



Republic of the Philippines
Department of Education
Schools Division of Benguet

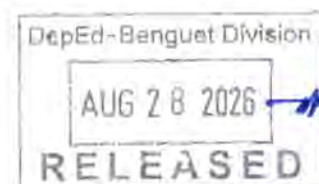
25 August 2026

DIVISION MEMORANDUM

No. 326, 52026

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 323, S.
2026 TITLED CONDUCT OF THE NATIONWIDE SIMULTANEOUS SCHOOL
SAFETY DRILL FOR ACTIVE ATTACK INCIDENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
All Public-School Heads
All Private-School Heads
All Others Concerned



1. Pursuant to **Regional Memorandum No. 642, s. 2026** and the **Office of the Secretary Memorandum dated August 12, 2026**, entitled "*Conduct of the Nationwide Simultaneous School Safety Drill for Active Attack Incidents*," all public and private elementary and secondary schools were directed to participate in the Nationwide Simultaneous School Safety Drill for Active Attack Incidents originally scheduled on **August 25, 2026 (Tuesday), at exactly 9:00 A.M.**

The activity is intended to strengthen school preparedness and response capacities for active attack incidents and to reinforce safe, secure, and resilient learning environments through localized **School Contingency Plans for Active Attack Incidents**. The national guidance likewise emphasizes age-appropriate and trauma-informed implementation, coordination with relevant stakeholders, external evaluation, and the submission of the required evaluation and documentation following the conduct of the drill.

2. The **Nationwide Simultaneous School Safety Drill for Active Attack Incidents originally scheduled on August 25, 2026, is hereby POSTPONED and rescheduled to September 3, 2026**, pursuant to the directive of the Department of Education Secretary.

Accordingly, the Schools Division of Benguet shall proceed with the necessary preparatory and validation activities leading to the conduct of the rescheduled drill on **September 3, 2026**.

3. All provisions in the previously issued Division Memorandum pertaining specifically to the conduct of the Nationwide Simultaneous School Safety Drill on **August 25, 2026**, are hereby **amended and superseded insofar as the date of the actual drill is concerned**.



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Accordingly, all references to:

August 25, 2026 (Tuesday), at exactly 9:00 A.M.

shall now be read as:

September 3, 2026 (Thursday), at the prescribed/official time for the conduct of the rescheduled Nationwide Simultaneous School Safety Drill for Active Attack Incidents.

All other provisions of the original memorandum that are not inconsistent with this Addendum and Corrigendum shall remain in full force and effect.

4. To ensure that the rescheduled September 3, 2026, drill is conducted in a safe, organized, and effective manner, the following activities shall form part of the integrated School Safety Drill Exercise Program of SDO Benguet:

Table 1. School Safety Drill Exercise Program

Date	Activity	Nature	Primary Purpose
August 27, 2026	Tabletop Exercise (TTX)	Discussion-based exercise	Validate the scenario, command structure, roles, communication, protective actions, responder coordination, recovery, and PFA arrangements
August 28–September 1, 2026	Plan Revision and Corrective Preparation	Preparatory activity	Address gaps and recommendations identified during the TTX
September 2, 2026	Practice Drill / Dry Run	Operational/practical exercise	Validate the physical implementation of procedures and make final operational adjustments
September 3, 2026	Nationwide Simultaneous School Safety Drill for Active Attack Incidents	Full School Safety Drill	Test the school's actual preparedness, response, coordination, recovery, and reunification capabilities
September 3, 2026	Hot Debrief / Initial AAR	Post-exercise evaluation	Capture immediate observations,



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			strengths, challenges, and lessons learned
After September 3, 2026	Formal AAR and Corrective Action Plan	Post-exercise process	Establish corrective actions and strengthen the School Contingency Plan

The above sequence is consistent with the approved **School Safety Drill Plan for Active Attack Incidents of SDO Benguet**, which establishes the August 27 Tabletop Exercise, September 2 Practice Drill/Dry Run, and September 3 actual School Safety Drill as an integrated exercise progression.

5. The **Tabletop Exercise (TTX)** shall be conducted on:

Date: August 27, 2026; 9:00 AM

Venue: Benguet National High School, Wangal, La Trinidad, Benguet 2601

Participants: All identified drill participants and concerned stakeholders

The TTX shall provide an opportunity for participants to walk through the planned active attack scenario without physically conducting the response.

The activity shall focus on:

- a. Presentation of the exercise objectives and scenario;
- b. Validation of the Command and Control Structure;
- c. Review of roles and responsibilities;
- d. Walk-through of Lockout, Lockdown, Run, Hide, and other applicable protective actions;
- e. Review of emergency communication and alert procedures;
- f. Review of coordination and communication with LTMPs, Benguet PPO, PMFC, BFP, PDRMO, health personnel, and other responders, as applicable;
- g. Review of learner/personnel accountability procedures;
- h. Review of reunification and recovery arrangements;
- i. Review of Psychosocial First Aid (PFA) arrangements;
- j. Identification of safety concerns and exercise limitations; and
- k. Documentation of issues, recommendations, and action points.

