



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 20 2026

MEMORANDUM

NATIONAL DISASTER RESILIENCE MONTH: DRRM CAPACITY BUILDING

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals / OICs
All Others Concerned

1. In reference to DepEd Memorandum No. OM-OUOPS-2026-08-462 from Malcom S. Garma, Undersecretary for Governance and Operations, Department of Education, dated January 27, 2026, and Initial Implementation of M7X Ready Program in the Greater Metro Manila, dated April 27, 2026, this Office announces the schedule of Capacity Building Activities as follows:

Date / Time	DRRM Activity	Participants
July 20, 2026 8:00 AM – 5:00 PM	Pillar I: Safe Learning Facilities (Online)	• School DRRM Coordinators • Alternate Coordinators • ALS Coordinator • Inclusive Learning Resource Center Coordinator
July 21, 2026 8:00 AM – 5:00 PM	M7X Ready: Earthquake Preparedness Program for Greater Metro Manila Area (GMMA) Online	• School Heads • School DRRM Coordinator • Alternate Coordinators • School Nurses • School Administrative Officers • SPTA Officers • ALS Coordinator • Inclusive Learning Resource Center Coordinator



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Date / Time	DRRM Activity	Participants
July 22-24, 2026 8:00 AM – 5:00 PM	Plan Smart for Safe Schools Web Application Face-to-Face	• School DRRM Coordinators • School Administrative Officers • ALS Coordinator • Inclusive Learning Resource Center Coordinator

2. All participants joining the online and face-to-face capacity building will have to register through the link for attendance and access to DRRM IEC materials.

a. Pillar I: Safe Learning Facilities: <https://forms.gle/vk9DpUVGkPhN9YMMA>

b. M7X-Ready: Earthquake Preparedness Program:

<https://forms.gle/x8ooyUqMehgeNipg6>

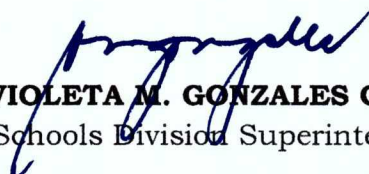
c. Plan Smart for Safe Schools Web Application:

<https://forms.gle/aZoqpMVTTuaGEZTY9>

3. Digital Requirement: Online participants need a steady internet connection for face-to-face capacity building; bring a laptop per school, extension wire, and updated earthquake contingency plan.

4. See Annex A: Pilar Safe Learning Facilities (online) Indicative Program, Annex B: M7XReady-Earthquake Preparedness Indicative Program, and Annex C: Plan Smart for Safe School Web Application, for reference.

4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl.: As stated

References: As stated

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

SAFETY EDUCATION

COMMUNICATIONS

ELK/DM/DRRM: ONLINE CAPACITY BUILDING FOR PILLAR I (SAFER LEARNING FACILITIES), M7X (EARTHQUAKE PREPAREDNESS FOR GMMA SCHOOLS) AND FACE-TO-FACE PLAN SMART FOR SAFE SCHOOLS WEB APPLICATION

_____/July 16, 2026

Annex A:

Republika ng Pilipinas
Department of Education
SCHOOLS DIVISION OFFICE MUNTINLUPA

PILLAR 1- SAFE LEARNING INFRASTRUCTURE (ONLINE)

July 20, 2026, 8:00 AM- 5:00 PM

I. INDICATIVE PROGRAM

Date/ Time	Activity	In-charge
8:00 AM – 8:30 AM	Checking of attendance	PMT
8:31 AM – 9:30 AM	Preliminaries	Host
	Opening Message	MA. REGAELE A. OLARTE Chief, SGOD
	Message of Support	VIOLETA M. GONZALES CESO VI Schools Division Superintendent
	Setting of Objectives	CHRISTIAN PAUL A. DELA VEGA, PhD Senior Education Program Specialist
9:31 – 10:30	Overview and Background - The Philippine Risk Context - Policy Foundations - Objective of the Guidebook - Target Audience and Scope	EDUARDO L. KONDO Project Development Officer II
10:31 – 11:45 AM	Introduction to Pillar 1 - What Makes a Safer School - Guiding Principles	MA. ROMMA A. PAGADOR Project Development Officer I Youth Formation and Development
11:46 AM – 12:00 PM	Open Forum	Q and A
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 2:00 PM	Chapter 2: Roles and Responsibilities - New Construction and Maintenance - Disaster and Emergency Context	EDUARDO L. KONDO Project Development Officer II

