



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. **10-309**s, 2026

To: Asst. Schools Division Superintendent
CID and SGOD Chiefs
All PDO Concerned
All School Administrators Concerned
All School AO II Concerned

CAPACITY BUILDING (TRAINING OF TRAINERS) ON PLANSMART FOR SAFE SCHOOLS, M7X READY SCHOOL PROGRAM, PILLAR 1 GUIDEBOOK, AND CONTINGENCY PLANNING

1. In line with the Department of Education's continuing efforts to strengthen disaster risk reduction and management (DRRM), institutionalize school safety, and enhance preparedness and response mechanisms in educational institutions, the DepEd Regional Office XIII, through its Disaster Risk Reduction and Management initiatives, shall conduct the **Capacity Building (Training of Trainers) on PlanSmart for Safe Schools, M7X Ready School Program, Pillar 1 Guidebook, and Contingency Planning** on **October 19-21, 2026, in Siargao Island, Surigao del Norte.**
2. The activity aims to enhance the technical competencies of education personnel in disaster risk assessment, school safety planning, contingency planning, and the utilization of relevant tools and frameworks toward establishing safer and more disaster-resilient learning environments.
3. Specifically, the activity seeks to:
 - a. Orient participants on the features, processes, and application of the PlanSmart for Safe Schools platform in school-based disaster risk assessment and planning;
 - b. Strengthen participants' understanding of the M7X Ready School Program and its contribution to comprehensive school safety and disaster preparedness;
 - c. Enhance knowledge and practical application of the Pillar 1 Guidebook, particularly on safer learning facilities, school infrastructure assessment, and risk-informed planning;
 - d. Develop participants' competencies in preparing and enhancing school contingency plans, including hazard analysis, scenario development, resource inventory, response operations, and monitoring and evaluation; and
 - e. Establish a pool of trained personnel who can provide technical assistance and support the cascading and institutionalization of the acquired knowledge and skills at the school and district levels.



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

4. The **Schools Division of Siargao, as host Division**, shall facilitate the necessary local coordination and logistical arrangements to support the successful conduct of this regional capacity-building activity.
5. The participants from the Schools Division of Siargao shall include the following:
 - a. **Project Development Officers I (PDO I);**
 - b. **Identified Public Elementary and Secondary School Heads;** and
 - c. **Other SDO Personnel**A detailed list of participants is contained in **Enclosure No. 1**.
6. The identified participants are hereby directed to attend and actively participate in the three-day capacity-building activity. The detailed schedule of activities and technical sessions is provided in **Enclosure No. 2 (Training Program)** for their information and guidance.
7. Board and lodging related to the conduct of the activity shall be charged against DPRP PSF while travelling and other incidental expenses shall be charged to Division/School MOOE/local funds, subject to usual accounting and auditing rules and regulations.
8. For wide dissemination and immediate compliance.


MANUEL O. CABERTE
Schools Division Superintendent

Encl/s: As stated
Reference/s: RM 1108 s. 2026
To be indicated in Perpetual Index under the following subjects

CAPACITY BUILDING

CONTINGENCY PLANNING

OSDS/CLandao
16/10/2026



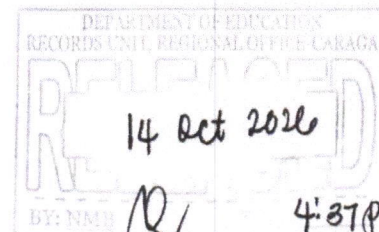
Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Annex A LIST OF PARTICIPANTS OF SDO SIARGAO

