

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 0525, s. 2026

**IMPLEMENTATION OF DISASTER RISK REDUCTION AND
MANAGEMENT (DRRM) PLAN SMART FOR SCHOOLS ROLL-OUT**

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

1. For the information and guidance of all concerned, attached is **Memorandum DRRMS-05-04-2026-0001** issued by **Felino O. Castro V**, Director IV, Disaster Risk Reduction and Management Service, dated April 30, 2026, regarding the Division Roll-out of the Automated School Contingency Plan (ConPlan) Development System, contents of which are self-explanatory, for appropriate action.

2. The Division Roll-out shall be conducted on **July 8–9, 2026**, at 8:00 A.M. via an online platform. The access link and other pertinent details shall be communicated prior to the activity.

Day 1	July 8, 2026	Elementary SDRRMCs
Day 2	July 9, 2026	High School SDRRMCs

3. This activity aims to streamline and automate the development of standardized School Contingency Plans (ConPlans), thereby strengthening schools' disaster preparedness, response, and resilience.

4. Please refer to the attached for the list of participants.

5. Further, expenses incurred in the conduct of this activity shall be charged against DPRP Funds, subject to the existing government accounting and auditing rules and regulations.

6. Immediate dissemination and compliance with this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: as stated Reference:

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

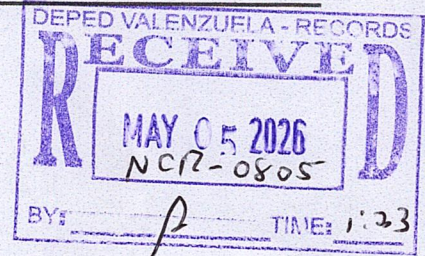
Plan Smart for Schools Roll-Out
ASB/SGOD June 25, 2026



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DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

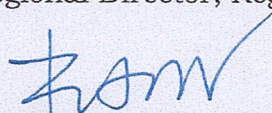
MEMORANDUM:
DRRMS-05-04-2026-0001



FOR : **JOCELYN DR. ANDAYA**
Regional Director, National Capital Region

TOLENTINO G. AQUINO
Regional Director, Region III

CARLITO D. ROCAFORT
Regional Director, Region IV-A

FROM :  **FELINO O. CASTRO V**
Director IV
Disaster Risk Reduction and Management Service

SUBJECT : **IMPLEMENTATION OF THE ONLINE SCHOOL-LEVEL ROLLOUT OF THE PLANSMART FOR SAFE SCHOOLS WEB APPLICATION IN THE GREATER METRO MANILA AREA (NCR, REGIONS III, AND IV-A)**

DATE : April 30, 2026

In line with the **Department of Education's** commitment to strengthening disaster preparedness and institutionalizing risk-informed planning, the **Disaster Risk Reduction and Management Service (DRRMS)** is spearheading the rollout of the **PlanSmart for Safe Schools** web application this **May 2026**.

This initiative is pursuant to *Memorandum OM-UGOPS-2026-04-00174*, dated March 2, 2026, titled "Participation in the Conduct of 'Strengthening Resilience: Plansmart for Safe Schools' Pilot Rollout in the Greater Metro Manila Area (NCR, Regions III, and IV-A)," and focuses on selected schools within the **Greater Metro Manila Area (GMMMA)**. The program aims to automate the development of standardized School **Contingency Plans (ConPlans)**, with a primary focus on the **GMMMA for the 2026 rollout**.

Per **DepEd Memorandum No. 18, s. 2026**, the rollout will be conducted via an **online training modality through Google Classroom**. Specific enrollment details for School Heads and School DRRM Coordinators are provided in **Annex A**.

The training is **designed as a three-day program** supported by **modular instructional videos and a comprehensive user manual**. To successfully complete the course and receive a **Certificate of Completion**, participants **must submit a**



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Doc. Ref. Code	DRRMS	Rev	01
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PDF version of their school's Contingency Plan (ConPlan) **via the same digital platform**.

While the online modality is the preferred method for efficiency, Division Offices requiring an adjusted schedule or opting for face-to-face training must **formally notify the Office of the Director** of the DRRMS via email. Such requests must include a **detailed proposed timeline and implementation strategy for review and approval**.

To ensure compliance and operational success, **Regional and Division DRRM Coordinators, in collaboration with Information Technology Officers**, are tasked with monitoring completion rates and providing technical assistance.

The **DRRMS Capacity Building Division** will endorse the necessary **login credentials** to the **Division DRRM Coordinators** within the first week of May 2026, granting them access to the **Division Office portal** prior to each division's training commencement date. Subsequently, the Division DRRM Coordinators shall be **responsible for creating and distributing credentials** (usernames and passwords) to the selected schools within their respective divisions. Please follow the sample format of the credentials provided below.

- **Username:** Use the prefix "**ao_**" (for Administrative Officers) or "**sh_**" (for School Heads) + the **name of the school** + the **school offering (e.g., ao_sagad_es or sh_sagad_es)**.
- **Password:** Must consist of **seven (7) characters**.

