



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

September 1, 2026

DIVISION MEMORANDUM

No. 381, s. 2026

**DIVISION CEREMONIAL DRILL FOR THE NATIONAL SIMULTANEOUS SCHOOL
SAFETY DRILL FOR ACTIVE ATTACK INCIDENTS**

To: Schools Division Superintendent
Asst. Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Division DRRM Coordinator
All Others Concerned

1. Pursuant to the memorandum from Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff, Office of the Secretary and Procurement, dated August 12, 2026, regarding the conduct of the **Nationwide Simultaneous School Safety Drill for Active Attack Incidents**. This Office announces the conduct of the Ceremonial Drill for School Safety for Active Attack Incidents on **September 3, 2026, 9:00 A.M.** at **Carayman National High School**.
2. This initiative is in support of the Department's commitment to ensuring safe, secure, and resilient learning environments, and in response to the increasing occurrence of active shooting and other active attack incidents affecting schools and communities.
3. The activity aims to:
 - Develop review or update the School Contingency Plan for Active Attack Incidents.
 - Identify and address the necessary preparedness measures and logistical requirements for Active Attack Incidents.
4. The presence and active engagement of DepEd officials and personnel in this activity are hereby enjoined, as this shall demonstrate the continuing commitment to ensuring safe, secure, inclusive and resilient learning environments for learners teaching and non-teaching personnel and education stakeholders.
5. Immediate dissemination of and compliance with this Memorandum are desired.



JOEL A. ZARTIGA, PhD, CESO-VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

P2 Brgy. Hamorawon, Calbayog City, Samar
(055) 530-0059 | bit.ly/depedcalbayog
calbayogcity.division@deped.gov.ph





Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS

FROM : 
FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary and Procurement

SUBJECT : CONDUCT OF THE NATIONWIDE SIMULTANEOUS SCHOOL
SAFETY DRILL FOR ACTIVE ATTACK INCIDENTS

DATE : AUGUST 12, 2026


Cleared by Undersecretary

This Office directs the conduct of the **Nationwide Simultaneous School Safety Drill for Active Attack Incidents on August 25, 2026 (Tuesday) at exactly 9:00 A.M.** The Disaster Risk Reduction and Management Service (DRRMS), in coordination with the regional and division offices, shall instruct all public and private elementary and secondary schools to conduct a drill based on their localized School Contingency Plan for Active Attack Incidents.

This is in view of the Department of Education's commitment to ensuring safe, secure, and resilient learning environments, and in response to the increasing occurrence of active shooting and other active attack incidents affecting schools and communities worldwide, the Department continuously strengthens school preparedness through preventive planning, capacity building, and emergency response measures.

To ensure the effective conduct of the activity, all schools shall undertake the following preparatory and implementation activities:

1. **Develop and Localize the School Contingency Plan.** Schools shall develop, review, or update their School Contingency Plan for Active Attack Incidents using the attached policy, templates, and reference materials. A copy of the approved contingency plan shall be shared with the Local Government Unit (LGU), Philippine National Police (PNP), and Parent-Teacher Association (PTA) to strengthen coordination and preparedness. The contingency plan shall be approved by the School Head and acknowledged by the Schools Division Superintendent.

2. **Identify Preparedness Requirements.** Schools shall identify and address the necessary preparedness measures and logistical requirements for the conduct of the drill, including but not limited to:
- Installation of double-locking mechanisms or other appropriate classroom security measures;
 - Posting of Information, Education, and Communication (IEC) materials;
 - Identification of family reunification areas;
 - Designation of safe rooms, evacuation routes, and emergency communication procedures; and
 - Other preparedness measures appropriate to the school's risk assessment.
3. **Coordinate with Stakeholders and Invite one (1) Expert as an External Evaluator.** Schools shall coordinate with the PTA, LGU, PNP, Bureau of Fire Protection (BFP), Local Disaster Risk Reduction and Management Office (LDRRMO), and other relevant partners to ensure the orderly conduct of the drill. Schools shall likewise invite at least one (1) representative from the stakeholders or other appropriate emergency response agencies to serve as an external evaluator and provide observations and recommendations to improve the school's contingency plan and future school safety drills.
4. **Activate the School Disaster Risk Reduction and Management (SDRRM) Team.** Schools shall activate their SDRRM Team and ensure that members perform their respective roles in accordance with the localized contingency plan.

