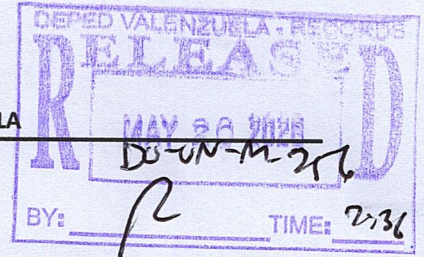




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Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the Schools Division  
 Superintendent

**DIVISION MEMORANDUM**

No. 0416, s. 2026

**SUBMISSION OF THE CONTINGENCY PLAN FOR "THE BIG ONE" CUM ACTION PLAN BY ALL SCHOOLS IN PREPARATION FOR THE CONDUCT OF THE PLAN SMART FOR SAFE SCHOOLS (PSSS) PROGRAM**

To: OIC – Assistant Schools Division Superintendent  
 Chief Education Supervisors - CID and SGOD,  
 Public Schools District Supervisors  
 Public and Private Elementary and Secondary School Principals  
 All Others Concerned

1. For the information and guidance of all concerned, in preparation for the upcoming conduct of the **Plan Smart for Safe Schools Program**, all schools are hereby directed to submit hard and soft copies of their Earthquake 7.2 Magnitude Contingency Plan, and Action Plan for SY 2026–2027 for compliance.

2. All concerned are advised to upload their soft copies through the link provided below. Likewise, hard copies shall be submitted to **Mr. Nevin Dadula** at the School Governance and Operations Division (SGOD), Second Floor, SDO-Annex Building.

Link: <https://rb.gy/5ljuhp>

- Deadline for submission shall be on or before May 20, 2026, for consolidation.
- Immediate dissemination and compliance with this Memorandum is desired.

**NOEL D. BAGANO**  
 Schools Division Superintendent

Encl.:  
 Reference:  
 To be indicated in the Perpetual Index  
 under the following subjects:

**Plan Smart for Safe Schools Program**

ASB/SGOD May 14, 2026



Address: Pio Valenzuela St., Marulas, Valenzuela City  
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439  
 Email Address: [sdovalenzuela@deped.gov.ph](mailto:sdovalenzuela@deped.gov.ph)  
 Official Website: <https://www.depedvalenzuela.com>



**ANNEX B. SPECIFIC GUIDELINES ON THE RENEWAL OF CONTRACT OF SERVICE (CoS) UNDER THE DISASTER PREPAREDNESS AND RESPONSE PROGRAM (DPRP) IN THE REGIONAL OFFICES (ROs) AND SCHOOLS DIVISION OFFICES (SDOs)**

1. Pursuant to the Civil Service Commission (CSC)-Commission on Audit (COA)-Department of Budget and Management (DBM) Joint Circular (JC) No. 1, s. 2025 on the *Revised Rules and Regulations on the Engagement of Contract of Service and Job Order Workers in the Government*, this Annex prescribes the rules on the renewal of Contract of Service (CoS) funded through the DPRP.
2. Transitory Limitations and Eligibility for Renewal
  - a. Agencies shall not increase the number of CoS and Job Order (JO) workers beyond the current number. Only CoS personnel whose contracts remain valid until 31 December 2025 shall be eligible for renewal under this Annex.
  - b. The service agreement for renewed CoS personnel shall be effective for one (1) year or twelve (12) months, from 01 January 2026 to 31 December 2026, when the CoS personnel has rendered at least three (3) months of continuous service. Otherwise, the service agreement shall be effective for six (6) months, from 01 January 2026 to 30 June 2026.
  - c. The salary rates of CoS for FY 2026 shall follow the approved salary rates for CoS personnel effective 01 January 2026 pursuant to Section 10.1 of the CSC-COA-DBM JC No. 1, s. 2025, which provides that CoS personnel shall be compensated either at the prevailing market rate or at the salary of comparable positions in the government. Accordingly, the adjusted compensation rate for Administrative Support II (AS II) shall be P22,000.00, plus premium in accordance with Section 10.2 of the CSC-COA-DBM JC No. 1, s. 2025.
  - d. The concerned RO/SDO shall pay the salary and premium of the CoS personnel subject to the submission and review of the required performance and attendance documents.
    - i. The CoS personnel shall prepare and submit the Accomplishment Report (AR) and Daily Time Record (DTR).
    - ii. The RO/SDO shall review the AR and DTR. Upon satisfactory review, the RO/SDO shall pay the salary of the CoS personnel.
  - e. All ROs and SDOs shall pay the premium in tranches based on the monthly rate, as follows:

✓ PREMIUM PAYMENT	PAYMENT SCHEDULE
January to June	July
July to November	December
December	January (following year)

- f. Premium computation shall be based on the monthly rate. If the contract ends prior to June or December, the RO/SDO shall pay the prorated premium upon the end of the contract.

- vii. Site preparatory activities required for the installation of Learning Continuity Spaces (LCS), including soil testing, platform preparation, and water potability and safety checks;
  - viii. Regular DRRM coordination meetings at the regional, division, district, and school levels;
  - ix. Provision of DRRMxCCAM technical assistance to schools;
  - x. Conduct of Nationwide Simultaneous Earthquake Drill (NSED) and other multi-hazard drills, consistent with DepEd issuances on mandatory earthquake, fire, and weather-related preparedness and response measures;
  - xi. Participation of DepEd representatives in local and regional DRRM Council activities, when directly related to DepEd DRRMxCCAM coordination and reporting requirements;
  - xii. Renewal of Contract of Service (CoS) personnel at the RO and SDO level to support DRRMxCCAM functions only, subject to **Annex B**; and
  - xiii. Communication expenses required for DRRMxCCAM functions, including emergency telecommunications and monthly load expenses (₱1,500) of the Regional and Division DRRM Coordinators. The grant and utilization of communication expenses shall be further governed by a separate set of guidelines or issuance to be released by the DRRMS.
- b. All expenditures under Item VIII.1 shall comply with applicable budgeting, accounting, auditing, and procurement rules and regulations.
  - c. Implementing Units (IUs) shall manage DPRP funds with prudence. IUs shall not incur illegal, irregular, unnecessary, excessive, extravagant, or unconscionable expenditures.
  - d. Both the RO and SDO shall obligate at least eighty percent (80%) of DPRP funds downloaded for disaster preparedness-related PPAs within six (6) months from issuance of the Sub-ARO/s. Non-compliance with the prescribed obligation rate shall warrant the issuance of a written notice by the DRRMS requiring the submission of justification and detailed catch-up plan. Failure to meet shall result in the withdrawal of the unobligated balance through the issuance of a negative Sub-ARO, subject to applicable rules.
2. Disaster Response Interventions
- a. DPRP Response Intervention funds shall be used exclusively for the following response interventions, subject to fund availability and the applicable annexes:
    - i. Clean-Up and Clearing Operations (CUCO) (**Annex C**);
    - ii. Minor Repair (**Annex D**);
    - iii. Conduct of Psychological First Aid (PFA) (**Annex E**);
    - iv. EduKahon for Learners, Teachers, and Schools (**Annex F**); and
    - v. Learning Continuity Spaces (LCS) (**Annex G**)
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