



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



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 10-320 s, 2026

To: Asst. Schools Division Superintendent
CID and SGOD Chiefs
All Division Office Personnel
All School Administrators
All Others Concerned

**CREATION AND CONSTITUTION OF THE SDO SIARGAO COMPOSITE TEAM FOR
ACTIVE ATTACK INCIDENTS IN SCHOOLS**

1. Pursuant to **Regional Memorandum No. 1031, s. 2026**, entitled "*Creation and Constitution of DepEd Composite Team for Active Attack Incidents in Schools*," dated September 30, 2026, and in support of the Department of Education's commitment to providing a safe, secure, and protective learning environment, this Office hereby creates and constitutes the **Schools Division of Siargao Composite Team for Active Attack Incidents in Schools**.
2. The Composite Team shall serve as the Division's primary coordinating, technical assistance, and oversight mechanism for the prevention, preparedness, response, mitigation, and recovery from active attack incidents and other human-induced threats, including armed intrusions, active shooter incidents, edged-weapon attacks, hostage situations, and related security emergencies.
3. The **SDO Siargao Composite Team** shall be composed of the following personnel:

I. LEADERSHIP		
DESIGNATION	NAME	POSITION
Team Lead	MANUEL O. CABERTE	Schools Division Superintendent
Assistant Team Lead	ROEL T. DIAMANTE	Assistant Schools Division Superintendent
II. KEY MEMBERS		
FUNCTIONAL AREA	DESIGNATED PERSONNEL	POSITION
School Governance and Operations	Harem L. Taruc	SGOD Chief
Curriculum and Learning Management	Gemna G. Pobe	CID Chief
Disaster Risk Reduction and Management	Catherine B. Landao	AO V/Division DRRM Alternate Focal
Oplan Kalusugan sa DepEd Mental Health Program Psychological First Aid	ALL SHNU	Nurses COS- Health



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Learner Rights and Protection	Glenda R. Dadap	PDO I
Partnership	Reggy C. Asupre	SEPS-SocMob
Education Facilities and Infrastructure Safety	Neil Espenili Dave O. Betita	Engr III Engr (COS)
Alternative Delivery Modes and Learning Continuity	Randy R. Rudela	EPS
Learning Resources	Neniel Dumanjog	EPS
Legal and Administrative Services	Atty. Jeddah May Nangcas	Legal Officer III
Public Affairs and Information Dissemination	Reggy C. Asupre Carlo Borris Oraliza	SEPS-SocMob AO IV
Information and Communications Technology	John Eric Jabines	ITO III
III. SECRETARIAT		
Secretariat Lead	Catherine B. Landao	AQ V
Members	Christine Joy Camingue Gemeniano Gemparo	PDO I PDO II
Documentation and Monitoring Support	Girley Joy Cavite Clint Jones Libay June Orkhein Nohara	AO II ADAS I ITO (COS)

4. The Composite Team shall perform the following duties and responsibilities:

a. Policy Formulation and Adaptation

Develop, review, contextualize, and operationalize appropriate Division-level policies, standard operating procedures, school security measures, contingency plans, and emergency response protocols for active attack incidents, consistent with existing DepEd policies and relevant government regulations.

b. Capability Building and Capacity Enhancement

Plan and coordinate specialized capacity-building activities, school safety orientations, active attacker awareness sessions, and appropriate preparedness exercises for school heads, teaching personnel, non-teaching personnel, and other concerned stakeholders.

c. School Safety and Security Assessment

Provide technical assistance in the conduct of school security assessments, identification of vulnerabilities, evaluation of access control measures, and recommendation of appropriate safety and security improvements.

d. Inter-Agency Coordination

Establish and strengthen operational coordination with the Philippine National Police (PNP), Bureau of Fire Protection (BFP), Local Government Units (LGUs), Local Disaster Risk Reduction and Management Offices (LDRRMOs), barangay officials, and other concerned emergency response agencies.

e. Incident Command and Post-Incident Support

Facilitate the activation of established incident management and emergency coordination mechanisms, including referral to competent law enforcement authorities,



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emergency medical assistance, psychological first aid, psychosocial support, legal assistance, and post-incident recovery services.

f. Monitoring, Evaluation, and Technical Assistance

Conduct regular coordination meetings, monitor school safety and security initiatives, consolidate relevant reports, and recommend appropriate interventions to improve school preparedness and response capacities.

5. The **Division DRRM Unit, through the Secretariat**, shall coordinate the activities of the Composite Team, maintain necessary records and documentation, facilitate communication among members and partner agencies, and consolidate school-level reports and updates.
6. The Composite Team shall likewise provide technical guidance and assistance to public elementary and secondary schools in the **organization and operationalization of their respective School Composite Teams for Active Attack Incidents**, consistent with the Division Memorandum adopting Regional Memorandum No. 1031, s. 2026.
7. All members shall perform their assigned functions in addition to their regular duties and responsibilities, ensuring coordination, accountability, and compliance with existing DepEd policies, particularly those relating to learner protection, school safety, emergency preparedness, and information confidentiality.
8. The Composite Team shall convene an initial organizational meeting within fifteen (15) working days from the issuance of this Order to establish its operational arrangements, identify priority activities, and prepare an initial action plan for implementation.
9. Any expenses incurred in the implementation of activities under this Order may be charged against available local funds, including MOOE, PSF, and DPRP, as applicable, subject to existing budgeting, accounting, auditing, and other pertinent government rules and regulations.
10. This Order shall take effect immediately upon issuance and shall remain in force unless amended, revoked, or superseded by a subsequent issuance.
11. Immediate dissemination of and compliance with this Order are directed.


