		5	
TOTAL		100	

Adjectival Rating	Percentage
Excellent	91-100%
Very Good	81-90%
Good	71-80%

Needs Improvement	61-70%
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Validated by:

Name:

Position:

Agency:

Date: