



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 26 2026

MEMORANDUM

No. 396 s. 2026

**CONDUCT OF THE NATIONWIDE SIMULTANEOUS SCHOOL
SAFETY DRILL FOR ACTIVE ATTACK INCIDENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID
Chief Education Supervisor, SGOD
Public and Private School Heads
All Others Concerned

1. In reference to the OSEC Memorandum dated August 12, 2026, titled "Conduct of the Nationwide Simultaneous School Safety Drill for Active Attack Incidents," all public and private elementary and secondary schools are directed to undertake the necessary preparations and participate in the conduct of the said activity.
2. The Nationwide Simultaneous School Safety Drill for Active Attack Incidents shall be conducted on **September 3, 2026 (Thursday)**, at exactly 9:00 A.M. Schools shall conduct the drill based on their localized School Contingency Plans for Active Attack Incidents, giving paramount consideration to the safety and psychological well-being of learners, teaching and non-teaching personnel.
3. The schools that will serve as the Ceremonial Venue for the School Safety Drill will be as follows:

Name of School	Type of School
Lakeview Integrated School	Public
Servite School, Inc.	Private

4. All schools shall ensure the completion of the following preparatory and implementation activities as enumerated in the enclosed Memorandum, to wit:

A. Schools shall develop, review, or update their School Contingency Plan for Active Attack Incidents using the prescribed policy, templates, and reference materials. A copy of the approved contingency plan shall be shared with the Local Government Unit (LGU), Philippine National Police (PNP), and Parent-Teacher Association (PTA). The contingency plan shall be approved by the School Head and acknowledged by the Schools Division Superintendent.

B. Schools shall identify and address the necessary preparedness measures and logistical requirements, including classroom security measures, posting of Information, Education, and Communication (IEC) materials, identification of family reunification areas, designation of safe rooms and evacuation routes,

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establishment of emergency communication procedures, and other measures appropriate to the school's risk assessment.

C. Schools shall coordinate with the PTA, LGU, PNP, Bureau of Fire Protection (BFP), Local Disaster Risk Reduction and Management Office (LDRRMO), and other relevant partners. At least one (1) representative from the stakeholders or other appropriate emergency response agencies shall likewise be invited to serve as an external evaluator and provide observations and recommendations.

D. Schools shall activate their SDRRM Team and ensure that its members perform their respective roles in accordance with the localized School Contingency Plan.

5. The contents of the enclosed Memorandum, including its annexes and reference materials, are self-explanatory. All concerned are therefore enjoined to thoroughly review and observe the provisions, procedures, and requirements therein.

6. Public Schools District Supervisors (PSDSs) shall conduct monitoring of the compliance and actual conduct of the activity by schools within their respective districts. They shall ensure that the required documentation and reports are consolidated and submitted in accordance with the reporting scheme prescribed in the enclosed memorandum. Likewise, it requires schools to submit the accomplished evaluation form, means of verification including photo and video documentation, and the updated School Contingency Plan through the link, <https://11nk.dev/jm05zdx> on or before September 7, 2026.

7. School Heads are directed to ensure the proper dissemination of this Memorandum to all concerned personnel and the faithful implementation of the prescribed activities.

8. For immediate dissemination, guidance, and compliance.

For:

VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent

By:


MA. REGAEL A. OLARTE
Chief Education Supervisor, SGOD
Officer-In-Charge

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SCHOOL SAFETY

DRILL

DRRM

JBA/CONDUCT OF THE NATIONWIDE SIMULTANEOUS SCHOOL SAFETY DRILL FOR ACTIVE ATTACK INCIDENTS
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