



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

12 August 2026

SCHOOLS DIVISION MEMORANDUM

No. 269, s. 2026

ORIENTATION-WORKSHOP AND LAUNCHING OF PLANSMART FOR SAFE SCHOOLS (PSSS): DRRMS PRIORITY AGENDA

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Relative to OM-OUOPS Memorandum No. 2026-04-00244, titled *Implementing Guidelines on the Allocation, Downloading, Utilization, Documentation, Monitoring and Reporting of the Disaster Preparedness and Response Program (DPRP) Funds for Fiscal Year (FY) 2026* which provides guidelines on the proper utilization of fund, this Office will conduct an Orientation-Workshop and Launching of PlanSmart for Safe Schools (PSSS) for School DRRM Coordinators August 17-18, 2026, 8:30 a.m. at the SDO Teacher's Hall.
2. The activity aims to capacitate schools on the use of the PSSS application and standardize the development of quality, hazard-specific Contingency Plans.
3. Participants should bring a copy of their Contingency Plan including Infra and Non-Infra, as shown in the attachment. They should register through the link <https://tinyurl.com/PSSS-PreReg> until August 12, 2026.
4. Attached are the Training Matrix, list of Program Management Team, Technical Working Group, List of Participants, and the data needed in the training.
5. Immediate and wide dissemination of this Memorandum is desired.

Encl: As stated
Reference: OM-OUOPS Memorandum No.
2026-04-00244
To be indicated in the Perpetual Index
Under the following subjects:

CONTINGENCY PLAN

REA Launching of PlanSmart for Safe Schools
014/August 12, 2026

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent



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	Exposure Incident Management Team Stakeholders in School Part 4: Component: School Hazard Analysis Resource Projection Needs and Activities Inventory	
1:01-2:00 p.m.	Part 5: Component: Learner's Demographics Personnel Demo Part 6: Component: Critical Facilities Critical Infrastructure Part 7: Component: Action Plan	ALVIN B. RAMIREZ <i>Administrative Officer II</i>
2:01-3:00 p.m.	Session 4 Part 1: Plans – Chapter I: Introduction Demographics Risk Profile Disaster History and Impacts Part 2: Plans – Chapter II: Goals and Objectives Hazard Analysis Anatomy of Hazard Part 3: Plans – Chapter II: Scenario Generation Affected Population Response Committees Part 4: Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource Projection Summary Gaps	GERALD VALDEZ <i>Computer Assistant</i>
3:01-3:15 p.m.	Snacks	ALL PARTICIPANTS
3:16-5:00 p.m.	Continuation of Part 4: Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource Projection Summary Gaps Part 5: Plans – Chapter II: Establishment of ICS Risk Communication Part 6: Plans – Chapter III: Activation, Non-Activation and Deactivation of CP Session 5 Part 1: Action Planning	GERALD VALDEZ <i>ICT Support</i>



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Enclosure No. 2 to Schools Division Memorandum No. 269, s. 2026

LIST OF COMMITTEE MEMBERS

Program Management Team

NAME	POSITION
JOHANNA N. GERVACIO PhD, CESO V	Schools Division Superintendent
RONILO E. HILARIO, CESO VI	Asst. Schools Division Superintendent
BERNARDO A. GARGABITE EdD	Chief Education Supervisor
WINNIE W. POLI	Education Program Supervisor
ROSAN E. ARISTON	Project Development Officer II
CYRIL S. TALUSAN	Senior Education Program Specialist
JAMES PATRICK E. BARIAS	Education Program Specialist II
JOHANN M. TABING	Information Technology Officer I
ALVIN B. RAMIREZ	Administrative Officer II
GERALD L. VALDEZ	Computer Support

Technical Working Group

POSITION	NAME	IN-CHARGE
Chairman	JOMAR D. WAING, ADAS III	Certificate
Co-chairs	SHEENA S. CABARDO, AO-II	Attendance
Members	ANDREILINE GASTON, TA-II	Ladies of Ceremony
	MAE ANTOINETTE BADUA, LSB Support	
	PRINCESS MEA P. MADAYAG, PDO-I	Registration/Documentation
	RIZA M. ABA-A, PDO-I	
	ALLEN JHAY LUQUIAS, PDO-I	Food Checking and Distribution
	RONNEL ALVIN ISIP, PDO-I	



