



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

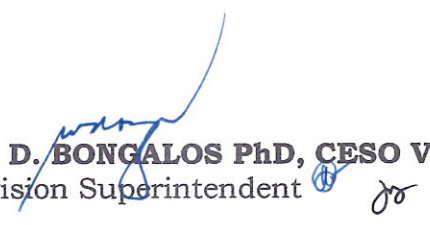
**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
SGOD-2026- 151

TO : **ENGR. JOSE MARIÑAS III**
Division Information Technology Officer

JAPHET A. REVEREAL
Administrative Officer IV

JERICHO L. YARTE
PDO II – DRRM Officer

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent 

SUBJECT : **ATTENDANCE TO THE REGIONAL TRAINING OF TRAINERS
(RTOT) ON PLANSMART FOR SAFE SCHOOL WEB**

DATE : September 8, 2026

1. Attached is Regional Memorandum No.0789 s.2026 for the information and guidance of all concerned.
2. Accordingly, the following participants are hereby directed to attend the **Regional Training of Trainers (RTOT) on Plansmart for Safe School Web** on **September 14-16, 2026**, to be held at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**
3. Per diem, transportation and other related expenses shall be charged against the Division DPRP funds, or any local available funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum to all concerned is desired.



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

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08 SEP 2026

Office of the Regional Director

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REGIONAL MEMORANDUM

No. **0789** s. 2026

CONDUCT OF THE REGIONAL TRAINING OF TRAINERS (RTOT) ON PLANSMART FOR SAFE SCHOOL WEB

To: Schools Division Superintendents
Division DRRM Coordinators
Selected School Heads
All Others Concerned

1. In line with the Department of Education's commitment to strengthening disaster preparedness and resilience in schools through effective Disaster Risk Reduction and Management (DRRM), the Department of Education Regional Office VII, through the Education Support Services Division (ESSD), will conduct the *Regional Training of Trainers (TOT) on PlanSmart for Safe School Web* on **September 14–16, 2026** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**.

2. The activity aims to enhance the knowledge and competencies of designated regional and division personnel in utilizing the PlanSmart for Safe School Web as a planning and decision-support platform for school disaster preparedness, risk-informed planning, and emergency management. It also seeks to establish a pool of regional and division trainers who will cascade the training to schools within their respective divisions.

3. The following personnel are requested to participate in this activity:

Division/Office	DRRM Coordinator	ICT Coordinator	School Head	Total
RO	Ranilo L. Edar	Wilfredo B. Dela Cerna, Jr.		4
Bogo City	Francisco Gaon, Jr.			
Bohol Province	Phillip Marcelo Vigonte	Dinah Florence B. Talan	Jaime Quinga, Jr.	3
Carcar City	Randy A. Watin			
Cebu Province	Ester Roldan	Mmanuel Mendoza	Vicente Villarin, Jr.	3
Cebu City	Loyvic Gabito			

City of Naga	Vincent A. Padron	Kyle Brent S. Largo	Andres M. Nuñez	3
Danao City	Christopher Besin	Odilio Ferolino	Jerome Hermosilla	3
Lapu-Lapu City	Ma. Elena Berame	Mark Vincent Palomares	Leonard F. Igot	3
Mandaue City	Amiel D. Yngayo	Jaypee P. Mañago	Jimmy G. Pedroza	3
Tagbilaran City	Jericho Yarte			
Talisay City	Giovanni Almendras	Dino R. Cuyag	Froilan M. De Los Santos	3
Toledo City	Anna Liza Sardovia	Jessel V. Tandugon	Sonia Peral	3

4. Transportation of the participants from their respective stations shall be chargeable against their respective MOOE, DPRP or any locally available funds while food and accommodations shall be chargeable against NBC-595, subject to the usual accounting and auditing rules and regulations.

5. For questions or clarifications, please contact **Mr. Ranilo L. Edar, Project Development Officer II** at ranilo.edar@deped.gov.ph.

