Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

04 Nov 2026

DIVISION MEMORANDUM
No. 540, s. 2026

PARTICIPATION IN THE REGIONAL CONDUCT OF THE BLENDED TRAINING OF TRAINERS (ToT) ON THE PLANSMART FOR SAFE SCHOOLS (PSSS)

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
All Sub-Office DRRM Focal Persons
All Others Concerned

1. Pursuant to Region IV-A Unnumbered Memorandum, dated October 12, 2026, titled ***Conduct of the Blended Training of Trainers (ToT) on the PlanSmart for Safe Schools (PSSS)***, this Office announces the official participation of select personnel in the said regional activity on **November 11–13, 2026**, at **Rosario Resort and Hotel, Brgy. Quilib, Rosario, Batangas.**

2. The training aims to equip key personnel with the technical skills needed to use the PSSS web application for generating standardized School Contingency Plans. The list of official participants from this Division is provided in Enclosure No. 1.

3. A registration fee of Six Thousand Pesos (P6,000.00) per participant shall be collected on the first day to cover meals and accommodation during the 3-day stay, with registration fees reimbursable from the Disaster Preparedness and Response Program (DPRP) funds downloaded by the Regional Office to the SDO, while travel and incidental expenses shall be charged against respective school MOOE or local funds, all subject to standard accounting and auditing rules and regulations.

4. This Memorandum shall also serve as the Travel Order for the identified participants.

5. For queries or clarifications, please contact Mr. James Angelo T. Año of School Governance and Operations Division at sdobatangas.sgod@deped.gov.ph.

6. Immediate dissemination of and compliance with this Memorandum is directed.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

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Encl.: Enclosure No. 1 – List of Participants
Reference: ESSD-UMO-2026-339
Memorandum DRRMS-OS-04-2026-0001,

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

Issuances: Division Memorandum

JATA/ PARTICIPATION IN THE REGIONAL CONDUCT OF THE BLENDED TRAINING OF TRAINERS (ToT) ON THE PLANSMART FOR SAFE SCHOOLS (PSSS)/ R2-157300/11/04/26

Enclosure 1

CONDUCT OF THE BLENDED TRAINING OF TRAINERS (ToT) ON THE PLANSMART FOR SAFE SCHOOLS (PSSS)

List of Participants

NO.	NAME	POSITION	STATION
1	James Angelo T. Año	Project Development Officer II-DRRM	SDO Batangas
2	Jericho D. Andal	Administrative Support II-DRRM	SDO Batangas
3	Ernani A. Catapat	ITO I	SDO Batangas
4	Erl Jordan L. Gonzales	Project Development Officer I	Rosario East
5	Eric B. Panganiban	School Head/ Sub-Office DRRM Focal	Balayan East
6	Jeffrey V. Balboa	School Head/ Sub-Office DRRM Focal	Balayan West
7	Wilfredo G. Rapas	School Head/ Sub-Office DRRM Focal	Calatagan
8	Vicente Gelacio D. Perez	School Head/ Sub-Office DRRM Focal	Tuy
9	Paulo Cajudo	School Head/ Sub-Office DRRM Focal	Lemery
10	Cesar Q. Look	School Head/ Sub-Office DRRM Focal	Lian
11	Ernaldo Jr. P. Tavares	School Head/ Sub-Office DRRM Focal	Nasugbu West
12	Al Eusebio L. Jonson	School Head/ Sub-Office DRRM Focal	Nasugbu East
13	Alexander D. Garcia	School Head/ Sub-Office DRRM Focal	Taal
14	Aldrin Hernandez	School Head/ Sub-Office DRRM Focal	Bauan East
15	Aldrin Gabo	School Head/ Sub-Office DRRM Focal	Bauan West
16	Juvie Ann P. Gabrieles	School Head/ Sub-Office DRRM Focal	Bauan West
17	Lodigario Babao	School Head/ Sub-Office DRRM Focal	Lobo
18	Irelyn R. Dueñas	School Head/ Sub-Office DRRM Focal	Lobo
19	Herman Aguado	School Head/ Sub-Office DRRM Focal	San Pascual
20	Ma. Linda R. Padua	School Head/ Sub-Office DRRM Focal	San Luis
21	Claire F. Anthony	School Head/ Sub-Office DRRM Focal	Tingloy
22	Louie V. Medrano	School Head/ Sub-Office DRRM Focal	Mabini
23	Crisanto C. Magtalas	School Head/ Sub-Office DRRM Focal	Alitagtag
24	Hilario S. Garcia	School Head/ Sub-Office DRRM Focal	Agoncillo
25	Rolando M. Magpantay Jr.	School Head/ Sub-Office DRRM Focal	Balete
26	Joselito R. Alday	School Head/ Sub-Office DRRM Focal	Cuenca
27	Jonel B. Francisco	School Head/ Sub-Office DRRM Focal	Laurel
28	Saturnina A. De Sagun	School Head/ Sub-Office DRRM Focal	San Nicolas
29	Dhenver D. Arellano	School Head/ Sub-Office DRRM Focal	Sta. Teresita
30	Jay-Ann A. Mendoza	School Head/ Sub-Office DRRM Focal	Talisay
31	Rosemarie R. Mendoza	School Head/ Sub-Office DRRM Focal	Malvar
32	Lianor B. Malabanan	School Head/ Sub-Office DRRM Focal	Mataas na Kahoy
33	Rosalina B. Añonuevo	School Head/ Sub-Office DRRM Focal	Ibaan
34	Wilfredo Dimapasok	School Head/ Sub-Office DRRM Focal	Padre Garcia