Expected Output:

A validated exercise plan and a list of identified gaps, recommendations, and corrective actions to be addressed before the September 2 Practice Drill. These activities are already incorporated into the approved School Safety Drill Plan.

6. The **Practice Drill/Dry Run** shall be conducted on:

Date: September 2, 2026

Venue: Benguet National High School

The activity shall serve as the **final operational validation** before the September 3 actual drill.



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The Practice Drill shall validate:

- a. Emergency alert activation;
- b. Lockdown announcement;
- c. Appropriate Run/Hide protective actions;
- d. Classroom and building accountability;
- e. Emergency communication;
- f. Coordination with LTMPs and other responding agencies;
- g. Responder access and staging arrangements;
- h. Reunification procedures;
- i. Psychosocial First Aid arrangements;
- j. Exercise control and safety mechanisms; and
- k. Emergency termination procedures.

The Practice Drill shall be conducted under controlled conditions and **shall not involve actual weapons discharge, aggressive physical interaction, or uncontrolled tactical activities**. Any role-play or sound effects shall be strictly controlled and subject to the approved exercise safety protocols.

7. The rescheduled **Nationwide Simultaneous School Safety Drill for Active Attack Incidents** shall be conducted on **September 3, 2026 (Thursday)** at **Benguet National High School**, Wangal, La Trinidad, Benguet 2601.

The exercise shall be conducted pursuant to the approved **School Safety Drill Plan for Active Attack Incidents** and the localized School Contingency Plan of Benguet National High School.

The exercise shall assess the school's capability to:

1. Detect and report a potential threat;
2. Activate appropriate emergency alerts;
3. Implement Lockdown when the threat is inside the school;
4. Apply appropriate Run/Hide protective actions based on actual circumstances;
5. Maintain emergency communication;
6. Coordinate with law-enforcement and other emergency responders;
7. Maintain learner and personnel accountability;
8. Transition from emergency response to recovery;
9. Implement controlled reunification;
10. Provide Psychosocial First Aid and appropriate psychosocial support; and
11. Conduct an effective post-exercise evaluation and corrective action process.

The School Safety Drill Plan provides the corresponding command structure, communication protocol, safety and security measures, evaluation mechanism, AAR, and Corrective Action Plan.



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8. For SDO Benguet, **Benguet National High School shall serve as the designated ceremonial venue** for the rescheduled conduct of the Nationwide Simultaneous School Safety Drill for Active Attack Incidents on September 3, 2026, subject to the final arrangements and directives of the Regional Office.

The Schools Division Office shall coordinate with the Regional Office and participating stakeholders to ensure the orderly conduct, observation, documentation, and evaluation of the activity.

9. All participating schools and personnel are reminded that **safety shall take precedence over exercise realism**. The activity shall be conducted in an **age-appropriate, trauma-informed, and learner-centered manner**, consistent with the national guidance that the safety and psychological well-being of learners and personnel must be prioritized.

10. All concerned schools shall ensure that the conduct of the drill is properly documented and evaluated. Evaluators may utilize observation checklists, prescribed evaluation forms, time stamps, communication logs, participant feedback, photographs and videos, subject to applicable privacy and documentation protocols.

Following the conduct of the drill, schools shall accomplish the required **Nationwide Simultaneous School Safety Drill for Active Attack Incidents Evaluation Form**, submit the required **Means of Verification (MOVs)**, and ensure that the **School Contingency Plan for Active Attack Incidents is updated**, as applicable.

11. A **Hot Debrief/Initial After-Action Review (AAR)** shall be conducted immediately after the September 3 exercise or at the earliest practicable time.

A formal AAR shall subsequently be undertaken to consolidate:

- Strengths and good practices;
- Operational gaps;
- Communication issues;
- Coordination concerns;
- Safety issues;
- Accountability and reunification concerns;
- PFA and psychosocial support observations; and
- Recommended improvements.

All significant findings shall be translated into a **Corrective Action Plan (CAP)** identifying the corrective action, responsible office/person, priority, resources required, target completion date, status, and means of verification.

12. The conduct of the activity shall be treated as a meaningful learning opportunity that strengthens learners' understanding of preparedness, protective actions, coordinated response, and recovery.



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In the event of an **actual active attack incident**, rather than a simulation, the School Head shall activate the appropriate level under the **4H Learning Continuity Framework—HINTO, HINGA, HINAY, or HAYO—based on the actual safety and recovery conditions of the school**, consistent with DepEd Order No. 14, s. 2026. The exercise itself shall not be interpreted as an actual activation of the 4H framework.