Name	Position	Office	Sex
1. Manuel O. Caberte	SDS	OSDS	Male
2. Roel T. Diamante	ASDS	OSDS	Male
3. Gemna G. Pobe	CID Chief	OSDS	Female
4. Harem L. Taruc	SGOD Chief	OSDS	Female
5. Catherine B. Landao	AO V	OSDS	Female
6. Gemeniano Gemparo	PDO II	SGOD	Male
7. June Orkhein Nohara	ITO (COS)	SGOD	Female
8. John Eric Jabines	ITO III	OSDS	Male
9. Engr. Dave Betita	Engr (COS)	SGOD	Male
10. Engr. Neil Espinido	Engr III	SGOD	Male
11. Joe Pete Tiu	Nurse II	SGOD	Male
12. Angela A. Culata	PDO I	San Isidro	Female
13. Bombie Bordas	PDO I	Socorro	Male
14. Angelo Mark Cuyno	PDO I	Dapa	Male
15. Hadji San Elimanco	PDO I	Pilar	Male
16. Jennysa Mae L. Plaza	PDO I	Numancia	Female
17. Niko Gallentes	PDO I	General Luna	Male
18. Rey Salvacion Pagula	PDO I	Sta. Monica	Male
19. Rol Jassem Estoque	PDO I	San Benito	Male
20. ALYSSA JOYCE C. POMOY	PDO I	Dapa	Female
21. FOILLAH Q. JABINES	PDO I	Dapa	Female
22. JAY MICHAEL T. NAVARRO	PDO I	General Luna	Male
23. GRACEIL B. DELA PEÑA	PDO I	General Luna	Female
24. RAZAN KILSY V. RANZA	PDO I	General Luna	Female
25. DECEREE LOVE C. SUARE	PDO I	Del Carmen	Female
26. JUNMAR L. ELLAZO	PDO I	Del Carmen	Male
27. JANETH C. COMON	PDO I	Del Carmen	Female
28. GLENBERT B. CONSIGNA	PDO I	Pilar	Male
29. JIANNE GRACE C. JORNALES	PDO I	Sta Monica	Female
30. DHEAJANE T. NAVARRO	PDO I	San Isidro	Female
31. JEMVEBOY Q. DELIMAN	PDO I	Socorro	Male
32. JAMAICA B. JOAQUINO	PDO I	Socorro	Female
33. Alejo Obrial	Principal I	Burgos NHS	Male
34. John Mark D. Dominos	Principal I	Burgos CES	Male
35. Kem E. Abuton	Principal III	Union ES	Female
36. Aissa D. Ijapon	Principal I	Malinao ES	Female
37. Reggy C. Asupre	SEPS/SIC	Cabitoonan ES	Male
38. Donald Dapar	Principal I	Katipunan ES	Male
39. Junel P. Garido	Principal I	Macapagal/Sto. Nino ES	Male
40. Lady Eliza Madronal	AO II	GLNHS	Female



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **1102**, s. 2026

To: Schools Division Superintendents
Division DRRM Coordinators
All Others Concerned

4TH QUARTER DRRM REGIONAL ACTIVITIES

1. This is to inform all the field offices of the schedule of activities of the Disaster Risk Reduction and Management (DRRM) Program for the remaining quarter of FY 2026, as follows:

Date and Venue	Title of Activities	Participants per SDO
October 19-21, 2026 , at Siargao (exact venue to be announced once finalized)	Capacity Building/TOT on Plan Smart School Safety, M7X Ready Program, Pillar 1 Guidebook, and ConPlan for Active Attack Incidents in Schools	1 DRRM Coordinator 1 Engineer 2 District DRRM Coordinators 2 School Heads
October 23, 2026 , at Tagum City Historical and Cultural Center, Tagum City (registration at Mikos Brew, Apokon Road, Tagum City, at 10:00 a.m. (with lunch)	Orientation on M7X Ready School Program-Mindanao Cluster	1 SDS 1 ASDS 1 SGOD Chief 1 DRRM Coordinator 1 Engineer
November 10-12, 2026 ; Agusan del Sur and Bayugan City Divisions	4 th Quarter DRRM Coordination Meeting and Field Monitoring	1 DRRM Coordinator 1 CoS (select SDOs) 1 Engineer (for host SDO only)
November 3-30, 2026 , Regionwide	2026 Regional Climate Change Caravan	1 Ceremonial Site School per SDO (details in separate memorandum)

2. To discuss more details of the activities, all DRRM Coordinators will have a special coordination meeting on **October 14, 2026**, via MS Teams link that will be shared through the official DRRM chat group.