35	Jennifer Camitan	School Head/ Sub-Office DRRM Focal	Rosario East
36	Rolita L. Eguia	School Head/ Sub-Office DRRM Focal	Rosario West
37	Abel D. Manzana	School Head/ Sub-Office DRRM Focal	San Juan East
38	Arnold L. Salagubang	School Head/ Sub-Office DRRM Focal	San Juan West
39	Luz M. Briones	School Head/ Sub-Office DRRM Focal	San Jose
40	Noel I. Mendoza	School Head/ Sub-Office DRRM Focal	Taysan
Nothing Follows			

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. IV-A
RELEASED
00002731
By: PnO Date: 10/27/26

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

ESSD-UM01-2026-339

October 12, 2026

Unnumbered Memorandum

CONDUCT OF THE BLENDED TRAINING OF TRAINERS (ToT) ON THE PLANSMART FOR SAFE SCHOOLS (PSSS)

To **Schools Division Superintendents**
Batangas, Lipa City, Batangas City, Tanauan City, Sto. Tomas City, Calaca City, Carmona City, Quezon Province, Lucena City, Tayabas City, Biñan City, San Pedro City, Cavite City, Antipolo City, Rizal

1. In line with the Advisory on the Conduct of Face-To-Face School-Level Rollouts of the PlanSmart for Safe Schools Web Application [1], dated July 14, 2026, this Office, through the Education Support Services Division (ESSD), shall conduct the Training of Trainers (ToT) on the PlanSmart for Safe Schools (PSSS) Web Application in Region IV-A (CALABARZON). The activity shall be conducted through a blended modality and organized into two (2) subclusters to facilitate the participation of concerned Schools Division Offices on November 11-13, 2026.

2. The activity aims to capacitate schools in the use of the PSSS Application and standardize the development of quality School Contingency Plans. The Contingency Plans developed through the PSSS Application shall serve as the basis for preparedness and response actions for specific hazards and support school-level decision-making, resource planning, and coordination during and after emergencies.

3. Participants in this activity shall be the Division Disaster Risk Reduction and Management Coordinator (DRRM) and Alternate, School Heads, School DRRM Coordinators, and/or their designated alternates from the concerned schools.

