



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

July 13, 2026

DIVISION MEMORANDUM

No. 377, s. 2026

**CONTINGENCY PLANNING WORKSHOP FOR MANAGING LEARNERS'
PROTECTION AND SAFETY IN SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors, Principals In-Charge of the District
Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public and Private Elementary/Integrated/Secondary Schools
All Others Concerned

1. Attached are the Regional Memorandum No. 691 s. 2026 regarding the Contingency Planning Workshop for Managing Learners' Protection and Safety in Schools on July 14 – 17, 2026 venue is within Iloilo City, which is self-explanatory.
2. Participants for this event are as follows:

Name	Position	Station
Jose Matt Anthony A. Sevilla	Nurse III	SDO Aklan for SGOD Chief
Allan Carlo C. Soriano	PDO I	Division LRP Focal
Nino Sean Axl T. Morales	PDO II	Division DRRM Focal
Michael Angelo T. Garcia	HT- II	Toledo Elem. School for YFD
Dr. Aladino C. Zaulda, Jr.	HT- II	Alfonso XII National High School
Jemar V. Isturis	SP III	Lezo Integrated School
Jay V. Fernandez	TA I	Division DRRM

3. The travel and other incidentals expenses of the participants shall be charged against DRRM Fund – DPRP or local funds/MOOE and other available local funds all subject to the usual accounting and auditing rules and regulations.



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4. Immediate dissemination and compliance with this Memorandum are desired.

FOR SCHOOLS DIVISION SUPERINTENDENT

MICHAEL T. RAPIZ *MR*

Chief Education Supervisor
School Governance and Operation Division
In Charge of the Division

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

LEARNERS

PERSONNEL

SCHOOLS

NSATM/



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

JUL 09 2026

REGIONAL MEMORANDUM

No. 691, s. 2026

**CONTINGENCY PLANNING WORKSHOP FOR MANAGING LEARNERS'
PROTECTION AND SAFETY IN SCHOOLS**

To: Schools Division Superintendents
All Others Concerned

1. Relative to the continuing commitment of the Department of Education (DepEd) to uphold learner rights and protection and ensure a safe, secure, and child-friendly learning environment where learners and personnel can work and thrive, this Office, through the Education Support Services Division, will conduct the **Contingency Planning Workshop for Managing Learners' Protection and Safety** on **July 14-17, 2026** in a venue within Iloilo City.

2. The activity aims to strengthen existing school safety and learner protection mechanisms through the integration of Learner Rights and Protection (LRP) and Disaster Risk Reduction and Management (DRRM) principles as triggered by the recent incidents involving the possession of deadly weapons and firearms by learners inside the school premises. Specifically, at the end of the activity, the participants shall be able to:

- a. reinforce and strictly implement existing policies and protocols to prevent the entry of weapons and other harmful objects into school premises;
- b. apply the four thematic areas of DRRM prevention, preparedness, response, and recovery in managing incidents that compromise learner protection and school security;
- c. establish the roles in maintaining a safe and secure school environment, emphasizing vigilance and appropriate reporting mechanisms among school, SDO and RO levels; and
- d. ensure that all school safety measures are aligned with child protection principles, upholding every learner's right to a safe, secure, and supportive educational environment.

3. The list of the expected participants and the activity matrix are attached as Enclosures 1 and 2 respectively, for reference and perusal of all concerned.

4. Expenses incurred in the conduct of the activity will be charged against the Program Support Fund (PSF) for Learner Rights and Protection related programs, while the travel and other incidental expenses of the participants against their local funds, all subject to the usual accounting and auditing rules and regulations.



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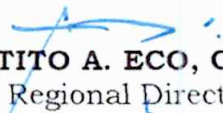


Certificate No. PHP QMS
24 93 0184



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

5. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Regional Director

Incl: As Stated

Reference: None

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

LEARNERS
PERSONNEL
SCHOOLS

JRJ/ ESSD-RM- ConPlanLearnersSafety
108/July 8, 2026



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Enclosure No. 1 to the RM No. **377**, s. 2026

**PLANNING WORKSHOP FOR MANAGING LEARNERS' PROTECTION AND
 SAFETY IN SCHOOLS**

July 14-17, 2026 within Iloilo City

LIST OF EXPECTED PARTICIPANTS

REGIONAL OFFICE VI	
NAME	POSITION/DESIGNATION
Cristito A. Eco, CESO III	Regional Director
Miguel Mac D. Aposin, CESO V	Assistant Regional Director
Dr. Leonerico E. Barredo	Chief Education Supervisor, ESSD
Frances Jade E. Caniban, DMD	Dentist III
Wendyl Mae N. Villaprudente, RN	Project Development Officer II – DRRM
Jennie Rose T. Jacela, RSW	Project Development Officer II - LRP
Res John Leonardo	Technical Assistant I - DRRM
Cherry D. Elgario	Administrative Aide III

SCHOOLS DIVISION OFFICE									
Schools Division Office	SGOD Chiefs	LRP Focals or Alternates	LRP TA	Youth Formation Focals	DRRM Coordi- nators	EPS II	DRRM TAs	School Heads (ES & HS)	Total pax per SDO
Aklan	1	1		1	1		1	2	7
Antique	1	1		1	1		1	2	7
Capiz	1	1		1	1		1	2	7
Guimaras	1	1		1	1		1	2	7
Iloilo	1	1	1	1	1	1	1	2	9
Iloilo City	1	1		1	1		1	2	7
Passi City	1	1		1	1		1	2	7
Roxas City	1	1		1	1		1	2	7
Total Participants: 58									



