



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



06 October 2026

DIVISION MEMORANDUM

No. 421, 52026

**VIRTUAL ORIENTATION ON THE CONDUCT OF THE SCHOOL SAFETY DRILL
FOR ACTIVE ATTACK INCIDENTS IN SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
All Public-School Heads
School Disaster Risk Reduction and Management (DRRM) Coordinators
All Others Concerned

1. Pursuant to Regional Memorandum No. 736, s. 2026, entitled "Reiteration of Regional Memorandum No. 488, s. 2026 (Reiterating the Safety and Security of Learners)," and the **Disaster Risk Reduction and Management Service (DRRMS) Advisory dated September 21, 2026**, entitled "Mandatory Adherence to the Execution of the School Safety Drill," all schools are enjoined to ensure the proper and consistent implementation of the **School Safety Drill** as an essential preparedness measure against potential safety and security incidents in schools.

2. The aforementioned DRRMS Advisory emphasizes that the execution of the School Safety Drill and the formulation of contingency plans are essential preparedness measures that enable schools to:

- a. practice correct emergency procedures for potential safety incidents;
- b. evaluate the readiness of learners and school personnel;
- c. identify deficiencies in existing safety and emergency protocols; and
- d. enhance overall school safety and emergency preparedness.

3. Further, Regional Memorandum No. 736, s. 2026 directs Schools Division Offices to **monitor the implementation of the said Memorandum, particularly the proper and consistent conduct of security screening in schools**, and enjoins all schools to conduct the **School Safety Drill**. Division DRRM Coordinators are likewise directed to track non-compliant schools and assist them in conducting the drill.

4. In view thereof, the Schools Division Office of Benguet, through the School Governance and Operations Division (SGOD) – Disaster Risk Reduction and Management (DRRM), shall conduct a Virtual Orientation on the Conduct of the School Safety Drill for Active Attack Incidents in Schools on **October 9, 2026 (Friday)**, from 10:00 a.m. to 12:00 noon, through **Microsoft Teams**.

Microsoft Teams Link: <https://tinyurl.com/BenguetSafetyDrill>

5. The virtual orientation aims to:
 - a. orient School Heads and/or School DRRM Coordinators on the requirements and procedures for the proper conduct of the School Safety Drill for Active Attack Incidents;
 - b. clarify the roles and responsibilities of School Heads, School DRRM Coordinators, teaching and non-teaching personnel, learners, and other concerned stakeholders in the preparation and conduct of the drill;
 - c. provide guidance on appropriate emergency procedures and protective actions during an active attack incident;
 - d. ensure that the conduct of the School Safety Drill is **orderly, safe, age-appropriate, and consistent with DepEd policies and protocols**;
 - e. strengthen school-level preparedness and the capacity to identify and address gaps in existing safety and emergency procedures; and
 - f. orient schools on the **monitoring, evaluation, documentation, and reporting** requirements related to the conduct of the drill.
6. The following personnel are expected to participate:
 - a. Public Schools District Supervisors;
 - b. Public Elementary and Secondary School Heads;
 - c. School DRRM Coordinators; and
 - d. Other school personnel who may be designated by the School Head to perform specific roles during the School Safety Drill.
7. The activity shall follow the schedule below:

Time	Activity	Person Responsible
10:00–10:05 a.m.	Nationalistic Song	AVP
10:05–10:10 a.m.	Doxology	AVP
10:10–10:20 a.m.	Opening Remarks	Lucio B. Alawas SGOD Chief Education Supervisor
10:20–10:30 a.m.	Message	Carmel F. Meris Schools Division Superintendent
10:30–11:40 a.m.	Orientation Proper	Christopher W. Lao-e Division DRRM Coordinator
11:40 a.m.–12:00 noon	Open Forum	Division DRRM Coordinator

8. Following the orientation, School Heads and School DRRM Coordinators shall ensure the immediate implementation of the necessary school-level preparations and corrective actions, including the review of existing safety protocols, assignment of roles, coordination with relevant stakeholders, and preparation of the school contingency plan, as applicable.

The conduct of the drill shall prioritize life safety, preparedness, appropriate emergency decision-making, and coordinated response, and shall not expose learners or personnel to unnecessary physical or psychological risk.

9. After the conduct of the School Safety Drill, schools shall accomplish the required **online evaluation form at <https://bit.ly/4iwrXhO>**, as directed in the DRRMS Advisory and reiterated through Regional Memorandum No. 736, s. 2026. Schools shall likewise address and resolve identified gaps and deficiencies arising from the conduct of the drill.

10. School Heads and School DRRM Coordinators are reminded that the School Safety Drill is not merely a compliance activity but a preparedness measure intended to **test existing procedures, assess readiness, identify gaps, and improve the overall safety and security of learners and school personnel.**

11. For inquiries and clarifications, concerned personnel may coordinate with the **SDO Benguet – DRRM** through the Division DRRM Coordinator.

12. For immediate dissemination and compliance.

CARMEL F. MERIS

OIC - Schools Division Superintendent

For the OIC-SDS:

sgd

NOVEK KEITHLEY S. MENTE

OIC – Assistant Schools Division Superintendent