Room 201, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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2:01 – 3:00 PM	Chapter 3: Core Components • Site Selection for New Building • Design Standards and Technical Plans	Engr. Jerone M. Tagapan Engineer III Education Facilities Division
3:01 – 4:00 PM	Chapter 3: Core Components • Construction and Supervision • Making Existing Schools Safer • Establishing LCS	Engr. Jerone M. Tagapan Engineer III Education Facilities Division
4:15 PM – 4:45 PM	Open Forum	PMT
4:45 PM – 5:00 PM	Admin Announcement Ways Forward Closing Program	EDUARDO L. KONDO Project Development Officer II

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Room 201, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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Annex B:

Republika ng Pilipinas
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M7X-Ready: EARTHQUAKE PREPAREDNESS FOR GMMA SCHOOLS
July 21, 20216, 8:00 AM – 5:00 PM

I. INDICATIVE PROGRAM

Date/ Time	Activity	In-charge
8:00 AM – 8:30 AM	Checking of attendance	PMT
8:31 AM – 9:30 AM	Preliminaries	Host
	Opening Message	MA. REGAELE A. OLARTE Chief, SGOD
	Message of Support	VIOLETA M. GONZALES CESO VI Schools Division Superintendent
	M7X Overview and Objectives	CHRISTIAN PAUL A. DELA VEGA, PhD Senior Education Program Specialist
9:31 – 11:45 AM	Scope and Timeline	EDUARDO L. KONDO Project Development Officer II
	Key Certification and Requirements	
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 2:00 PM	Why GMMA?	EDUARDO L. KONDO Project Development Officer II

Room 201, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600

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2:01 – 3:00 PM	Chapter 3: Core Components • Site Selection for New Building • Design Standards and Technical Plans	Engr. Jerone M. Tagapan Engineer III Education Facilities Division
3:01 – 4:00 PM	Chapter 3: Core Components • Construction and Supervision • Making Existing Schools Safer • Establishing LCS	Engr. Jerone M. Tagapan Engineer III Education Facilities Division
4:15 PM – 4:45 PM	Open Forum	PMT
4:45 PM – 5:00 PM	Admin Announcement Ways Forward Closing Program	EDUARDO L. KONDO Project Development Officer II

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ANNEX C:**ROLLOUT OF PLANSMART FOR SAFE SCHOOLS APP TRAINING**

*June 22-24, 2026, 8:00 AM to 5:00 PM
Schools Division Office, Conference Hall, 4th Floor*

Program

TIME	ACTIVITY	RESOURCE PERSON
Day 1	June 22, 2026, 8:00 AM – 5:00 PM	
7:30 AM – 8:00 AM	Arrival & Registration	TWG
8:00 AM – 9:00 AM	Preliminaries • Opening Prayer • Nationalistic Song • Opening Remarks • Message • Acknowledgement of Participants	PMT MA. REGAELE A. OLARTE Chief, School Governance and Operations Division Dr. Violeta M. Gonzales CESO VI Schools Division Superintendent Eduardo L. Kondo Project Development Officer II
9:01 AM – 9:15 AM	Expectation Settings	Eduardo L. Kondo Project Development Officer II
9:15 AM – 9:30 AM	Health Break	
9:30 AM – 10:00 AM	• Introduction Video to the Plan Smart for Safe Schools Web Application • Contingency Plan Template • Assignment: Pre-test	May L. Borjal Information Technology Officer I
10:00 AM – 12:00 NN	• Account Credentials Creation	
12:01 PM – 1:00 PM	• Lunch Break	
1:01 PM – 3:00 PM	• Digitizing of Building Footprint and School Vicinity • Assignment: Risk Assessment • Generating Assessments for the Top Five (5) Hazards • Component: School Profile • Component: School Infrastructure and Non-Infrastructure - Building Facilities • Component: School Infrastructure and Non-Infrastructure - Rooms • Component: School Infra and Non-Infra - Assets	May L. Borjal Information Technology Officer I