MANUEL O. CABERTE
Schools Division Superintendent

Encl/s: As stated

Reference/s: RM 1031 s. 2026

To be indicated in Perpetual Index under the following subjects

SAFETY AND SECURITY

CREATION AND CONSTITUTION

OSDS/CLandao

27/10/2026



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Department of Education
 CARAGA REGION

DEPARTMENT OF EDUCATION
 REGIONAL OFFICE - CARAGA
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REGIONAL MEMORANDUM

No. 1031, s. 2026

To: Schools Division Superintendents
 Division DRRM Coordinators
 All Others Concerned

**CREATION AND CONSTITUTION OF DEPED COMPOSITE TEAM FOR
 ACTIVE ATTACK INCIDENTS IN SCHOOLS**

1. **Activity.** In line with the Department of Education's commitment to providing a safe, supportive, and secure learning environment for all learners and school personnel, this Office hereby orders the establishment of the **DepEd Regional and Division Composite Team for Active Attack Incidents in Schools.**

Objective. The Composite Team will provide a coordinated mechanism for the prevention, preparedness, response, mitigation, and recovery of schools from active attack incidents and other human-induced threats, including armed intrusions, active shooter incidents, edged-weapon attacks, and hostage situations.

2. **Composition of the Regional Composite Team:**

Lead Officer/Asst. Lead	Office
ALLAN G. FARNAZO Director IV - Lead	Office of the Regional Director
PEDRO T. ESCOBARTE, JR. Director III – Asst. Lead	Office of the Asst. Regional Director
Key Members	Office/Program
EDMUND D. MENDOZA Chief Education Supervisor	Education Support Services Division (ESSD)
MEGNON P. BELDAD Project Development Officer II	Disaster Risk Reduction and Management (DRRM)
CHRISTIAN JAY A. PULIDO Technical Assistant I	
DR. JUMER C. CARLON Medical Officer IV	Oplan Kalusugan sa DepEd/ Mental Health Program/ Psychological First Aid
CHARLESTONE OTAZA Technical Assistant II JOSHUA LACHICA Technical Assistant I	
Dr. ADRILENE MAE J. CASTANOS Project Development Officer IV	Partnership/Youth Formation
JAN MILES JAMODIONG Technical Assistant I	
GIRO PAOLO MISAEAL ALMENDRALEJO,	Learner Rights and Protection



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Project Development Officer II ELLEN V. YAOYAO Technical Assistant II		
ENGR. SHERWIN P. VIAJAR Engineer III ENGR. MARIEL SOSMENA Technical Assistant IV	Education Facilities	
BERNABE L. LINO Chief Education Supervisor LEOWENMAR A. CORVERA Education Program Supervisor MARIPAZ F. MAGNO Education Program Supervisor	Curriculum and Management Division Alternative Delivery Mode Learning Resource	Learning
ATTY. JOSE B. GUIBONE Attorney IV ELIZALDE G. BERNALES Special Investigator III	Legal Services	
PEDRO A. TECSON Administrative Officer V JEZ MARIE R. MACUNO Project Development Officer II	Public Affairs	
MARCELINO M. AHON, JR. Information Technology Officer I NERISON S. PITOGO Computer Programmer II	Information and Communication	
Secretariat		
FE M. BARING – Lead Teachers' Credentials Evaluator CHRISTIAN JAY A. PULIDO Technical Assistant I ELLEN V. YAOYAO Technical Assistant II	Administrative Services ESSD - DRRM ESSD - LRPO	

4. Schools Division Offices are directed to constitute and designate personnel following a structure similar to that of the Regional Composite Team. SDOs may also designate additional personnel whose expertise can contribute to the functions of the team.

5. The Regional and Division Composite Team shall serve as the primary bodies responsible for technical support, policy alignment, inter-agency

coordination, and oversight in addressing active attacks or other active threats in schools. They shall perform the following functions:

- a. **Policy Formulation and Adaptation:** Develop and operationalize regional/division guidelines, Standard Operating Procedures (SOPs), and emergency response protocols for active attacks incidents.
 - b. **Capability Building and Capacity Enhancement:** Conduct specialized training programs, active attacker awareness sessions, and functional lock-down and evacuation drills for school administrators, teaching, and non-teaching personnel.
 - c. **School Safety Audits:** Oversee physical security assessment protocols across schools to identify vulnerabilities, enhance perimeter security, and improve access control measures.
 - d. **Inter-Agency Coordination:** Establish direct operational links with local law enforcement, medical responders, and emergency management agencies, and other relevant players.
 - e. **Incident Command and Post-Incident Support:** Provide immediate technical, operational, psychological first aid (PFA), and legal support during and after active attacks incidents.
6. The team shall hold a regular coordination meeting and conduct field monitoring on the safety and security-related activities in schools.
7. **Funding.** Expenses incurred in the implementation of activities under this memorandum will be charged against their local funds (MOOE/PSF/DPRP), subject to auditing and accounting rules and regulations.

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Date:
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ALLAN G. FARNAZO
Director IV

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