For real-time technical troubleshooting regarding the web application, the **Department of Science and Technology – Philippine Institute of Volcanology and Seismology (DOST-PHIVOLCS)** will provide support through a dedicated **Viber community**, accessible via the provided QR code.



For concerns or further information, you may contact the DRRMS through email at drms@deped.gov.ph or rizaldy.arao@deped.gov.ph, or by telephone nos. 8635-3764 / 8637-4933, or Viber at 0976 370 5935.

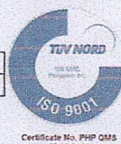
For immediate dissemination and compliance.

DRRMS/RAA



Room 201, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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Annex A

National Capital Region (NCR)

Google Classroom Link:

<https://classroom.google.com/c/Nzk3NTM2MjY1NDk3?cjc=bh5dms3p>

Class code: bh5dms3p

1. Caloocan City
2. Las Piñas City
3. Malabon City
4. Mandaluyong City
5. City of Manila
6. Marikina City
7. Muntinlupa City
8. Navotas City
9. Pasay City
10. Parañaque City
11. Makati City
12. Pasig City
13. Quezon City
14. San Juan City
15. Taguig City - Pateros
16. Valenzuela City

Region III

Google Classroom Link (Group A):

<https://classroom.google.com/c/ODYyNjU2NTc2MDI5?cjc=exsne3mj>

Class code: exsne3mj

1. Bulacan
2. Malolos City
3. Meycauayan City
4. San Jose del Monte

Google Classroom Link (Group B):

<https://classroom.google.com/c/ODYyNjU3MzIwOTU1?cjc=xwflxmlb>

Class code: xwflxmlb

5. San Fernando City
6. Mabalacat City
7. Angeles City
8. Pampanga



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Region IV-A

Google Classroom Link (Group A):

<https://classroom.google.com/c/ODU0MjExOTM3NjA0?cjc=4vvqoemb>

Class code: 4vvqoemb

1. Cavite
2. Bacoor City
3. Cavite City
4. Imus City
5. General Trias City
6. Dasmarinas City
7. Rizal
8. Antipolo City

Region IV-A

Google Classroom Link (Group B):

<https://classroom.google.com/c/ODU0MjEyMDI1NzIy?cjc=5u32dblf>

Class code: 5u32dblf

9. Laguna
10. Biñan City
11. Cabuyao City
12. San Pablo City
13. San Pedro City
14. Sta Rosa City
15. Calamba City



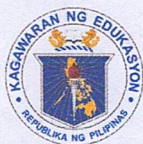
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NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

SCHOOLS	SDRRMC	POSITION
SOUTH DISTRICT		
1. Bitik ES	Marvelous Nicolas	AO II
2. Caruhatan East ES	Rebecca Elaine O. Garcia	AO II
3. Caruhatan West ES	Pauline Anne Manuel	AO II
4. Constantino ES	Jeremiah L. Naranjo	AO II
5. Marulas ES	Marvin Desepeda	AO II
6. San Miguel Heights ES	Ryan S. Paglinawan	AO II
7. Serrano ES	Jen Mark A. Roque	PDO II
8. Ignacio Doon ES	Winston M. Retiro	AO II
NORTH DISTRICT		
9. A. Fernando ES	Maria Theresa S. Mendoza	AO II
10. Coloong ES	Catherine Gayem	AO II
11. Luis Francisco ES	Evelyn Macasinag	AO II
12. Paltok ES	Nicolas S. Sunga	AO II
13. Pasolo ES	Wilfredo D. Santos	AO II
14. Rincon ES	Anna Celeste D. Andaya	AO II
15. A. Deato ES	Mark Roger L. Garcia	AO II
16. Isla ES	Ronald John A. Munda	AO II
17. P. R. San Diego ES	Maribel Calimlim	AO II
18. Pio Valenzuela ES	Mikaella Joy G. Concepcion	AO II
19. Tagalag ES	Jan Emmanuel G. Marcos	AO II
20. Wawang Pulo ES	Marilyn Comia Resurrecion	AO II



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EAST DISTRICT		
21. Antonio M. Serapio ES	Roselle D. Medallo	AO II
22. Gen. T. De Leon ES	Mark Bryan R. Abias	AO II
23. Parada ES	Jen Mark A. Roque	AO II
24. Santiago De Guzman ES	Jocelyn S. Dino	AO II
25. Silvestre Lazaro ES	Jayson Vallespin	AO II
26. Apolonia F. Rafael ES	Ariel F. Tanap Jr.	AO II
27. Pio Carreon	Carlo C. Ygot	
28. Andres Mariano ES	Jerome Delos Santos	AO II
29. Maysan ES	Raymond P. Gonzales	AO II
30. Paso de Blas ES	Niegelle D. Reyes	AO II
31. Santos Encarnacion ES	Alfrem Baustista	AO II
32. Sitio Sto. Rosario ES	Elle Joyce H. Tan	AO II
33. Pedro Santiago ES	Jerome Delos Santos	AO II
CENTRAL DISTRICT		
34. Canumay West ES	Moises Melendez	AO II
35. Dalandanan ES	Rommel Luna	AO II
36. Lingunan ES	Charley C. Marabiles	AO II
37. Malinta ES	Rovelyn Gabon	AO II
38. Pinalagad ES	Genoroso C. Santaigo Jr.	AO II
39. Roberta De Jesus ES	Lady Ann A. Bangot	AO II
40. Canumay East ES	Mary Ann B. Luague	AO II



