



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

October 19, 2026

REGIONAL MEMORANDUM

ESSD-2026- **1360**

**ORIENTATION AND TRAINING ON PLANSMART
FOR SAFE SCHOOL (PSSS) APPLICATION**

To: Schools Division Superintendent

} Baybay City Division
} Biliran Division
} Leyte Division
} Ormoc City Division
} Maasin City Division
} Tacloban City

Division

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 the Orientation and Training on PlanSmart for Safe School (PSSS) Web Application on November 9-11, 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.



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

Doc. Ref. Code	RO-ORD-F025	Rev	00
Effectivity	04.03.2023	Page	1 of 5



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.
7. The transportation expenses and per diem of the participants shall be charged against their respective Local Funds and other available eligible funds, 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

Enclosures: As stated

References: None

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

ORIENTATION

PLANSMART

TRAINING

ESSD-SPPS-BCSA



Enclosure 1 of RM _____, s. 2026

LIST OF PARTICIPANTS

ORIENTATION AND TRAINING ON PLANSMART FOR SAFE SCHOOL (PSSS) APPLICATION

November 9-11, 2026, JAM Beach Resort, Merida Leyte

NO.	RO/SDO	PARTICIPANT	POSITION
1	Regional Office	Brent Christian S. Andrada	Project Development Officer II
2	Baybay City	Bonna B. Joseph	Project Development Officer I
3		Jemuel A. Ocañada	Project Development Officer I
4		Vergie Ann E. Galenzoga	Project Development Officer I
5		Rizel B. Enage	Project Development Officer I
6		Jessica L. Constantino	Project Development Officer I
7		Melva P. Honorio	Project Development Officer I
8		Raymund R. Sacro	Project Development Officer I
9		Russel S. Guion	Project Development Officer I
10		Andgele A. Maligro	Project Development Officer I
11		Cesar P. Suficiencia IV	Administrative Officer II
12	Biliran	Oscar Ventulan	Project Development Officer I
13		Hariel S. Gabuya	Project Development Officer I
14		Joel Agang	Project Development Officer I
15		Florie Mae M. Datiles	Project Development Officer I
16		Julie Ann A. Arnejo	Project Development Officer I
17		Salvador Dagami	Project Development Officer I
18		Arturo Docallos	Project Development Officer I
19		Christha Marie Casas	Project Development Officer I
20		Valerie V. Ferrer	Project Development Officer I
21		Regie C. Gatmaitan	Project Development Officer I
22	Maasin City	Jeffrey D. Sumaya	Project Development Officer II
23	Biliran	Kenn Daniel Cale	Project Development Officer II
24	Baybay City	Crisanto O. Escasinas, Jr.	Project Development Officer II
25	Tacloban City	Crisvill M. Villamor	Project Development Officer II
26	Leyte	Etharoi Lagramada	Project Development Officer II
27	Ormoc City	Regina Leona J. De Los Santos	Project Development Officer II
28	TWG	Suzette J. Nuñez	Project Development Officer I
29		Glorie May G. Campos	Project Development Officer I
30		Ella Mae M. Lucero	Administrative Support II

Enclosure 2 of RM _____, s. 2026

TRAINING MATRIX**ORIENTATION AND TRAINING ON PLANSMART FOR SAFE SCHOOL (PSSS) APPLICATION****November 9-11, 2026, JAM Beach Resort, Merida Leyte**

TIME	DAY 1 (Nov 9)	DAY 2 (Nov 10)	DAY 3 (Nov 11)
8:00 – 8:30 AM	Preliminaries	MOL	MOL
8:31 – 9:00 AM		Session 4 Part 1: Plans – Chapter I: Introduction Demographics Risk Profile Disaster History and Impacts (Brent Christian S. Andrada)	Session 5 - Reporting - Synthesis of the Activity - Ways Forward (Brent Christian S. Andrada)
9:01 – 9:30 AM	Introduction to Contingency Plan and Rationale for the Development of the PlanSmart for Safe Schools Web Application (Brent Christian S. Andrada)		
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 (Jeffrey D. Sumaya)	Part 2: Plans – Chapter II: Goals and Objectives Hazard Analysis Anatomy of Hazard Part 3: Plans – Chapter II: Scenario Generation Affected Population Response Committees (Jeffrey D. Sumaya)	
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 2: Generating assessments for the top five hazards	Part 4: Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource Projection Summary Gaps (Crisvill M. Villamor)	- Closing Remarks - Awarding Certificates - Photo Opportunity

	(Crisvill M. Villamor)		
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 (Kenn Daniel A. Cale)	<i>Continuation of Part 4:</i> Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource Projection Summary Gaps ((Regina Leona J. De Los Santos)	Travel time of participants
2:01 – 3:00 PM	Part 2: Component: Disaster History Restoration History (Kenn Daniel A. Cale)	Part 5: Plans – Chapter II: Establishment of ICS Risk Communication (Ehtanroi Lagramada)	
3:01- 3:15 PM	Health Break	Health Break	
3:16 – 4:00 PM	Part 3: Component: Hazard and Exposure Incident Management Team Stakeholders in School Part 4: Component: School Hazard Analysis Resource Projection Needs and Activities Inventory (Regina Leona J. De Los Santos)	Part 6: Plans – Chapter III: Activation, Non- Activation (Crisanto O. Escasinas Jr.)	
4:01 – 5:00 PM	Part 5: Component: Learner's Demographics Personnel Demo Part 6: Component: Critical Facilities Critical Infrastructure Part 7: Component: Action Plan (Regina Leona J. De Los Santos)	Session 4 Part 1: Action Planning Part 2: Routing (Ethanroi Lagramada)	