3. Travel expenses, per diems, and incidental costs incurred during participation or hosting shall be charged against the Division DPRP Funds or local MOOE, subject to existing accounting and auditing rules.

4. For other related concerns, contact Megnon P. Beldad, Regional DRRM Coordinator, via email address: megnon.beldad@deped.gov.ph.
5. For information and guidance.

ALLAN G. FARNAZO
Director IV

MPB/ESSD/RM-4TH QUARTER DRRM REGIONAL ACTIVITIES
17235/October 12, 2026

 DAY 1 | OCTOBER 19, 2026

 TRAINING PROGRAM

Date/Time	Activities/Sessions	Persons-in-Charge
8:00 a.m.	Arrival/registration	Secretariat – SDO Siargao
10:00 a.m.	Preliminaries - National Anthem - Prayer - Quality Policy Statement - Caraga Hymn - Acknowledgement of Guests/Participants	
	Welcoming Remarks	PEDRO T. ESCOBARTE, JR. Asst. Regional Director
	Inspirational Message	ALLAN G. FARNAZO Regional Director
	Keynote Message	FELINO O. CASTRO V Director IV-DRRMS, CO
	Rationale for the Development of the PlanSmart for Safe Schools Web Application	ORLANDO B. BARACHINA PDO IV-DRRMS, CO

 STRENGTHENING RESILIENCE: PLANSMART FOR SAFE SCHOOLS

11:00 a.m.	Session 1: Part 1 - Role Clarification: Understanding the Maker, Approver, and SDO workflow Part 2 - System Onboarding: Accessing plansmart.deped.gov.ph and credential management	TECHNICAL STAFF PhiVOLCS/DRRMS
11:30 a.m.	Session 2: Part 1 - Digitizing Building Footprint and School Vicinity Part 2 - Generating assessments for the top five hazards	TECHNICAL STAFF PhiVOLCS/DRRMS
12:00 p.m.	Lunch break	
1:00 p.m.	Session 3: Part 1: Component: School Profile School Infra and Non-Infra	TECHNICAL STAFF PhiVOLCS/DRRMS
1:30 p.m.	Part 2: Component: Disaster History Restoration History	
2:00 p.m.	Part 3: Component: Hazard and Exposure/Incident Management Team/Stakeholders in School	TECHNICAL STAFF PhiVOLCS/DRRMS

 DAY 1 (CONTINUATION)

Date/Time	Activities/Sessions	Persons-in-Charge
2:30 p.m.	Part 4: Component: School Hazard Analysis/Resource Projection/Needs and Activities Inventory	TECHNICAL STAFF PhiVOLCS/DRRMS
3:00 p.m.	Health Break	
3:10 p.m.	Part 5: Component: Learner's Demographics/Personnel Demo	TECHNICAL STAFF PhiVOLCS/DRRMS
3:30 p.m.	Part 6: Component: Critical Facilities/Critical Infrastructure	TECHNICAL STAFF PhiVOLCS/DRRMS
4:00 p.m.	Part 7: Component: Action Plan	TECHNICAL STAFF PhiVOLCS/DRRMS
5:00 p.m.	Secretariat Announcement/ End of Day 1	

