



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
NO. 419, s. 2026

SEP 02 2026

ADDENDUM TO THE DIVISION MEMORANDUM NO. 415, S. 2026
RE: THE CONDUCT OF THE NATIONAL SIMULTANEOUS SAFETY
DRILL AND ITS IMPLEMENTING GUIDELINES

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Principals
All Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD), announces that schools participating in the National Simultaneous School Safety Drill on September 3, 2026, shall accomplish the **National Simultaneous School Safety Drill Online Reporting Form** through the submission link provided below. The online reporting shall include the following:

- a. Updated School Contingency Plan for Active Attack Incidents; and
- b. Drill report/ documentation
- c. For submission of the Updated Contingency Plan and Drill Report/ Documentation: <https://forms.gle/JJTbPyAkHzNjz3rh7>

School shall ensure that reports accurately capture participation, implementation, observations, challenges, identified gaps, and recommended actions.

2. Attached herein is the **Evaluation Tool (Annex A)**, which shall be used by the designated evaluators, such as representatives from the **Philippine National Police (PNP), Local Government Units (LGUs), Local Disaster Risk Reduction and Management Offices (LDRRMOs)**, or other qualified experts. The evaluators may accomplish the evaluation using the attached tool or through the **Online Evaluation Form** accessible through the following link: <https://bit.ly/4iwrXh0>



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3. Also attached herein is the **Parental Consent Form for Learners (Annex B)**, which shall be secured by the concerned schools prior to the conduct of the drill, as applicable.
4. All other provisions of the said Memorandum remain in effect.
5. Immediate and wide dissemination of this Memorandum is desired.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl.

As Stated

Reference:

Division Memorandum No. 415, s. 2026
Memorandum: OM-DUGPS-2026
Office of the Undersecretary Governance and Operations Advisory
OSEC Memorandum
DepEd Order No. 14, s. 2024
DepEd Order No. 32, s. 2019
DepEd Order No. 37, s. 2015

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

Active Shooting Incident Drill
Contingency Planning
Disaster Risk Reduction Management
Evaluation Tool
Parental Consent
School Readiness Checklist

SO14/IGL
September 1, 2026



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Annex A

School Safety Drill Evaluation Tool

School Name and ID:		Division:	
Date:		Region:	

Instructions: Check YES when the indicator was met or demonstrated; check NO when it was not met, not demonstrated, or could not be confirmed. Use the Remarks column for specific gaps, observations, or actions needed. The checklist is intended for both elementary and secondary schools. Please note that this tool shall serve as basis to conduct age-appropriate and trauma-informed school safety drill.

NO.	INDICATORS	YES	NO	REMARKS
A. SCHOOL OPERATIONAL READINESS				
1.	The school conducted the safety drill on the prescribed date/time.			
2.	The School Contingency Plan for Active Attack/Shooter was available and contextualized to the school.			
3.	Safe areas, lockdown/concealment areas, evacuation routes, and emergency contact arrangements were identified and communicated to concerned personnel.			
B. LEARNER PROTECTION AND SAFEGUARDING MECHANISMS				
4.	Learners, personnel, and parents/guardians were given advance notice of the activity.			
5.	Required parental/guardian consent and appropriate learner assent were secured before learner participation.			
6.	The activity was conducted without prohibited hyper-realistic or fear-inducing elements, including role-playing of			



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NO.	INDICATORS	YES	NO	REMARKS
	aggressors, imitation weapons, simulated casualties, simulated gunfire, or pyrotechnics.			
7.	Simulation exercises were age-appropriate and trauma-informed.			
8.	The active-threat/duress signal was clearly communicated and distinguishable from routine fire/earthquake alarms.			
9.	Classroom lockdown/concealment procedures were practiced safely and appropriately.			
C. COORDINATION WITH LOCAL SECURITY AUTHORITIES AND OTHER RELEVANT STAKEHOLDERS				
10.	Established coordination with the local PNP or relevant local authorities.			
11.	Participants demonstrated appropriate behavior when encountering designated responders, including keeping hands visible and following instructions.			
12.	School Head and other school personnel coordinated with the local PNP or relevant local authorities as to the proper evacuation, clearance on safety and facilitation of learning continuity.			
D. EMERGENCY AND RESPONSE PROTOCOLS				
13.	The school's emergency communication/notification procedure was tested or demonstrated.			
14.	Where evacuation is part of the localized activity, learners and personnel followed the designated safe routes and proceeded orderly to the designated assembly area			
15.	Learners, teaching personnel, non-teaching personnel, and other participants were accounted for.			
16.	Incident Management Team (IMT) or DRRM Team were mobilized to manage the incident in coordination with the local PNP or relevant local authorities.			



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NO.	INDICATORS	YES	NO	REMARKS
E. POST-INCIDENT RECOVERY (PSYCHOSOCIAL SUPPORT, LEARNER REUNIFICATION AND INSTRUCTIONAL CONTINUITY)				
17.	Reunification/accountability procedures were demonstrated, where applicable.			
18.	Appropriate psychosocial support/PFA arrangements were available following the activity.			
19.	Medical services were available for affected learners and personnel.			
20.	Announcement of safety clearance and appropriate learning continuity strategies was facilitated by the School Head			

Comments/Recommendations:

Prepared by:

Conforme:

Evaluator: _____

School Head:



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Annex B

PARENTAL CONSENT

I, _____, hereby authorize my child,
(Name of Parent/ Guardian)

_____, to participate in the conduct of
(Name of child)

National Simultaneous Safety Drill on _____, from ____:____ (A.M./P.M.) to
(Date of the Drill)

____:____ (A.M./P.M.) at _____, Bataan.
(Name of School) (Address of School)

I understand the purpose and nature of the activity and that the drill will not involve active aggressor role-playing, imitation firearms, simulated casualties, simulated gunfire, or other fear-inducing elements.

I understand that appropriate safeguards and reasonable accommodation shall be provided when necessary to ensure my child's safety and well-being.

Signature of Father

Signature of Mother

Name of Father

Name of Mother

Signature of Guardian over Printed
name

(Relationship with the Student Leader)