



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 905, s. 2026

AUG 25 2026

**STRENGTHENING RESILIENCE: PLANSMART FOR SAFE SCHOOLS PILOT
ROLLOUT IN THE NEGROS ISLAND REGION**

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

1. This Office, through the Education Support Services Division (ESSD), shall conduct an orientation-workshop titled **Strengthening Resilience: PlanSmart for Safe Schools Pilot Rollout in the Negros Island Region** on **September 2-4, 2026** in Dumaguete City (the venue shall be communicated in the official group chat).
2. This activity aims to:
 - strengthen school preparedness for major earthquakes and other hazards by improving hazard assessment, contingency planning, emergency response, and coordinated action;
 - protect learners, personnel, and school communities and ensure continuity of education; and
 - establish a systematic monitoring and evaluation framework to assess the effectiveness and impact of the activity.
3. Attached are the lists of program management team, participants and program matrix of activities.
4. The food, venue, accommodation, and materials shall be charged against the Regional DPRP Fund, while the travelling and incidental expenses of the participants to downloaded DPRP, Division MOOE or any available local funds, all subject to the usual accounting and auditing rules and regulations.
5. The first meal shall be at **lunch on September 2, 2026**, while the last meal is also **lunch on September 4, 2026**. The participants are also advised to bring laptop and extension wire during this activity.



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6. In the conduct of this activity, there will be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
7. For further queries, coordinate with Engr. Marlon B. Bungcasan, PDO II, Education Support Services Division at 09171055069.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated

Reference/s: None

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

ASSESSMENT
MEETINGS
PROJECTS
REPORTS

MBB/ESSD/RM Strengthening Resilience: PlanSmart for Safe Schools Pilot Rollout in the Negros Island Region
_____/August 17, 2026



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
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Enclosure 1 – CO, RO, and PHIVOLCS Program Management Team

NO	NAME	FUNCTIONAL DIVISION	POSITION/DESIGNATION
1	Dr. Ramir B. Uytico, CESO III	ORD	Regional Director
2	Anthony H. Liobet, JD, CESO V	ORD	Asst. Regional Director
3	Felino O Castro V	DRRMS CO	Director IV
4	Ma. Lira Cynthia B. Quejada	ESSD	Chief Education Supervisor
5	Felix III D. Mosqueda	ESSD	PDO IV
6	Orlando B. Barachina	DRRMS CO	PDO IV
7	Rizaldy A. Arao	DRRMS CO	TA II
8	Nathaniel E. Lajot	ORD	Regional ITO I
9	Engr. Marlon B. Bungcasan	ESSD	PDO II
10	3 PHIVOLCS Resource Persons		
11	4 Regional Office Personnel	ESSD/ICT	

Schools Division Office Participants

NO	NAME	FUNCTIONAL DIVISION	POSITION/DESIGNATION
1	Division Information Technology Officers (22)		
2	Division DRRM Focal Persons (22)		



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**ORIENTATION-WORKSHOP ON PLANSMART FOR SAFER SCHOOLS IN
THE NEGROS ISLAND REGION**

September 2-4, 2026, 08:00 AM to 05:00 PM

Dumaguete City, Negros Oriental

PROGRAM

DAY 1 – Digital Onboarding & Geospatial Integration

Establishing the Foundation: Mastering the PlanSmart portal, clarifying administrative workflows, and digitizing school footprints to create a precise baseline for hazard assessment.

September 2, 2026 (Wednesday)

TIME	ACTIVITY	RESOURCE PERSON
08:00AM–11:00AM	Travel time of the NIR participants to Dumaguete City	All participants
10:00AM–12:00AM	Registration	DepEd RO TWG
12:00PM–1:00PM	LUNCH BREAK	All participants
1:00PM–1:10PM	Preliminaries • National Anthem • Opening Prayer • DEPED Quality Policy Statement • DEPED NIR Regional Hymn • Introduction of Participants	Facilitators
1:10PM–1:25PM	Words of Welcome	Ma. Lira Cynthia B. Quejada Chief Education Supervisor Education Support Services Division
1:25 PM – 1:35 PM	Words of Inspiration	Dr. Ramir B. Uytico, CESO III Regional Director



