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

13 Oct 2026

DIVISION MEMORANDUM
No. 391, s. 2026

INSTITUTIONALIZATION OF SCHOOL SAFETY DRILL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Memorandum OM-OUGOPS-2026, all public elementary and secondary schools in the Schools Division Office of Angeles City are encouraged to conduct their respective school safety drills on **October 14, 2026** (Wednesday), in support of the observance of School Safety Week.

2. Beginning **November 2026**, all public schools shall **conduct monthly safety drills**, with each drill focusing on a different threat or emergency scenario based on the school's risk assessment, identified vulnerabilities, and existing contingency plans. This initiative aims to strengthen preparedness, enhance emergency response capabilities, and continuously improve school safety mechanisms.

3. School Heads shall ensure that all safety drills are conducted in a safe, orderly, age-appropriate, and trauma-informed manner. Particular attention shall be given to the following:

- Evacuation procedures – ensuring the proper implementation of evacuation protocols and the accessibility and familiarity of designated evacuation routes;
- Learner and personnel accountability – ensuring the accurate accounting of all learners and personnel during and after evacuation;
- Emergency communication – ensuring the clear, timely, and appropriate dissemination of emergency instructions and information;
- Inter-agency coordination – strengthening coordination with appropriate emergency responders and relevant stakeholders, as applicable; and
- Evaluation and corrective action – identifying operational gaps, documenting observations and lessons learned, and implementing appropriate corrective measures.

4. Each safety drill shall form part of a continuous improvement cycle comprising the following stages:

a. Assess – Review school-level risks, existing contingency plans, and findings from previous drills to determine priority areas for improvement;

b. Drill – Conduct a practical exercise based on a selected threat or emergency scenario to test established safety procedures and response mechanisms;

c. Evaluate – Document observations, identify gaps and challenges, and assess the effectiveness of the school's emergency response procedures; and

d. Improve – Implement corrective actions, address identified weaknesses, and monitor progress during subsequent drills.

5. Immediate dissemination of this Memorandum and compliance with the directives are hereby enjoined.

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Digitally signed by Edgard C. Domingo
Date: 2026.10.14 09:09:59 +08'00'

ENGR. EDGARD C. DOMINGO PhD CESO V
Schools Division Superintendent

Reference: Memo OM-OUGOPS-2026

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

DISASTER RISK REDUCTION MANAGEMENT SAFETY EDUCATION

SCHOOLS

CAL/DRRM/October 13, 2026

Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM:
OM-OUGOPS-2026-

TO : **ALL REGIONAL DIRECTORS**
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY SCHOOL HEADS

FROM : **MALCOLM S. GARMA**
Undersecretary
Office of the Undersecretary for Governance and Operations

SUBJECT : **INSTITUTIONALIZATION OF SCHOOL SAFETY DRILL**
DATE : October 12, 2026

As part of the observance of School Safety Week, a school safety drill will be conducted at Bangkal National High School, City of Makati, on Wednesday, October 14, 2026, at 3:00 p.m. The activity will be live-streamed to provide schools with a practical demonstration of emergency preparedness and response procedures that may serve as a reference in strengthening their respective school safety mechanisms.

All public schools are encouraged to conduct their respective age appropriate and trauma-informed safety drills on the same date, focusing on addressing the gaps and weaknesses identified during the National Safety Drill conducted on September 3, 2026. Schools shall use their respective drill observations, evaluations, and documented findings to identify priority areas for improvement, including evacuation procedures, learner accountability, communication, and coordination with emergency responders, as applicable.

To continuously improve school safety mechanisms, all public schools shall conduct monthly safety drills beginning November 2026, with each drill highlighting a different threat or emergency scenario based on the school's risk assessment and identified vulnerabilities identified in their contingency plans. The schedule of monthly drills shall be agreed upon by school authorities and relevant stakeholders and, as much as practicable, arranged to minimize disruptions to classes and other essential school activities without compromising the effectiveness of the drills.

Each drill shall be treated as part of a continuous improvement cycle:

Assess – Review school-level risks and findings from previous drills.
Drill – Practice a selected threat or emergency scenario.
Evaluate – Document observed gaps and lessons learned.
Improve – Implement corrective actions and assess progress during the next drill.

Schools are encouraged to maintain appropriate records of these steps to support follow-through and continuous improvement.

Regional Directors and Schools Division Superintendents are directed to provide technical assistance (TA) and guidance in the conduct of monthly safety drills, including support for the assessment of school-level preparedness, documentation of lessons learned, and identification of appropriate corrective measures.

For immediate dissemination.