3:01 PM – 3:15 PM	• Health Break	
3:16 PM – 5:00 PM	• Component: Disaster History • Component: Restoration History • Component: School Geographic Profile • Assignment: Disaster Risk Reduction (DRR) Organizational Structure - DRRM Team • Component: Incident Management Team • Component: Stakeholders in School	Eduardo L. Kondo Project Development Officer II May L. Borjal Information Technology Officer I
Day 2	June 23, 2026, 8:00 AM – 5:00 PM	
Preliminaries (8:00 AM – 8:30 AM)	Attendance Check Recap Energizer	
8:31 AM – 10:00 AM	• Component: School Hazard Analysis • Assignment: Inventory of Resources • Component: Resource Projection • Component: Needs and Activities Inventory • Component: Learners' Demographics • Component: Personnel Demographics	Eduardo L. Kondo Project Development Officer II May L. Borjal Information Technology Officer I
10:01 AM – 10:15 AM	• Health Break	
10:16 AM – 12:00 NN	• Component: Critical Facilities • Component: Critical Infrastructure • Component: Action Plan • Assignment: Earthquake Contingency Plan • Creating a Plan	Eduardo L. Kondo Project Development Officer II May L. Borjal Information Technology Officer I
12:01 PM – 1:00 PM	• Lunch Break	
1:01 PM – 2:30 PM	• Plans – Chapter I.1. Introduction • Plans – Chapter I.2. Demographics • Plans – Chapter I.3. Risk Profile • Plans – Chapter I.4. Disaster History and Impacts	Eduardo L. Kondo Project Development Officer II May L. Borjal Information Technology Officer I
2:31 PM – 2:45 PM	• Health Break	
2:46 PM – 5:00 PM	• Plans – Chapter II. Goals and Objectives • Plans – Chapter II. Hazard Analysis • Plans – Chapter II. Anatomy of Hazard • Plans – Chapter II. Scenario Generation	Eduardo L. Kondo Project Development Officer II May L. Borjal Information Technology Officer I

	• Plans – Chapter II. Affected Population • Plans – Chapter II. Response Committees • Plans – Chapter II. Needs and Activities Inventory	
Day 3	June 24, 2026 8:00 AM – 5:00 PM	
Preliminaries (8:00 AM – 8:30 AM)	• Attendance Check • Recap • Energizer	
8:31 AM – 10:00 AM	• Plans – Chapter II. Resource Inventory • Plans – Chapter II. Resource Projection • Plans - Chapter II. Summary Gaps • Plans – Chapter II. Establishment of ICS • Plans – Chapter II. Risk Communication	Eduardo L. Kondo Project Development Officer II May L. Borjal Information Technology Officer I
10:01 AM – 10:15 AM	• Health Break	
10:16 PM – 12:00 NN	• Plans – Chapter III. Activation, Non-Activation • Action Planning • Routing • Generating Coplan (PDF Version) • Post-test • FAQs - Plan Smart for Safe Schools Web Application • Final Contingency Plan (Coplan) Output in PDF Format	Eduardo L. Kondo Project Development Officer II May L. Borjal Information Technology Officer I
12:01 PM – 1:00 PM	• Lunch Break	
1:00 PM – 2:30 PM	• Workshop Continuation (Final Editing and Output Generation)	All Facilitators
2:31 – 2:45 PM	• Health Break	
2:45 PM – 3:30 PM	• Reporting of Outputs	All Facilitators
3:30 PM – 4:30 PM	• Closing and Awarding Ceremony	
4:30 PM – 5:00 PM	• Photo Opportunities • Final Instructions	