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Enclosure No.4 to Schools Division Memorandum No. 269, s. 2026

PREVIEW OF THE DATA NEEDED

Create Building Facilities Information

School Name: Sagad ES (Pasig ES - Sagad Annex) Year Constructed: Enter Year Constructed

Building Code: Enter Building Code Building Name: Enter Building Name

Building Type: Enter Building Type Usage: --Choose-- No. of Storey: Storey No.

Condition: Present condition Fund Source: Source of Fund Instructional Rooms: Quantity Non-Instructional: Quantity

List of Rooms
Click on the down arrow to add all the rooms located inside the building.

Room ID	Room Name	Grade Level	Floor No	Room Capacity	Instructional Room?
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Close Save

Manage Building Room

School Name: Sagad ES (Pasig ES - Sagad Annex)

Building Name: Select...

Add Room/s List

Room ID	Room Name	Grade Level	Floor No	Room Capacity	Instructional Room?
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Room Capacity - General term indicating how many learners a classroom can accommodate comfortably

Close Save

Manage Room Assets

School Name: Sagad ES (Pasig ES - Sagad Annex)

Building, Room: Select...

List of Assets/ Resources

School Year	Asset / Resource	Quantity	Remarks
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Close Save



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 24, s. 2026

ORIENTATION-WORKSHOP AND LAUNCHING OF PLANSMART FOR SAFE SCHOOLS (PSSS)

TRAINING MATRIX (August 17-18, 2026)

Time	Activity	In-Charge
DAY 1 – August 17, 2026		
8:00-8:30 a.m.	Arrival and Registration of Participants	MAE ANTOINETTE BADUA LSB, SGOD
8:31-9:00 a.m.	Preliminaries Makabayan Song Prayer Roll Call of Participants Statement of Purpose Welcome Remarks Inspirational Message Introduction to Contingency Plan and Rationale for the Development of the PlanSmart for Safe Schools Web Application	AVP AVP CYRIL S. TALUSAN Senior Education Program Specialist BERNARDO A. GARGABITE EdD Chief Education Supervisor RONILO E. HILARIO, CESO VI Asst. Schools Division Superintendent JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent ROSAN E. ARISTON Project Development Officer II
9:01-10:00 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	JOHANN M. TABING Information Technology Officer I
10:01-10:15 a.m.	Snacks	ALL PARTICIPANTS
10:16-12:00 nn	Session 2 Part 1: Digitizing of Building Footprint and School Vicinity Part 2: Generating assessments for the top five hazards Session 3 Part 1: Component: School Profile School Infra and Non-Infra Part 2: Component: Disaster History Restoration History Part 3: Component: Hazard and	ALVIN B. RAMIREZ Administrative Officer II



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Part 2: Routing Part 3: Generating ConPlan PDF version		
Day 2 – August 18, 2026		
8:30-9:00 a.m.	Preliminaries Morning Exercise Recap of Day 1 Giving of user credentials	ROSAN E. ARISTON <i>Project Development Officer II</i>
9:01-10:00 a.m.	WORKSHOP PROPER (Session 3 Part 1-7)	All Speakers and Facilitators
10:01-10:15 a.m.	Snacks	ALL PARTICIPANTS
10:16-12:00 nn	CONTINUATION OF WORKSHOP (Session 3)	All Speakers and Facilitators
12:01-1:00 p.m.	Lunch	ALL PARTICIPANTS
1:01-3:30 p.m.	WORKSHOP PROPER (Session 4 Part 1-5 and Session 5)	All Speakers and Facilitators
3:31-3:45 p.m.	Snacks	ALL PARTICIPANTS
3:46-4:00 p.m.	Closing Remarks and Ways Forward	CYRIL S. TALUSAN <i>Senior Education Program Specialist</i>
4:01-4:15 p.m.	Awarding of Certificate and Photo Opportunity	Emcee