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Enclosure No. 2 to the RM No. **377**, s. 2026

**CONTINGENCY PLANNING WORKSHOP FOR MANAGING LEARNERS'
 PROTECTION AND SAFETY IN SCHOOLS**
 July 14-17, 2026 within Iloilo City

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	IN-CHARGE
Day 1 – July 14, 2026 (Tuesday)		
7:00 AM – 9:00 AM	Arrival of the Participants Registration	ESSD TWGs
9:00 AM – 9:30 AM	Opening Preliminaries a. Nationalistic Song b. Prayer c. Regional Hymn d. DepEd Quality Policy Statement e. Welcome Remarks f. Introduction of the Participants	-AVP- -AVP- -AVP- - AVP- Dr. Frances Jade Caniban Dentist III Jennie Rose T. Jacela PDO II – LRPO
9:30 AM – 10:00 AM	Inspirational Message	Dr. Cristito A. Eco, CESO III Regional Director
10:00 AM – 10:15 AM	Photo Opportunity Time	
10:15 AM – 10:30 AM	House Rules and Groupings	Wendyl Mae Villaprudente PDO II - DRRM
10:30 AM – 11:00 AM	Levelling of Expectations and Rationale of the Activity	Dr. Leonerico E. Barredo CES, ESSD
11:00 AM – 12:00 PM	DISCUSSION: Introduction of Contingency Planning Topics: What is a Contingency Plan?	Resource Person, TBD



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	• Elements of a Contingency Plan	
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 2:30 PM	DISCUSSION: Hazard Identification and Risk Assessment Topics: • Hazard Analysis • Vulnerability Assessment • Capacity Assessment • Risk Matrix Workshop 1: Identification of hazards a. School Threats b. Man-Made Hazards c. Natural Hazards Output: Hazard Profile	Resource Person, TBD Participants
2:30 PM – 3:30 PM	DISCUSSION: Scenario Development Topics: • Bad • Worse • Worst Case • Planning Assumptions Workshop 2: Scenario Development Output: Scenario Matrix	Resource Person, TBD Participants
3:30 PM – 5:00 PM	Workshop 3: Writing Workshop Develop: • Chapter I • Chapter II	Participants
6:00 PM onwards	Dinner	
Day 2 – July 15, 2026 (Wednesday)		
6:00 AM – 8:00 AM	Breakfast	
8:00 AM – 8:30 AM	Management of Learning	Assigned Group



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8:30 AM – 9:30 AM	DISCUSSION: Incident Command System in Schools Topics • Emergency Operations Center • Roles and Responsibilities Workshop 4: Develop Incident Management Team Output: Incident Management Team	Resource Person, TBD Participants
9:30 AM – 10:00 AM	DISCUSSION: Concept of Operations Topics: • Activation • Alert Levels • Response Phases • Coordination Workshop 5: Concept of Operations Output: Concept of Operations	Resource Person, TBD Participants
10:00 AM – 12:00 NN	Workshop 6: Functional Response Planning Each group develops: • Safety and Security • Medical • Search and Rescue • Communication • Evacuation • Logistics • Protection • Transportation • Family Reunification • Information Management	Participants
12:00 NN – 1:00 PM	Lunchbreak	
1:00 PM – 2:30 PM	Workshop 7: Resource Planning • Resource Inventory • Resource Gap Analysis • Resource Mobilization Output: Resource Matrix	Participants



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2:30 PM – 4:00 PM	Workshop 8: Writing Workshop • Chapter III	Participants
4:00 PM – 5:00 PM	Presentation of Draft Chapters I-III	Resource Person, TBD
Day 3 - July 16, 2026 (Thursday)		
6:00 AM – 8:00 AM	Breakfast	
8:00 AM – 8:30 AM	Management of Learning	Assigned group
8:30 AM – 12:00 PM	Presentation of the WeCare Assist System	Jennie Rose T. Jacela PDO II - LRP
12:00 NN – 1:00 PM	Lunchbreak	
1:00 PM – 4:00 PM	Workshop 9: Writing Workshop • Chapter IV • Annexes	Participants
4:00 PM – 5:00 PM	Presentation and Critiquing of Workshop Outputs • DRRM • LRP	Participants
5:00 PM	Dinner	
Day 4 – July 17, 2026 (Friday)		
6:00 AM – 8:00 AM	Breakfast	
8:00 AM – 8:30 PM	Morning Preliminary	Assigned group
8:30 AM – 10:00 AM	Presentation and Critiquing of Workshop Outputs	Participants
10:00 AM – 12:00 NN	Workshop 9: Finalization of Critiqued Chapters I-IV	Participants
12:00 NN – 1:00 PM	Lunch	
1:00 PM – 2:00 PM	Presentation of the Developed Contingency Plan for Managing Learners' Protection and Safety in Schools	Participants
2:00 PM – 2:30 PM	Clearing House and Ways Forward End of Program Evaluation Health Break	ESSD TWGs



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2:30 PM – 3:00 PM	Closing Program: a. Nationalistic Song b. Prayer c. Message d. Awarding of Certificates e. Closing Remarks	Assigned group
	*** Home Sweet Home ***	



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