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41. Lawang Bato ES	Janice R. Ignacio	AO II
42. Punturin ES	Jacqueline B. Cenon	AO II
43. Apolonio Casimiro F. ES	John Casie C. Luague	AO II
44. Disiplina Village ES	Michael T. Melecio	AO II
SECONDARY CONGRESSIONAL DISTRICT I - UNIT I		
45. Arkong Bato NHS	Ferdinand T. Villarta	AO II
46. Dalandanan NHS	Roderick O. Alo	HT
47. Malanday NHS	John Smurf B. Organiza	AO II
48. Malinta NHS	Emily L. Gabriel	HT III
49. Malinta NHS-SHS	Teresita M. Santos	AO II
50. Polo NHS	Edwin A. Ayaton	HT VI
51. Valenzuela City of School of Mathematics & Science	Rowena G. Francisco	HT III
52. Veinte Reales NHS	Ryan Espiritu	AO II
53. Wawang Pulo NHS	Maria Agnes S. Pascual	HT
SECONDARY CONGRESSIONAL DISTRICT I - UNIT II		
54. Bignay NHS	Czarene L. Lactao	HT III
55. Canumay West NHS	Roel C. Babayen-on	AO II
56. Canumay East NHS	Juanito D. Bartolome	
57. Disiplina Village NHS	Romeo C. Sabat	
58. Lawang Bato NHS	Angelo R. Dela Cruz	HT III
59. Lingunan NHS	Angelito O. Olivares	AO II
60. Lingunan SHS	Kristopher Rey Galupo	AO II



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61. Punturin SHS	Sherly DC. Inoncillo	ADAS II
62. Vicente P. Trinidad NHS	Hector SG. De Dios	HT III
SECONDARY CONGRESSIONAL DISTRICT II - UNIT I		
63. Caruhatan NHS	Sherwin M. Mirabuna	HT III
64. Gen. T. De Leon NHS	Divine Angelique G. Cabrera	AO II
65. Maysan NHS	Ahmanda Abanto	HT
66. Parada NHS	Lyzel D. Bernardo	HT
67. Valenzuela NHS	Roy M. Suratos	AO II
SECONDARY CONGRESSIONAL DISTRICT II - UNIT II		
68. Justice Eliezer Delos Santos NHS	Sonia C. Yap	HT III
69. Justice Eliezer Delos Santos NHS- SHS	Sonia C. Yap	HT III
70. Bagbaguin NHS	Chateryn T. Alcanciado	HT III
71. Mapulang Lupa NHS	Ritchel G. Galo	HT III
72. Paso de Blas NHS	Richard C. Urrutia	HT III
73. Sitero Francisco Memorial NHS	Vigilio T. Santos Jr.	HT III



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Speaker List		
Name	Position	Term of Refence
74. Victorino V. Bernales	SDRRMC Fed. President	Speaker
75. Allissa Marie F. Anastacio	Div. Federation. Officer	Speaker
76. Heidi Blessie Ajelo	Div. Federation Treasurer	Speaker
77. Liway San Miguel	Div. Federation member	Speaker
78. Edwin C. Pineda	Senior Education Program Specialist	Speaker
79. Rowena O. Santos	School Health & Nutrition Section - Nurse II	Speaker
80. Dr. Patrick Darilag	School Head – Coloong ES	Speaker
Project Management Team/Technical Working Group		
Name	Position	Term of Refence
81. Noel D. Bagano	School Division Superintendent	PMT
82. Ernest Joseph C. Cabrera	OIC- ASDS	PMT
83. Baltazar M. Gayem	Chief-SGOD	PMT
84. Salvador A. Gaban Jr.	Education Program Supervisor	PMT
85. Roel C. Dogma	OIC- Information Technology Officer	PMT
86. Anacleto Carlota S. Bernardo	PDO II/ DRRM	PMT
87. Nevin Paul E. Dadula	Administrative Support II	TWG
88. Johnnel Ibana	Accounting	TWG
89. Aries T. Bueno	Information Technology Photographer	TWG
90. Arwin T. Baluyot	Youth Federation Department	TWG
91. Karesheen SD. Malvar	Information Technology	TWG
92. Jona A. Siarot	Information Technology	TWG
93. Neil Ilan Leoj M. Pabunan	Information Technology	TWG
94. Ike Joseph P. Lumaad	Information Technology	TWG