Republic of the Philippines

Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Advisory No. 298, s. 2026
November 03, 2026
In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit *www.deped.gov.ph*)

LIST OF PARTICIPANTS ON THE CONDUCT OF THE BLENDED TRAINING OF TRAINERS (TOT) ON THE PLANSMART FOR THE SCHOOL (PSSS)

Pursuant to **Regional Memorandum No. 00002731, s. 2026**, and **Division Memorandum No. 7123, s. 2026**, entitled **Conduct of the Blended Training of Trainers (ToT) on the PlanSmart for the School (PSSS)**, please find below the list of participants for the said training.

No.	Name	Position	School
1.	Honesto P. Caagbay Jr.	School Principal I	Calumpang Integrated School
2.	Ronald O. Hugo	Master Teacher I/OIC	Katigan-Alupay Elementary School
3.	Regicelle D. Cabaysa	School Principal I	Lalo Elementary School
4.	Girlie A. Abaricia	School Principal I	Tayabas West Central School II
5.	Arlene D. Pagana	Teacher III/OIC	Masin Elementary School
6.	Cherry G. Hugo	School Principal III	Buenaventura Alandy National High School
7.	Teresa E. Andaya	School Princoial II	East Palale Elementary School
8.	Ariel C. Cabuyao	PDO II	School Governance and Operations Division

Meals of the participants in this activity shall be charged against the Disaster Preparedness and Response Program (DPRP) Funds. Transportation expenses of school participants shall be charged against respective schools' Maintenance and Other Operating Expenses (MOOE) or local funds whichever is available. All expenses are subject to the usual accounting and auditing rules and regulations.

All other provision in **Regional Memorandum No. 00002731, s. 2026**, and **Division Memorandum No. 7123, s. 2026**

For further queries and clarification, you may contact:
Ariel C. Cabuyao
PDO II
09338177135
ariel.cabuyao@deped.gov.ph

Division Advisory No.: 298

Widest dissemination of this Advisory is desired.

SGOD- list of participants on the conduct of the blended training of trainers (tot) on the plansmart for the school (psss)
SGOEQ31Q-005971/November 03, 2026

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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 or via Viber at 0976 370 5935.

For information, guidance, and strict compliance.

Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 October 2026

DIVISION MEMORANDUM
No. 713 s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the advisory on the **Conduct of Face-to-Face School-Level Rollouts of the PlanSmart for Safe Schools Web Application**, date July 14, 2026, and the **Regional Unnumbered Memorandum** dated October 12, 2026, this Office announces the conduct of the **Training of Trainers (ToT) on the PlanSmart for Safe Schools (PSSS) Web Application in Region IV-A (CALABARZON)**.

2. This activity aims to capacitate schools in the used 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. Immediate and widest dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

EDWIN R. RODRIGUEZ
Chief Education Supervisor-CID
Officer-in-Charge

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Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabascity.ph

Encl.: As stated
Reference: Regional Unnumbered Memorandum dated October 12, 2026
To be indicated in the Perpetual Index
under the following subjects:

PLANSMART
RISK REDUCTION

SGOD- conduct of the blended training of trainers (tot) on the plansmart for safe schools (psss)
RECDBIEO-011105/October 29, 2026

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