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TIME	ACTIVITY	RESOURCE PERSON
1:35PM – 1:40PM	Message of Support	Felino O. Castro V Director IV Disaster Risk Reduction and Management Service
1:40PM – 1:45PM	Message of Support	DOST - Phivolcs
	House Rules	Facilitators
01:45PM – 01:50PM	Photo Opportunity	All participants
01:50PM – 02:00PM	Expectation Setting	DOST-PHIVOLCS
02:00PM – 02:30PM	Introduction to Contingency Plan and Rationale for the Development of the PlanSmart for Safe Schools Web Application	Orlando B. Barachina Project Development Officer IV, DRRMS DepEd
02:30PM – 03:00PM	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	
03:00PM – 03:15PM	Health Break	All participants
03:15PM – 03:55PM	Session 2 Part 1: Digitizing of Building Footprint and School Vicinity Part 2: Generating assessments for the top five hazards	
03:55PM – 05:00PM	Session 3 Part 1: Component: School Profile School Infra and Non- Infra	



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DAY 2 – Risk Analytics & Resource Modeling

Data-Driven Planning: Leveraging historical data and system-generated assessments to quantify exposure, project resource requirements, and identify critical infrastructure gaps.

Sept. 3, 2026 (Thursday)

TIME	ACTIVITY	RESOURCE PERSON
08:00AM – 08:15AM	Preliminaries Morning Exercise Recap of Day 1 Overview of Day 2 Lectures and Activities	Facilitators
08:15AM – 09:45AM	Part 2: Component: Disaster History Restoration History	
09:45AM – 09:55AM	Health Break	All participants
09:55AM – 10:30AM	Part 3: Component: Hazard and Exposure Incident Management Team Stakeholders in School	
10:30AM – 11:00AM	Part 4: Component: School Hazard Analysis Resource Projection Needs and Activities Inventory	
11:00AM – 11:30AM	Part 5: Component: Learner's Demographics Personnel Demo	
11:30AM – 12:00PM	Part 6: Component: Critical Facilities Critical Infrastructure	
12:00PM – 01:00PM	Lunch Break	All participants
01:00PM – 01:30PM	Part 7: Component: Action Plan	
01:30PM – 02:00PM	Session 4 Part 1: Plans–Chapter I: Introduction Demographics Risk Profile Disaster History and Impacts	



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TIME	ACTIVITY	RESOURCE PERSON
02:00PM – 03:00PM	Part 2: Plans – Chapter II: Goals and Objectives Hazard Analysis Anatomy of Hazard	
03:00PM – 03:15PM	Health Break	All participants
03:15PM – 04:45PM	Part 3: Plans – Chapter II: Scenario Generation Affected Population Response Committees	
04:45PM – 05:00PM	Part 4: Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource Projection Summary Gaps	

DAY 3 – Response Integration & Strategic Approval

Finalization & Governance: Operationalizing the Incident Command System (ICS), finalizing the contingency plan, and navigating the formal routing process for institutional validation.

September 4, 2026 (Friday)

TIME	ACTIVITY	RESOURCE PERSON
08:00AM – 08:15AM	Preliminaries Morning Exercise Recap of Day 2 Overview of Day 3 Lectures and Activities	
08:15AM – 08:40AM	Continuation of Part 4: Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource Projection Summary Gaps	



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TIME	ACTIVITY	RESOURCE PERSON
08:40AM – 09:30AM	Part 5: Plans – Chapter II: Establishment of ICS Risk Communication Part 6: Plans – Chapter III: Activation, Non-Activation and Deactivation of CP	
09:30AM – 09:45AM	Health Break	All participants
09:45AM – 10:15AM	Session 5 Part 1: Action Planning Part 2: Routing	
10:15AM – 11:40AM	Reporting and Synthesis of the Activity	
11:40AM – 11:45AM	Ways Forward	
11:45AM – 11:50AM	Closing Remarks	Engr. Marlon B. Bungcasan Project Development Officer II
11:50AM – 12:00PM	Awarding of Certificates and Additional Photo Opportunity	Facilitators/All Participants
12:00PM – 01:00PM	Lunch Break	All participants
01:00PM – 05:00PM	Travel time of the NIR participants going home	All participants