13. The following annexes of the previously issued Division Memorandum shall, where applicable, be updated to reflect the **September 3, 2026** schedule:

Annex A – Integrated Activity Schedule

Annex B – Technical Working Group and List of Participants

Annex C – Essential Materials and Equipment

14. This Addendum and Corrigendum shall take effect **immediately upon issuance**. All other provisions of the previously issued Division Memorandum that are not inconsistent with this Addendum and Corrigendum shall remain in full force and effect.

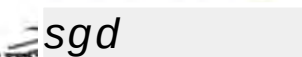
15. All concerned are directed to ensure the widest dissemination of this issuance and the strict observance of the revised schedule and safety protocols.

16. For immediate dissemination and compliance.

CARMEL F. MERIS

Assistant Schools Division Superintendent
OIC - Schools Division Superintendent

For the OIC-SDS:


NOVEN REYNOLD S. MENTE

OIC – Assistant Schools Division Superintendent

Enclosure: As stated
SGOD/SMN/DRRM/cw12026



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Annex A. INTEGRATED SCHEDULE OF ACTIVITIES

Table 1. Integrated Schedule of Activities

Date	Time	Activity	Participants	Venue	Output
August 27, 2026	9:00 AM	Tabletop Exercise	All drill participants, school key personnel, SDO DRRM, PMFC, stakeholders	Benguet National High School	Validated plan and identified gaps
August 28–September 1	—	Plan Revision/Corrective Preparation	TWG/School/SDO DRRM	—	Updated procedures and assignments
September 2, 2026	9:00 AM	Practice Drill/Dry Run	Drill participants	Benguet NHS	Final operational validation
September 3, 2026	[Official Time]	Nationwide Simultaneous School Safety Drill for Active Attack Incidents	All designated participants	Benguet NHS	Exercise performance data/MOVs
September 3, 2026	After drill	Hot Debrief/Initial AAR	Exercise management, evaluators, key participants	Benguet NHS	Initial findings
After September 3	—	Formal AAR and CAP	SDO/School/TWG/partners	Benguet NHS	AAR and Corrective Action Plan
Post-Exercise	—	Monitoring and Validation	SDO/School DRRM/Designated Evaluators	Benguet NHS	Updated/strengthened contingency plan



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Annex B. TECHNICAL WORKING GROUP AND LIST OF PARTICIPANTS

Table 2. Technical Working Group

Name of Personnel/Office/Unit	Designation/Role
OIC-SDS Carmel F. Meris	Chairperson
OIC-ASDS Nover Keithley S. Mente	Co-chairperson
Christopher W. Lao-e	Overall Activity Focal/Drill Director
Arvin M. Doman	Partnership Focal
Nestor Dalay-on	Co-activity Focal
Eugene Espiritu	Co-activity Focal
Lorna M. Yaco	Documentation Lead
Florabel C. Balanon	Supply/Materials Lead
Dr. Mikee Laine A. Decaran	First Aid and PFA Lead
Florabel E. Buclay	Budget/Finance Lead
Edralyn C. Ganga	Procurement Lead

Table 3. List of Participants to the **Conduct of the Nationwide Simultaneous School Safety Drill for Active Attack Incidents – September 3, 2026 (Thursday)**

Office/Unit/Section	No. of Pax
Regional Office	10
Office of the Governor	2
Office of the Mayor (La Trinidad)	2
DILG - CAR	1
OSDS	2
SGOD and CID CES	2
PSDSs/PSDIs	14
Social Mobilization and Networking Section	3
School Management Monitoring and Evaluation Section	2
Health Section	3
Benguet National High School Personnel	20
Benguet National High School Personnel	40
Cordillera Regional Science High School	2
Benguet SPED Center	2
LTMPS and BPPO	20
PMFC	18
PDRRM	3
MDRRM – La Trinidad	3
PHO	7
BFP - LTFS	5
BNHS PTA	2
Wangal BLGU	2
Media Partners	2
TOTAL	185



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Annex C. LIST OF ESSENTIAL MATERIALS FOR THE CONDUCT OF THE NATIONWIDE SIMULTANEOUS SCHOOL SAFETY DRILL FOR ACTIVE ATTACK INCIDENTS

**The offices concerned shall facilitate and ensure that the necessary materials and equipment are available and ready for the activity.*

1. Drone, subject to applicable safety, privacy, and operational protocols;
2. Megaphones;
3. Two-way radios;
4. First-aid Kits;
5. Ribbons;
6. Handheld Metal Detectors;
7. Tokens;
8. Certificate Frames;
9. Advocacy Tarpaulins;
10. Television/projector and other audiovisual equipment;
11. Documentation equipment;
12. Ambulance/Emergency Transport Vehicle; and
13. Other essential materials and equipment as may be necessary for the safe and effective conduct of the activity.