ANDREILINE GASTON and MAE ANTOINETTE BADUA

Ladies of Ceremony



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Enclosure No. 3 to Schools Division Memorandum No. 269, s. 2026

LIST OF PARTICIPANTS

NO.	NAME
1	DORY NELL G. REYES
2	CHERRY V. PACLIBAR
3	RIZALINA DELA CRUZ
4	SHIRLEY MAGTALAS-ADAS III
5	CRISELLE CASTANEDA - ADAS
6	EMILIO CABANISAS
7	JOY MANGALINDAN
8	AC NIKOLAI H. MATEO
9	JAY-ANN D. CASTILLO
10	ARLY ANN DE GUZMAN
11	CLAIRE OCAMPO
12	AIRA KATHLEEN R. ALVAREZ
13	RACHELLE ANN GADONG
14	MARIA KATHRINA GASPAR
15	MERELYN DIZON
16	AR-AN JOY LABAY
17	JENNIELLE N. SOTTO
18	JOVIT PACATANG
19	GLEN VIDANIA
20	JIM PAOLO SANTIAGO-ADAS III
21	ROD ZEDRICK JUGANAS
22	KATRINA VALDEZ
23	MARY JEAN DIANNE MACATANGAY
24	GERALDINE P. PASCUAL
25	DIANNE CRICHELLE V. PABLO
26	ARMAINE DELA CRUZ
27	JOY KARREN M. DUMALE
28	ACE MANGALINDAN
29	APRIL W. POLI
30	JAKE FERNANDEZ



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Create Disaster History Information

School Name: Sagad ES (Pasig ES - Sagad Annex) Disaster Event: Select...

Year: Select... Month: Select...

Disaster Impacts

Life (Learners and Personnel): Enter Disaster Impacts to Life

Property: Enter Disaster Impacts to Property

Learning Continuity: Enter Disaster Impacts to Learning Continuity

Response Recovery Effort:
Enter Response Recovery Effort

Close Save

Create Restoration Information

School Name: Sagad ES (Pasig ES - Sagad Annex)

Disaster History/Disaster Event: Select...

Year: Select... Is Significant? Select...

Restoration/ Improvements:
Enter Restoration/ Improvements

Close Save

Create Learners' Demographic

Note: The data displayed herein is from the previous school year, sourced from the Learner Information System (LIS).

School Name: Sagad ES (Pasig ES - Sagad Annex) Year: 2024 Generate

School Efforts:

Demography

Grade Level	Male	Female	Total
Grade 1	0	0	0
Grade 2	0	0	0
Grade 3	0	0	0
Grade 4	0	0	0
Grade 5	0	0	0
Grade 6	0	0	0
Non-Resident	0	0	0

Learners with Disability

Visually Impaired	Hearing Impaired	Learning Disability	Intellectual Disability	Other Disability
0	0	0	0	0

Learners with Special Needs

Autism Spectrum Disorder	Behavioral Disorders	Physical Handicap	Learning Disabilities	Other
0	0	0	0	0

Close Save

Create Personnel Demographics

Note: The data displayed herein is from the previous school year, sourced from the Basic Education Information System (BEIS).

School Name: Sagad ES (Pasig ES - Sagad Annex) Year: 2024 Generate

Teaching Personnel

Demography

Male	Female	Total
0	0	0

Pregnant: 0 Senior Citizens: 0 Indigenous People: 0 Muslim: 0

Disability

Visually Impaired	Hearing Impaired	Learning Disability	Intellectual Disability	Other Disability
0	0	0	0	0

Non-Teaching Personnel

Demography

Male	Female	Total
0	0	0

Pregnant: 0 Senior Citizens: 0 Indigenous People: 0 Muslim: 0

Disability

Visually Impaired	Hearing Impaired	Learning Disability	Intellectual Disability	Other Disability
0	0	0	0	0

Close Save