



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 23, 2026

REGIONAL MEMORANDUM

No. **932** s. 2026

**CONDUCT OF THE TRAINING OF TRAINERS (TOT) ON PLANSMART
FOR SAFE SCHOOL (PSSS) APPLICATION**

To: Schools Division Superintendent
Division DRRM Coordinator
All Others Concerned

1. In line with the Department of Education's (DepEd) commitment to building capacities of DepEd personnel and support school preparedness, response and recovery from natural hazards through hazard data, risk assessment and planning tools aligned with DepEd guidance, this Office through the Education Support Service Division, will conduct a **Training of Trainers on PlanSmart for Safe School (PSSS) Web Application on August 3-6, 2026, at JAM Beach Resort, Merida Leyte.**
2. The activity aims to capacitate schools on the use of the PSSS Application and standardize the development of quality, hazard-specific Contingency Plans. ConPlans developed through the PSSS shall serve as the basis for preparedness and response actions for specific hazards, and shall support school-level decision-making, resource planning, and coordination before, during and after emergencies.
3. Attached are the list of nominated participants and the training matrix. All identified participants are required to register through the link <https://tinyurl.com/PSSS-Training> to facilitate the issuance of training certificates and access to digital resources.
4. The participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g. mobile data, pocket wifi, etc.) and a personal wellness and health kit.
5. Each participating school shall produce a school-level contingency plan generated through the PSSS Application upon completion of the training. The contingency plan shall serve as the official reference for hazard-specific preparedness and response actions of the school and shall be aligned with existing DRRM mechanism.
6. Participating schools shall submit their school-level contingency plan to the Schools Division Office (SDO) DRRM Coordinator. The SDO, through the Division DRRM Coordinator shall consolidate and transmit the division-level accomplishment report to the Regional DRRM Coordinator, who shall submit the regional consolidated report to DepEd Central Office through the DRRMS.



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7. The transportation expenses and per diem of the participants shall be charged against their respective Local Funds and Other Operating Expenses (MOOE), subject to the existing accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III

Regional Director
Office of the Regional Director

Enclosures: As stated

References: None

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

PLANSMART

TRAINING OF TRAINERS

ESSD-SPPS-BCSA



Enclosure 1 of RM 932, s. 2026

LIST OF PARTICIPANTS

TRAINING OF TRAINERS ON PLANSMART FOR SAFE SCHOOL (PSSS) APPLICATION August 3-6, 2026, Ormoc City

NO.	RO/SDO	PARTICIPANT	POSITION
1	Regional Office	Brent Christian S. Andrada	Project Development Officer II
2		Caresse M. Gallardo	Administrative Support II
3	Baybay City	Crisanto O. Escasinas, Jr.	Project Development Officer II
4		Jerome B. Oquias	Division IT
5	Biliran	Leonilyn T. Molito	Administrative Assistant
6		Kenn Daniel Cale	Project Development Officer II
7		Efren Erederos	Project Development Officer I
8		Cristelle Gin Guasa	Project Development Officer I
9	Borongan City	Dione John A. Aberia	Project Development Officer II
10		Paul Jures B. Dulfo	Administrative Officer II
11		Nick Bryan B. Mendez	Administrative Officer II
12	Calbayog City	Eric R. Doroja	Project Development Officer II
13		Joemar D. Abaigar	Administrative Assistant II
14		Drixel Idol R. Ortega	Division IT
15	Catbalogan City	Charize C. Pagtabunan	Project Development Officer II
16		Brian U. Brillantes	Head Teacher I
17		Jose Lorenzo V. Colocado	Administrative Officer II
18	Eastern Samar	Rod Alfred Lito N. Valdez	Project Development Officer II
19		Lira M. Libanan	Principal II
20		Mildred M. Samantilla	Project Development Officer II
21	Leyte	Ethanroi Lagramada	Project Development Officer II
22		Arnulfo M. Octa	Principal IV
23		Henry C. Romero	Principal II
24	Maasin City	Jeffrey D. Sumaya	Project Development Officer II
25		Jessyl Gele Abar	Administrative Officer II
26		Dary Jane Putan	Administrative Officer II
27	Northern Samar	Medardo D. Baylon III	Project Development Officer II
28		Dendo G. Balanquit	Head Teacher II
29		Jeffrey O. Toñacao	Head Teacher III
30	Ormoc City	Regina Leona J. De Los Santos	Project Development Officer II
31		Suzette J. Nuñez	Project Development Officer I
32		Glorie May G. Campos	Project Development Officer I
33	Samar	Jomie D. Tejones	Project Development Officer II
34		Christian Dee D. Batiquin	Head Teacher I
35		Jerry Y. Milca	Head Teacher I
36	Southern Leyte	Samson S. Clarus	Project Development Officer II
37		Ryan O. Placa	Administrative Assistant II
38		Jun Steven C. Perez,	Administrative Officer II
39	Tacloban City	Crisvill M. Villamor	Project Development Officer II
40		Harold M. Naputo	School Head
41		Ryan Arizo	Project Development Officer I

Enclosure 2 of RM 932, s. 2026**TRAINING MATRIX****TRAINING OF TRAINERS ON PLANSMART FOR SAFE SCHOOL (PSSS) APPLICATION
August 3-6, 2026, Ormoc City**

TIME	DAY 1 (Aug 3)	DAY 2 (Aug 4)	DAY 3 (Aug 5)	DAY 4 (Aug 6)
8:00 – 8:30 AM	Travel time of participants	Preliminaries	MOL	MOL
8:31 – 9:00 AM		Introduction to Contingency Plan and Rationale for the Development of the PlanSmart for Safe Schools Web Application	Part 7: Component: Action Plan Session 4 Part 1: Plans – Chapter I: Introduction Demographics Risk Profile Disaster History and Impacts	Session 5 - Reporting - Synthesis of the Activity - Ways Forward
9:01 - 9:30 AM				
9:31- 10: 30 AM		Session 1 Part 1: Role Clarification: Understanding the Maker, Approver, and SDO workflow Part 2: System Onboarding: Accessing plansmart.deped.gov.ph and credential management	Part 2: Plans – Chapter II: Goals and Objectives Hazard Analysis Anatomy of Hazard Part 3: Plans – Chapter II: Scenario Generation Affected Population Response Committees	
10:31-10:45 AM		Health Break	Health Break	Health Break
10:46 – 12:00 PM		Session 2 Part 1: Digitizing of Building Footprint and School Vicinity	Part 4: Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource	- Closing Remarks - Awarding Certificates - Photo Opportunity

		Part 2: Generating assessments for the top five hazards	Projection Summary Gaps	
12:00 – 1:00 PM		Lunchbreak	Lunchbreak	Lunchbreak
1:01 – 2:00 PM		Session 3 Part 1: Component: School Profile School Infra and Non-Infra	<i>Continuation of</i> Part 4: Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource Projection Summary Gaps	
2:01 – 3:00 PM		Part 2: Component: Disaster History Restoration History	Part 5: Plans – Chapter II: Establishment of ICS Risk Communication	
3:01- 3:15 PM		Health Break	Health Break	
3:16 – 4:00 PM	Hotel Check-in	Part 3: Component: Hazard and Exposure Incident Management Team Stakeholders in School Part 4: Component: School Hazard Analysis Resource Projection Needs and Activities Inventory	Part 6: Plans – Chapter III: Activation, Non-Activation	Travel time of participants
4:01 – 5:00 PM		Part 5: Component: Learner's Demographics Personnel Demo Part 6: Component: Critical Facilities Critical Infrastructure	Session 4 Part 1: Action Planning Part 2: Routing	