



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

DIVISION MEMORANDUM
NO. 457, s. 2026

SEP 22 2026

**DIVISION TRAINING OF TRAINERS ON PLANSMART FOR
SAFE SCHOOLS (PSSS) WEB APPLICATION**

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

1. This Office, through the School Governance & Operations Division (SGOD), shall conduct the **Division Training of Trainers on the Plan Smart for Safe Schools (PSSS) Web Application** on **September 29 to October 1, 2026**, at The Mansion Garden Hotel, Subic Bay Freeport Zone.
2. This training aims to
 - Institutionalize risk-informed planning through the integration of **hazard and risk data** in school contingency planning;
 - orient participants on the operationalization and utilization of the PSSS web application;
 - Strengthen the preparation and updating of evidence-based School Contingency Plans; and
 - Enhance the technical capacity of division and school personnel, who will, in turn, capacitate their respective districts in disaster risk reduction and management planning and implementation.
3. Participants are advised to bring the following:
 - laptops;
 - extension cord;
 - electronic copy of School Site Development Plan;
 - e-copy of National School Building Inventory (NSBI);



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

- e-copy of School contingency plan particularly the earthquake contingency plan;
 - list of physical resources per classroom; and
 - list of personnel and learner occupant per classroom (disaggregated by gender and other relevant categories, learner with special needs, IP, Muslim)
4. This Memorandum also serves as **travel authority** of the identified participants.
5. Attached are the **Matrix and List of Participants** (See enclosures).
6. Expenses related to the activity shall be charged against DRRM SARO while travel expenses of the participants shall be charged to local funds, subject to usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum to all concerned is desired.


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

Encl.

As Stated

Reference:

As Stated

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

Contingency Planning
Disaster Risk Reduction and Management
Plans and Web Application

SO14/SL
September 21, 2026



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

Enclosure A

List of Participants

No.	Name of Personnel	Office
1	Carolina S. Violeta	SDS
2	Jerry Dimla Cruz	ASDS
3	Ramon C. Perez	SGOD - Chief
4	Evangeline D. Gallardo	SGOD/TWG
5	Jessalyn Anne M. Linsangan	SGOD/ TWG
6	Demie Rose Caragay	Personnel/ Emcee
7	Richard M. Alboro	ITO/ Resource Person
8	Gerald A. Lingad	SGOD/Resource Person
9	Reicoleen Lalic	SGOD/TWG
10	Mark Anthony A. Sobrevinas	PMT-ICT
11	Nona Mayoralgo	SHN
12	Darlene Teodoro	SHN
Trainees		
13	Rodrigo Panlaque	Tomas Pinpin MES
14	Magnolia De Leon	Tomas Pinpin MES
15	Ana Liza V. Dominguez	Mabatang ES
16	Rico Calma	Mabatang ES
17	Joel Vargas	Parang ES
18	Leonardo Apales	Saysain ES
19	Angelie Velasco	Binuangan ES
20	Timi Labandillo	Bataan HS for the Arts
21	Edgardo Jesus Basa	Pagalanggang NHS
22	Evangeline Layug	Luakan NHS
23	Geraldine C. Flores	Tucop IS
24	Mariel Nuguid	Tucop IS
25	Raffy R. Abilong	Sta. Isabel ES
26	Dan Emel V. Bautista	Pinulot ES
27	Jengkie Gonzales	Saguing ES
28	Marjorie Diego	San Ramon ES
29	Jake Bautista	San Pablo ES
30	Danah Mae De Padua	Bangal ES



