November 19, 2026

REGIONAL MEMORANDUM
ESSD-2026- 1556

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

To: Schools Division Superintendent
} Biliran Division
} Borongan City Division
} Calbayog City Division
} Catbalogan City Division
} Eastern Samar Division
} Leyte Division
} Northern Samar Division
} Maasin City Division
} Samar 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 Services Division, will conduct the **Samar Cluster Orientation and Training on PlanSmart for Safe School (PSSS) Web Application on December 16-18, 2026 in Catbalogan City.** Exact venue will be shared in a separate memorandum.

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.

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

Enclosures: As stated
References: None
To be indicated in the Perpetual Index under the following subjects:

ORIENTATION PLANSMART TRAINING

ESSD-SPPS-BCSA

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OF
RECEIVED
11556
By: 11.25.26

Enclosure 1 of RM 1556, s. 2026

LIST OF PARTICIPANTS

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

December 16-18, 2026, Catbalogan City

NO.	RO/SDO	PARTICIPANT	POSITION
1	Regional Office	Brent Christian S. Andrada	Project Development Officer II
2		Wendy Cris L. Delfin	Administrative Assistant II
3	Borongan City	Monica M. Alconaba	Project Development Officer I
4		Jane Christy B. Abucay	Project Development Officer I
5		Anne Marielle Aquino	Project Development Officer I
6		Irvin John T. Carandang	Project Development Officer I
7		Jessica L. Constantino	Project Development Officer I
8		Roland G. Baldos	Project Development Officer I
9		Larry Capacite	Project Development Officer I
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11		Haydee A. Rediang	School Head
12		Carlito Leguarda	School Head
13		Rocky P. Picardal	School Head
14		Flordeliza Sumook	School Head
15		Marieta R. Moratal	School Head
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17	Calbayog City	Edgardo P. Serrano Jr.	Project Development Officer I
18		Katherine A. Capalis	Project Development Officer I
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22		Mailyn M. Villanueva	Administrative Officer II
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34		Filbert Frances Flores	Project Development Officer I
35		Mark Timothy Pilapil	Project Development Officer I
36		Allen James Ballicud	Project Development Officer I
37		Medardo Baylon III	Project Development Officer II
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52		Ma. Ines S. Berdin	School Head
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54	Maasin City	Jeffrey D. Sumaya	Project Development Officer II
55	Biliran	Kenn Daniel Cale	Project Development Officer II
56	Tacloban City	Crisvill M. Villamor	Project Development Officer II
57	Leyte	Etharoi Lagramada	Project Development Officer II
58	TWG	Michael P. Barrantes	Administrative Assistant II
59		Christian Batiquen	School Head
60		Arnel Mabini	Administrative Officer II

Enclosure 2 of RM _____, s. 2026

TRAINING MATRIX

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

December 16-18, 2026, Catbalogan City

TIME	DAY 1 (Dec 16)	DAY 2 (Dec 17)	DAY 3 (Dec 18)
8:00 – 8:30 AM	Preliminaries	MOL	MOL
8:31 – 9:00 AM		**Session 4**	**Session 5**
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)***	**Part 1:** Plans – Chapter I: Introduction | Demographics | Risk Profile | Disaster History and Impacts ***(Brent Christian S. Andrada)***	- Reporting - Synthesis of the Activity - Ways Forward ***(Jomie D. Tejones)***
9:31- 10: 30 AM	**Session 1** **Part 1:** Role Clarification: Understanding the Maker, Approver, and SDO workflow (***Ethanroi Lagramada)*** **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 ***(Rod Alfred Lito N. Valdez)*** **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 ***(Charize C. Pagtabunan)*** **Part 2:** Generating assessments for the top five hazards	**Part 4:** Plans – Chapter II: Needs and Activities Inventory | Resource Inventory | Resource Projection | Summary Gaps ***(Ethanroi Lagramada)***	- 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)***	*Continuation of* **Part 4:** Plans – Chapter II: Needs and Activities Inventory | Resource Inventory | Resource Projection | Summary Gaps ***(Medardo D. Baylon III)***	Travel time of participants
2:01 – 3:00 PM	**Part 2:** Component: Disaster History | Restoration History ***(Medardo D. Baylon III)***	**Part 5:** Plans – Chapter II: Establishment of ICS | Risk Communication ***(Eric R. Doroja)***	
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 ***(Eric R. Doroja)*** **Part 4:** Component: School Hazard Analysis | Resource Projection | Needs and Activities Inventory ***(Rod Alfred Lito N. Valdez)***	**Part 6:** Plans – Chapter III: Activation, Non-Activation ***(Crisvill M. Villamor***	
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 ***(Jomie D. Tejones)***	**Session 4** **Part 1:** Action Planning **Part 2:** Routing ***(Charize C. Pagtabunan)***	

November 19, 2026

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ESSD-2026-

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