



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 704 , s. 2026

August 27, 2026

**INTERIM GUIDELINES ON THE CONDUCT OF ACTIVE SHOOTER AWARENESS
LECTURE, DRILLS, AND SIMULATION EXERCISES (SIMEX) IN DEPED REGION VII**

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No.0747 series 2026 titled **“INTERIM GUIDELINES ON THE CONDUCT OF ACTIVE SHOOTER AWARENESS, LECTURE, DRILLS, AND SIMULATION EXERCISES (SIMEX) IN DEPED REGION VII** for the information and guidance of all concerned.
2. For emphasis, please refer to Part III – APPLICATION FOR CLEARANCE, which states that:
 - A. The School Head shall accomplish Clearance Form (Annex A) and submit it, through the SDS, to the RO-LAU at least seven (7) calendar days before the scheduled activity. Activities directly initiated by the DepEd Central Office shall be for information and coordination purposes only and need not undergo this clearance process.
3. Please refer to the enclosed memorandum for more information.
4. Immediate dissemination of this Memorandum to all concerned is desired.

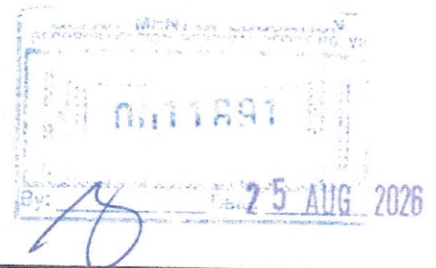
WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
<http://www.depedtagbilaran.org>



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

25 AUG 2026

REGIONAL MEMORANDUM

No. **0747** s. 2026

**INTERIM GUIDELINES ON THE CONDUCT OF ACTIVE SHOOTER AWARENESS
LECTURES, DRILLS, AND SIMULATION EXERCISES (SIMEX)
IN DEPED REGION VII SCHOOLS**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Public Schools District Supervisors
Division Legal Officers
Learner Rights Protection Focal Persons
Elementary and Secondary School Heads
All Others Concerned

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**DEPED TAGBILARAN CITY DIVISION
SUS OFFICE
DOWNLOADED**
BY ON DATE 8/26/2026

1. This Office has received reports that units of the Philippine National Police (PNP), through various programs and field or functional units, have been coordinating directly with individual schools to conduct Active Shooter Awareness Lectures and Simulation Exercises. In several instances, such coordination proceeded without the prior knowledge of, or clearance from, the concerned Schools Division Office (SDO) or this Regional Office (RO), such that this Office currently has no consolidated record of which schools within the Region have already conducted, or are scheduled to conduct, such activities.

2. To date, the Department of Education Central Office has yet to issue a uniform national policy specifically governing the conduct of active shooter drills in schools, although the Office of the Secretary itself has facilitated the conduct of similar activities in selected schools. This streamlines how such activities are cleared, supervised, and processed across the Region.

3. In view of the foregoing, and to ensure that all such activities within Region VII are properly coordinated, safe, age-appropriate, and non-traumatizing for learners and personnel, this Office issues the following INTERIM GUIDELINES, without prejudice to superseding national guidelines that the Central Office may subsequently issue:

I. COVERAGE

These guidelines apply to all public elementary and secondary schools within DepEd Region VII and cover all Active Shooter Awareness Lectures, tabletop exercises, and Simulation Exercises (SIMEX), however denominated, whether proposed or facilitated by the PNP, another government agency, a local government unit (LGU), or any other organization.



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: (032) 256-9466/639773295904 local 700



DepEd Tayo Region VII



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II. PRIOR WRITTEN CLEARANCE REQUIRED

No school shall allow, host, or participate in the conduct of an active shooter drill or related activity, in whole or in part, without prior written clearance from this Regional Office, Office of the Regional Director, through the Legal Affairs Unit (LAU), upon the endorsement of the concerned Schools Division Superintendent (SDS). This requirement applies regardless of the proponent or requesting agency, including activities directly requested by the PNP.

III. APPLICATION FOR CLEARANCE

- A. The School Head shall accomplish the Clearance Form (Annex A) and submit it, through the SDS, to the RO-LAU at least seven (7) calendar days before the scheduled activity. Activities directly initiated by the DepEd Central Office shall be for information and coordination purposes only and need not undergo this clearance process.
- B. The Clearance Form shall state, at minimum: (1) a complete description of the activity, including its classification as an Awareness Lecture, Tabletop Exercise, or Simulation Exercise (SIMEX); (2) the proposed date, time, and venue; (3) the requesting or conducting agency and the names, designations, and agency affiliation of the personalities who will carry out or facilitate the activity; (4) the participants, by grade or year level and approximate number of learners and personnel involved; (5) a certification that no live firearms, ammunition, explosives, or other actual weapons will be used, displayed, or brought onto school premises at any point during the activity; and (6) the debriefing plan required under Section V, including the name of the Guidance Counselor or designated guidance personnel who will conduct it.

IV. ABSOLUTE PROHIBITION ON LIVE FIREARMS

No live firearms, ammunition, explosives, or other actual weapons shall be used, displayed, discharged, or brought onto school premises at any point during the conduct of these activities, whether by PNP personnel, school personnel, or any other participant. Only inert training props or visual aids that are incapable of being fired or of causing harm may be used, subject to prior disclosure in the Clearance Form and to this Office's approval.

V. MANDATORY DEBRIEFING

A debriefing session shall be conducted immediately after every drill or activity, facilitated by or in the presence of the school's Guidance Counselor or designated guidance personnel, to address the emotional and psychosocial needs of learners and personnel who participated, consistent with DO 6, s. 2026 (Establishment of Safe and Mentally Healthy Learning Environments).

VI. SUPERVISION

The activity shall be conducted only under the direct on-site supervision of the School Head or an authorized representative, together with the school's Disaster Risk Reduction and Management (DRRM) Coordinator, for its entire duration.



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VII. POST-ACTIVITY REPORT

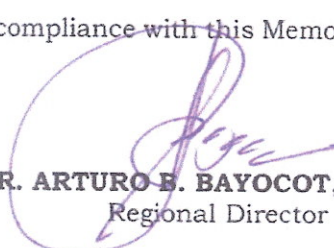
The School Head shall submit a Post-Activity Report (Annex B), through the SDS, to the RO-LAU within five (5) calendar days from the conduct of the activity, confirming, among others, that the activity proceeded as cleared, that no live firearms were used, and that the required debriefing was conducted.

VIII. INTERIM AND SUPPLEMENTARY EFFECT

These guidelines are issued on an interim basis, pending the issuance of a uniform national policy by the DepEd Central Office, and shall be automatically superseded, to the extent of any inconsistency, upon the effectivity of such national policy. These guidelines shall likewise apply suppletorily to matters not covered by any existing agreement between this Region and the PNP or other proponent agency.

Furthermore, each Schools Division Superintendent is directed to submit to this Office, through the RO-LAU, within fifteen (15) calendar days from the date of this Memorandum, a consolidated list of all schools within their respective Divisions that have already conducted an Active Shooter Drill, Tabletop Exercise, or Simulation Exercise (SIMEX), whether or not previously cleared, indicating for each school the date of the activity, the conducting agency or personalities involved, and whether a debriefing was conducted. 4. Immediate dissemination of, and strict compliance with, this Memorandum is directed.

4. Immediate dissemination of and strict compliance with this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/LAU/LJEB/jbm



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