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

31	Rosario Canlas	Hermosa ES
32	Jennifer Comia	Parapal ES
33	Joselito Gaza	Mandama ES
34	Frances Dale Mendoza	Mandama ES
35	Rojomel M. Idquival	Hermosa NHS
36	Joed T. Enriquez	Tipo ES
37	Alberto Lorenzo	Duale ES
38	Archie Bagtas	St. Francis II ES
39	Kevin Aquino	Gabalton ES
40	Imelda Corpuz	St. Francis ES (Bacong)
41	Levelyn Cruz	St. Francis ES (Bacong)
42	Miralou T. Garcia	Limay ES
43	Phoebe Hazzlee I. Valeroso	Sisiman ES
44	Marjorie Palomo	Alasasin ES
45	Bryan G. Bulandi	Marina Bay ES
46	Liezel Denolgo	Marina Bay ES
47	Brexter Caballas	Ipag ES
48	Jafferson Luyo	Ipag NHS
49	Jose D. Labandillo	Panibatuhan ES
50	Jeffer Manalo	Morong NHS
51	Gemmaly T. Barquin	Nagabalayong ES
52	Febbie Yloisa Santos	Nagabalayong ES
53	Christian N. Carizal	Paraiso ES
54	Jeffrey V. David	Orani North ES
55	Roy Vincent Malicdem	Pag Asa ES
56	Jo Ann Esluzar	Orani South ES
57	Arlene Antonio	Paraiso ES
58	Jeferson John P. Basto	Pantalan Luma ES
59	Resie Baluyot	Gen Lim ES
60	Rheniel B. Gatdula	Pablo Roman ES
61	John Alfred Solomon	Arellano ES
62	Manuel G. Pangomlayan	Sabatan ES
63	Kristine C. Tentia	J.S Herrera MES
64	Shiela D. Carlos	Liyang ES
65	Jerico Cruz	Wakas ES
66	Gelli Estrella	Balut ES



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

67	Alice De Guzman	Sapa ES
68	Antonio B. Venegas	Samal NHS-Annex
69	Roselyn Punzalan	Calaguiman ES
70	Lady Mae Esconde	Gugo ES
Resource Persons/ Facilitators		
71	Felino O. Castro V	Director IV / DRRMS / Central Office
72	Jong Abundo	PDO II/ Central Office
73	Erika Denise Placio	TA III / Central Office
74	Rizaldy Arao	TA III / Central Office
75	Albert Manlutac	PDO II/ Regional Office
76	Clarisa A. Lagman	PDO II/ SDO Angeles City
77	David B. Banawi	PDO II/ SDO Aurora
78	Cherry Joy Enriquez	PDO II/ Balanga City
79	Dan Louis Ignacio	PDO II/ Baliwag City
80	Pedro G. Lacap	PDO II/ Bulacan
81	Jimmy N. Torres	PDO II/ Cabanatuan City
82	Felvie L. Zapata	PDO II/ Gapan City
83	Eden N. Garcia	PDO II/ Mabalacat City
84	Krizza Andrea M. Garcia	PDO II/ Malolos City
85	Justin Ivan DG. Carlos	PDO II/ Meycauayan City
86	Maria Luisa L. Gamino	PDO II/ Nueva Ecija
87	Erwin A. Castillejo	PDO II/ Olongapo City
88	Paula S. Meneses	PDO II/ Pampanga
89	Jasteen M. Constantino	PDO II/ San Fernando City
90	Francis Josue Omega C. De Guzman	PDO II/ San Jose City
91	Manuel T. Caliboso	PDO II/ San Jose Del Monte City
92	Rosan E. Ariston	PDO II/ Science City of Munoz
93	Joben B. Perez	PDO II/ Tarlac City
94	Omar N. Dimarucot	PDO II/ Tarlac Province
95	Josefina M. Maranon	PDO II/ Zambales



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

Enclosure B

Training Matrix

Day 1		
Time	Title of Activity	Facilitator
8:30 AM – 9:00 AM	Arrival of Participants Attendance	TWG
9:00 AM – 9:15 AM	Opening Program: Nationalistic Song Doxology	AVP AVP
9:15 AM – 9:20 AM	Welcome Remarks	RAMON C. PEREZ Chief Education Supervisor SGOD
9:20 AM – 9:25 AM	Statement of Purpose	JERRY DIMLA CRUZ, DEM, CESO VI Assistant Schools Division Superintendent
9:25 AM – 9:35 AM	Inspirational Message	CAROLINA S. VIOLETA, EdD, CESO V Schools Division Superintendent
9:35 AM – 9:45 AM	Official Launch of the PLAN SMART WEB APP	FELINO O. CASTRO V Director IV – DRRMS DepEd Central Office
9:45 AM – 10:00 AM	AM Snacks	
10:00 AM – 11:00 AM	Course Review	PEDRO T. LACAP Division DRRM Coordinator SDO Bulacan
11:00 NN – 12:00 NN	Introduction to Plan Smart for Safe Schools	CLARISA A. LAGMAN Division DRRM Coordinator SDO Angeles City
12:00 NN – 1:00 PM	Lunch	
1:00 PM – 2:00 PM	PSSS Governance, User Roles, and Workflow	KRIZZA ANDREA GARCIA Division DRRM Coordinator SDO Malolos City
2:00 PM – 2:45 PM	School Profiling and School Footprint Digitization	MARIA LOUISA L. GAMINO Division DRRM Coordinator SDO Nueva Ecija
2:45 PM – 3:00 PM	PM Snack	
3:00 PM – 4:00 PM	Resource Inventory, Needs Analysis Resource Projection	EDEN N. GARCIA Division DRRM Coordinator SDO Mabalacat City



