



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
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REGIONAL MEMORANDUM

No. 1069, s. 2026

To: Schools Division Superintendents
Division DRRM Coordinators
All Others Concerned

MANDATORY CONDUCT OF THE SCHOOL SAFETY DRILL ON
ACTIVE ATTACK INCIDENTS IN SCHOOLS

1. **Activity.** In line with DepEd's commitment to ensure the safety, security, and well-being of all learners, teaching staff, and school personnel, all public and private schools are directed to conduct the **School Safety Drill on Active Attack Incidents.**

2. **Objectives.** This activity aims to:

- a. strengthen the capacity of schools to implement their Localized School Contingency Plan for incidents involving active threats
- b. validate the effectiveness of established lockdown, concealment, evacuation, emergency communication, and reunification procedures
- c. enhance coordination among schools, Schools Division Offices (SDOs), Regional Offices (ROs), Local Government Units (LGUs), Philippine National Police (PNP), and other relevant response agencies
- d. ensure that learners and personnel are familiar with age-appropriate protective actions and emergency procedures; and
- e. identify operational and safety gaps and establish appropriate measures for continuous improvement of the School Contingency Plan.

3. **Target Participants.** The drill shall involve all learners, teaching and non-teaching personnel, and relevant school and division DRRM personnel in all public and private schools in Caraga. Coordination shall also be undertaken with the PNP, Bureau of Fire Protection (BFP), Local Disaster Risk Reduction and Management Offices (LDRMOs), LGUs, and other relevant response agencies.

4. **Implementation Requirements.** As discussed during the 3rd Quarter DRRM Coordination Meeting held on September 22, 2026, in Butuan City, all division offices shall undertake the following:

ACTIVITIES	TIMEFRAME
Creation and Constitution of the Division Composite Team for Active Attack Incidents in Schools	• SDOs to constitute a composite team by October 2, 2026. • DRRM Coordinators shall conduct an orientation/meeting with the composite



ACTIVITIES	TIMEFRAME
	teams on the safety drill and roles and responsibilities of the members. • DRRM Coordinators shall set a meeting with the District Supervisors and DRRM Coordinators on the strategic scheduling of the school's conduct of the safety drill in coordination with the local PNP, BFP, DRRMOs, and other relevant offices/groups.
Submission of the 3-year Division DRRM Action Plan for School Safety and Security Measures in Schools on Active Attack Incidents	• DRRM Coordinators shall convene the composite teams to conduct the planning workshop on the 3-year DRRM Action Plan on School Safety and Security Measures. • The signed/approved Division DRRM Action Plan must be submitted to the regional office on October 9, 2026.
Submission of School Contingency Plan on Active Attack Incidents	• All schools are mandated to develop a Contingency Plan and submit the signed version to the Division DRRM Coordinators. The Division DRRMCs must ensure approval of the Division Superintendents or their designated approving personnel. • The signed copies shall be compiled and uploaded to the regional office through google drive link: https://surl.li/vfeqgi
Conduct of the School Safety Drill in schools	• All secondary schools must conduct the drill by October 20, 2026, and all elementary schools by October 30, 2026, with a target of 100% compliance rate;
Completion of the school safety drill evaluation	• The school safety drill evaluation link shall be accomplished by the school's evaluators within 3 days after the drill through the link: https://bit.ly/4iwrXhQ
Submission of School Safety Drill Accomplishment Report	• The signed school accomplishment report shall be compiled and submitted by the Division DRRM Coordinators to the regional office through the Google Drive link: https://surl.li/vfeqgi (same drive for contingency plan) • The report shall include photos, videos, and EIC materials developed by the schools

5. **Safety and Well-being.** All simulation activities must be age-appropriate, trauma-informed, and focused on preparedness rather, without causing unnecessary distress or panic. Schools shall also conduct post-drill debriefings and



immediate Psychological First Aid (PFA) triage led by designated school health/guidance personnel.

6. **Monitoring and Technical Assistance.** The Regional Composite Team for Active Attack Incidents in Schools shall monitor the conduct of the drill. Division Offices may request onsite/online technical assistance by submitting a letter indicating the participating schools and drill schedules. Requests for a resource person must be made at least 3 days ahead of schedule.

7. **Contact Information.** Should there be any related concerns, contact the Regional DRRM Coordinator, Ms. Megnon P. Beldad, through email address: megnon.beldad@deped.gov.ph

8. For immediate dissemination.


PEDRO TENEBRO ESCOBARTE, JR.
Director III / Assistant Regional Director
Officer-in-Charge
Office of the Regional Director 

MPB/ESSD/RM- Mandatory Conduct of the School Safety...
16249/September 28, 2026