 DAY 2 | OCTOBER 20, 2026

Date/Time	Activities/Sessions	Persons-in-Charge
7:00 a.m.	Nature walk/breakfast	Facilitators – SDO Siargao
8:30 a.m.	Morning Exercise/Recap of Day 1	Facilitators – SDO Siargao
9:00 a.m.	Session 4: Part 1 - Plans – Chapter I: Introduction/Demographics/Risk Profile/Disaster History and Impacts	TECHNICAL STAFF PhiVOLCS/DRRMS
9:30 a.m.	Part 2 - Plans – Chapter II: Goals and Objectives/Hazard Analysis/Anatomy of Hazard	TECHNICAL STAFF PhiVOLCS/DRRMS
10:00 a.m.	Health Break	
10:10 a.m.	Part 3 - Plans – Chapter II: Scenario Generation/Affected Population/Response Committees	TECHNICAL STAFF PhiVOLCS/DRRMS
10:30 a.m.	Part 4 - Plans – Chapter II: Needs and Activities inventory/Resource Inventory/Resource Projection/Summary Gaps	TECHNICAL STAFF PhiVOLCS/DRRMS
11:00 a.m.	Part 5: Plans – Chapter II: Establishment of ICS/Risk Communication	TECHNICAL STAFF PhiVOLCS/DRRMS
11:30 a.m.	Part 6: Plans – Chapter III: Activation, Non-Activation m and Deactivation of CP	TECHNICAL STAFF PhiVOLCS/DRRMS
12:00 p.m.	Lunch Break	
1:00 p.m.	Session 4: Part 1: Activities/Preparations (Contingency Plan)	TECHNICAL STAFF PhiVOLCS/DRRMS



DAY 3 | OCTOBER 21, 2026

🕒 Date/Time	⚙️ Activities/Sessions	👤 Persons-in-Charge
7:00 a.m.	Nature walk/breakfast	Facilitators – SDO Siargao
8:30 a.m.	Morning Exercise/Recap of Day 2	Facilitators – SDO Siargao
9:00 a.m.	Session 4: Part 1 - Plans – Chapter I: Introduction/Demographics/Risk Profile/Disaster History and Impacts	TECHNICAL STAFF PhiVOLCS/DRRMS
9:30 a.m.	Part 2 - Plans – Chapter II: Goals and Objectives/Hazard Analysis/Anatomy of Hazard	TECHNICAL STAFF PhiVOLCS/DRRMS
10:00 a.m.	Health Break	
10:10 a.m.	Part 3 - Plans – Chapter II: Scenario Generation/Affected Population/Response Committees	TECHNICAL STAFF PhiVOLCS/DRRMS
10:30 a.m.	Part 4 - Plans – Chapter II: Needs and Activities Inventory/Resource Inventory/Resource Projection/Summary Gaps	TECHNICAL STAFF PhiVOLCS/DRRMS
11:00 a.m.	Part 5: Plans – Chapter II: Establishment of ICS/Risk Communication	TECHNICAL STAFF PhiVOLCS/DRRMS
11:30 a.m.	Part 6: Plans – Chapter III: Activation, Non-Activation m and Deactivation of CP	TECHNICAL STAFF PhiVOLCS/DRRMS
12:00 p.m.	Lunch Break	
1:00 p.m.	Session 4: Part 1: Activities/Preparations (Contingency Plan)	TECHNICAL STAFF PhiVOLCS/DRRMS
2:30 p.m.	Session 5: Part 2: Response Operations (Implementation of CP)	TECHNICAL STAFF PhiVOLCS/DRRMS
4:00 p.m.	Session 6: Part 3: Monitoring and Evaluation (Plan Review and Updates)	TECHNICAL STAFF PhiVOLCS/DRRMS
4:45 p.m.	Closing Program - Synthesis/Reflections - Certificate Distribution	Secretariat – SDO Siargao MANUEL O. CABERTE Schools Division Superintendent-SDO Siargao
5:00 p.m.	End of Training Program	Secretariat – SDO Siargao



Address: J.P. Rosales Avenue, Butuan City



Trunkline No: (085) 225-1151



Telefax No: (085) 342-5959



Email: caraga@depd.gov.ph



Website: caraga.deped.gov.ph

*Matatag na DepEd
para sa Matatag na Bayan*