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

4:00 PM – 5:00 PM	Resource Projection Group Workshop with Facilitators	ERWIN A. CASTILLEJO Division DRRM Coordinator SDO Olongapo City
5:00 PM – 6:00 PM	Dinner	
6:00 PM – 7:00 PM	Regroup and Coordination Meeting	All Division DRRM and Regional DRRM Coordinators and DRRMS Central Office Personnel

Day 2

Time	Title of Activity	Facilitator
8:30 AM – 9:00 AM	Energizer and MOL	TWG
9:00 AM – 9:45 AM	Planning and Contingency Planning Modules	MANUEL T. CALIBOSO Division DRRM Coordinator SDO San Jose Del Monte City
9:45 AM – 10:00 AM	AM Snack	
10:00 AM – 11:00 AM	Risk Scenarios, Affected Population	OMAR N. DIMARUCOT Division DRRM Coordinator SDO Tarlac Province
11:00 AM – 12:00 AM	Response Committees	JOBEN PEREZ Division DRRM Coordinator SDO Tarlac City
12:00 AM – 1:00 PM	Lunch	
1:00 PM – 1:45 PM	Group workshop with Facilitators	JOSEFINA M. MARANON Division DRRM Coordinator SDO Zambales
1:45 PM – 2:45 PM	M7X Validation Process and Readiness Scoring	ROSAN E. ARISTON Division DRRM Coordinator SDO Science City of Munoz
2:45 PM – 3:00 PM	PM Snack	
3:00 PM – 4:00 PM	Non-Structural Preparedness Indicators	JASTEEN M. CONSTANTINO Division DRRM Coordinator SDO San Fernando City
4:00 PM – 5:00 PM	Integration of AI Tools	RICHARD ALBORO Division Information Technology Officer SDO Bataan



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

5:00 – 6:00 PM	Review of the contingency plans output with facilitators	All Division and Regional DRRM Coordinators and DRRMS Central Office Personnel As critics
6:00 PM – 7:00 PM	Dinner	

Day 3

Time	Title of Activity	Facilitator
8:30 AM – 9:00 AM	Energizer and MOL	TWG
9:00 AM – 9:45 AM	Facility Inspection and Validation Tools	DAVID B. BANAWI Division DRRM Coordinator SDO Aurora
9:45 AM – 10:00 AM	AM Snack	
10:00 AM – 11:00 AM	Training Methodologies for District Trainers & Last Workshop	FRANCIS JOSUE OMEGA C. DE GUZMAN Division DRRM Coordinator SDO San Jose City
11:00 AM – 12:00 AM	Finalization of the Output	JUSTIN IVAN DG. CARLOS Division DRRM Coordinator SDO Meycauayan City
12:00 AM – 1:00 PM	Lunch	
1:00 PM – 2:30 PM	Presentation of the outputs	All Division and Regional DRRM Coordinators and DRRMS Central Office Personnel
2:30 PM – 2:45 PM	PM Snack	
2:45 PM – 3:10 PM	Awarding of Certificates	
3:10 PM – 3:20 PM	Closing Program	
3:20 PM – 3:30 PM	Closing Remarks	ENGR. ALBERT MANLUTAC Regional DRRM Coordinator Regional Office
3:30 PM – 4:00 PM	Takeways	

DEMIE ROSE CARAGAY
 Master of Ceremony