4. The blended Training of Trainers (ToT) shall be conducted through two (2) subclusters, as follows:

[1] Advisory on the Conduct of Face-To-Face School-Level Rollouts of the Plansmart for Safe Schools Web Application

Group & Venue	Schools Division Office	No. of Pax	Participants	Workshop Facilitators
Cluster 1 Venue: TBD	Quezon (Lead)	120	• Division DRRM Coordinators / Alternate • Division ITO • School Head • School DRRM Coordinator	• Ernane S. Escuvannia PDO II - SDO Biñan City • Jerome O. Jasa PDO II - SDO San Pedro City • Caren Joy B. Zerna PDO II - SDO Cavite City
	Lucena City	8		
	Tayabas City	8		
Cluster 2 Venue: Rosario Resort and Hotel, Batangas	Batangas (Lead)	40	• Division DRRM Coordinators / Alternate • Division ITO • School Head • School DRRM Coordinator	• Wilbert C. Ulpindo PDO II - ESSD • Noel C, Meriño PDO II - SDO Antipolo City • John Marfred C. Samonte PDO II - SDO Rizal
	Batangas City	6		
	Calaca City	6		
	Lipa City	6		
	Sto. Tomas City	6		
	Tanauan City	6		
	Carmona City	6		

5. Expenses relative to the conduct of and participation in the activity shall be charged against DPRP Funds of the concerned offices and/or registration fees, as applicable, subject to the usual accounting and auditing rules and regulations.

6. For inquiries, please contact the Education Support Services Division (ESSD) at (02) 8682-2114 local 430 or via email at essd.calabarzon@deped.gov.ph.

7. Immediate dissemination of this Memorandum to all concerned personnel is highly desired.

CARLITO D. ROCAFORT
Director IV

Republika ng Pilipinas

Department of Education

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

ADVISORY

FOR : **JOCELYN DR. ANDAYA**
Officer-in-Charge, Office of the Assistant Secretary for Operations
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 : **ADVISORY ON THE CONDUCT OF FACE-TO-FACE SCHOOL-LEVEL ROLLOUTS OF THE PLANSMART FOR SAFE SCHOOLS WEB APPLICATION**

DATE : July 14, 2026

In reference to **Memorandum DRRMS-05-04-2026-0001**, issued by the **Disaster Risk Reduction and Management Service (DRRMS)** on **April 30, 2026**, entitled ***"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),"*** the Department prescribed the implementation of a three-day online training program through Google Classroom to facilitate the development of standardized **School Contingency Plans (ConPlans)**.

While the Memorandum identifies the online modality as the preferred approach to ensure operational efficiency and wider accessibility, notice is hereby given that the Director IV of the DRRMS has approved the conduct of the school-level rollout through a face-to-face modality, subject to the conditions set forth below.

Accordingly, the implementation of the face-to-face modality shall be subject to the following requirements:

1. The conduct of the face-to-face rollout must be formally approved by the appropriate Division officials, particularly the Schools Division Superintendent (SDS).
2. The Schools Division Office (SDO) shall formally notify the Office of the Director of the Disaster Risk Reduction and Management Service (DRRMS), through a letter or email, of its intention to conduct the school level rollout using the face-to-face modality.
3. The letter or email shall include the proposed implementation timeline and a comprehensive implementation strategy for the face-to-face school-level rollout.

Upon full compliance with the foregoing requirements and receipt of the necessary approvals, the proponent is authorized to proceed with the implementation of its preferred training modality. This Advisory shall serve as the basis for all administrative, operational, financial, and logistical arrangements related to the conduct of the school-level rollout.

Regardless of the implementation modality adopted (online or face-to-face), **Division DRRM Coordinators** and **Information Technology Officers** are directed to closely monitor the progress of participating schools and provide the necessary technical assistance throughout the rollout. Likewise, **School Heads** and **School DRRM Coordinators** shall ensure the successful completion, finalization, and submission of their respective School Contingency Plans (ConPlans) as a requirement for their completion of the rollout.

Accordingly, in view of the inability of most Schools Division Offices (SDOs) to conduct their school-level rollouts in *May 2026*, **all SDOs are directed to complete the implementation of the PlanSmart for Safe Schools Web Application within July 2026** and **submit the required outputs by August 2026**. Timely compliance is essential to facilitate the consolidation of School Contingency Plans, monitor implementation progress, and support reporting to the Department of Finance during the **2026 Implementation Support Mission (ISM)** with the **World Bank** as part of the closure of the Philippines Disaster Risk Management and Climate Development Policy Loan with a Catastrophe Deferred Drawdown Option (CAT-DDO).

For coordination and inquiries, please contact the DRRMS through [redacted] or via Viber at 0976 370 5935.

For information, guidance, and strict compliance.