Schools are reminded that the conduct of the drill shall prioritize the safety and psychological well-being of learners, teaching and non-teaching personnel. Simulation activities shall be age-appropriate, trauma-informed, and focused on preparedness, protective actions, coordinated response, and post-incident recovery.

Roles and Responsibilities

To facilitate the orderly and coordinated implementation of the activity, the following roles and responsibilities shall be observed by the concerned offices and personnel:

Office/Personnel	Roles and Responsibilities
Disaster Risk Reduction and Management Services (DepEd Central Office)	• The role of the DRRMS is to provide the standard School Contingency Plan template and other relevant reference materials and resources to support schools in the development and

Office/Personnel	Roles and Responsibilities
	implementation of their contingency plans.
Regional Offices (through the Regional DRRM Coordinators)	Monitor and provide technical assistance to Schools Division Offices to ensure compliance with this Memorandum.
Schools Division Offices (through the Division DRRM Coordinators)	- Monitor and provide technical assistance to schools to ensure compliance with this Memorandum. - Validate school submissions, as necessary.
School Heads (through the School DRRM Coordinators)	- Localize and implement the School Contingency Plan. - Activate the School DRRM (SDRRM) Team. - Coordinate with stakeholders. - Facilitate the conduct of the drill. - Conduct an evaluation facilitated by the invited external evaluator. - Accomplish and submit all required reports through the official online submission link.

Conduct of the Drill

- The Nationwide Simultaneous School Safety Drill for Active Attack Incidents shall be conducted on **August 25, 2026 (Tuesday) at 9:00 A.M.** A **ceremonial venue for the conduct of the safety drill shall be identified in each region**, wherein the Regional DRRM Coordinator shall select one school to serve as the venue for the simultaneous drill.
- While the ceremonial venues shall serve as the designated sites for the simultaneous conduct of the drill, **all schools are strongly encouraged to conduct their respective Active Attack Incident Drill**, whether on the prescribed date or on an adjusted schedule, to ensure nationwide participation. (See Annex D for the list of designated ceremonial venues per region).
- Schools that are **unable to conduct the drill on the prescribed date** shall immediately notify their respective Division DRRM Coordinator, indicating the

reason for the postponement and their proposed schedule for the conduct of the drill.

- Schools that have **already conducted the drill prior to the prescribed date** shall no longer be required to repeat the activity and may proceed with the **submission of the necessary documentary requirements** through the designated online submission form.

Reporting Requirements

Following the conduct of the drill, all schools shall accomplish the Nationwide Simultaneous School Safety Drill for Active Attack Incidents **Online Reporting Form** through the submission link provided below. The online reporting shall include the following:

- a. Accomplished Nationwide Simultaneous School Safety Drill for Active Attack Incidents Evaluation Form;
- b. Means of Verification (MOVs), including photo and video documentation of the conduct of the drill; and
- c. Updated School Contingency Plan for Active Attack Incidents.

Online Reporting Form: <https://forms.gle/JJTbPyAkHzNjz3rh7>

Expenses incidental to the conduct of the drill shall be charged against local funds, School Maintenance and Other Operating Expenses (MOOE), or other available funds, subject to existing budgeting, accounting, and auditing rules and regulations.

Attached to this Memorandum are the following reference materials:

- a. *Annex A – Policy on Active Shooting Attacks/Incidents*
- b. *Annex B – School Contingency Plan Template for Active Shooting Attacks/Incidents*
- c. *Annex C – School Contingency Plan for Active Shooting Attacks/Incidents*
- d. *Annex D – List of Ceremonial Venues for Safety Drill per Region*



<https://bit.ly/4oSmov8>

Additional resource materials, including the Playbook for School Heads, Teachers, and Learners, IEC materials, and other reference documents may be accessed through the QR Code.

For inquiries, please contact the Disaster Risk Reduction and Management Service (DRRMS) through drms.capbuild@deped.gov.ph or through Viber via 09684990866.

For immediate dissemination and compliance.