



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 07 2026

REGIONAL MEMORANDUM

No. 686, s. 2026

SUBMISSION OF CRISIS MANAGEMENT PROTOCOL PROPOSALS

To: Assistant Regional Director
Schools Division Superintendents
Chief, Education Support Services Division
All Others Concerned

1. To strengthen and ensure safety and security in schools across this Region, this Office, through the Education Support Services Division and in coordination with the NAPOLCOM-Negros Island Region, hereby directs all Schools Division Offices to submit their respective **Crisis Management Protocol Proposals on or before July 15, 2026**.
2. The following indicators are provided as references in the development of the **Crisis Management Protocol Proposal**. The Schools Division Offices (SDOs) may adopt, modify, or include additional indicators, as deemed necessary, to address their specific contexts and operational requirements:

Indicators	Brief Description
Purpose and Scope	Clearly defines the objectives, coverage, and types of crises addressed (e.g., violence, active threats, disasters, medical emergencies, fire, bomb threats, hazardous materials, cyber incidents).
Risk Assessment	Identifies hazards and vulnerabilities specific to the division and its schools, including high-risk areas and priority concerns.
Crisis Management Structure	Specifies the Crisis Management Team, roles and responsibilities, chain of command, and succession plan.
Prevention and Preparedness Measures	Describes strategies to prevent crises, including school safety programs, capacity-building, security measures, drills, and awareness campaigns.
Response Protocols	Provides clear step-by-step procedures for different emergency scenarios, including immediate actions, evacuation, lockdown, shelter-in-place, and medical response.
Communication Plan	Establishes communication protocols, notification procedures, spokesperson designation, emergency hotlines, and coordination with parents, responders, and media.



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Coordination with Stakeholders	Identifies coordination mechanisms with local government units, law enforcement, fire protection, health offices, DRRM councils, child protection agencies, and other partners.
Learner Rights and Protection Measures	Ensures compliance with child protection policies, psychological first aid, mental health support, confidentiality, and safeguarding of learners during and after crises.
Resource and Logistics Plan	Lists available emergency resources, equipment, evacuation sites, transportation, communication devices, and contingency funding.
Recovery and Continuity Plan	Outlines post-crisis recovery, psychosocial support, damage assessment, resumption of classes, and continuity of learning.
Monitoring and Evaluation	Includes mechanisms for after-action reviews, documentation, reporting, protocol evaluation, and continuous improvement.

- The proposal shall be submitted to this Office through nir@deped.gov.ph (Attn.: Ma. Lira Cynthia B. Quejada, Chief Education Supervisor – Education Support Services Division).
- Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Reference: None

Incl: None

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

LEARNERS

PROGRAMS

SCHOOLS

FDM/ESSD-RM/ Crisis Management Protocol Proposals
____/July 6, 2026



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