6. Immediate dissemination of and compliance with this Memorandum are enjoined.

 **DR. ARTURO B. BAYOCOT, CESO III**
Regional Director

ABB/FYA/ESSD/TTD/de

Regional Training of Trainers on PlanSmart for Safe School Web Application

DepEd Ecotech Center, Sudlon, Lahug, Cebu City

September 14-16, 2026

INDICATIVE PROGRAM

DAY 1 – Digital Onboarding & Geospatial Integration

Establishing the Foundation: Mastering the PlanSmart portal, clarifying administrative workflows, and digitizing school footprints to create a precise baseline for hazard assessment.

September 14, 2026 (Monday)

TIME	ACTIVITY	RESOURCE PERSON
8:00 AM – 12:00 PM	Travel time of the participants to the venue	All participants
12:00 PM – 01:00 PM	Registration	DepEd TWG
1:00 PM – 1:05 PM	Preliminaries • Opening Prayer • National Anthem • Acknowledgement of Participants	Facilitators
1:05 PM – 1:10 PM	Welcome Remarks	Tomas T. Pastor Chief-ESSD
1:10-1:15 PM	Introduction and Acknowledgement of Participants	Mr. Ranilo L. Edar Regional DRRM Coordinator
1:15-25 PM	Rationale and Statement of Purpose	Dir. Felino Castro V Dir. IV-DRRMS
1:25 PM – 1:30 PM	Inspirational Message	Dr. Arturo B. Bayocot Regional Director DepEd Region VII
1:30 PM – 1:40 PM	Messages of Support	Fides B. Borja Senior Disaster Risk Management Specialist, The World Bank Teresito C. Bacolcol Director IV DOST-PHIVOLCS
1:40 PM – 1:45 PM	Photo Opportunity	All participants
1:45 PM – 2:00 PM	Expectation Setting	Eric P. Santos Information Technology Officer II DOST-PHIVOLCS

TIME	ACTIVITY	RESOURCE PERSON
2:00 PM – 2:30 PM	Introduction to Contingency Plan and Rationale for the Development of the PlanSmart for Safe Schools Web Application	Orlando B. Barachina Project Development Officer IV, DRRMS DepEd
2:30 PM – 3:00 PM	Session 1 Part 1: Role Clarification: Understanding the Maker, Approver, and SDO workflow Part 2: System Onboarding: Accessing plansmart.deped.gov.ph and credential management	PHIVOLCS/DRRMS
3:00 PM – 3:15 PM	Health Break	All participants
3:15 PM – 3:55 PM	Session 2 Part 1: Digitizing of Building Footprint and School Vicinity Part 2: Generating assessments for the top five hazards	PHIVOLCS/DRRMS
3:55 PM – 5:00 PM	Session 3 Part 1: Component: School Profile School Infra and Non-Infra	PHIVOLCS/DRRMS

DAY 2 – Risk Analytics & Resource Modeling

Data-Driven Planning: Leveraging historical data and system-generated assessments to quantify exposure, project resource requirements, and identify critical infrastructure gaps.

September 15, 2026 (Tuesday)

TIME	ACTIVITY	RESOURCE PERSON
8:00 AM – 8:15 AM	- Preliminaries - Morning Exercise - Recap of Day 1 - Overview of Day 2 Lectures and Activities	Facilitators
8:15 AM – 9:45 AM	Part 2: Component: Disaster History Restoration History	
9:45 AM – 9:55 AM	Health Break	All participants

TIME	ACTIVITY	RESOURCE PERSON
9:55 AM – 10:30 AM	Part 3: Component: Hazard and Exposure Incident Management Team Stakeholders in School	
10:30 AM – 11:00 AM	Part 4: Component: School Hazard Analysis Resource Projection Needs and Activities Inventory	PHIVOLCS/DRRMS
11:00 AM – 11:30 AM	Part 5: Component: Learner's Demographics Personnel Demo	PHIVOLCS/DRRMS
11:30 AM – 12:00 PM	Part 6: Component: Critical Facilities Critical Infrastructure	PHIVOLCS/DRRMS
12:00 PM – 01:00 PM	Lunch Break	All participants
1:00 PM – 1:30 PM	Part 7: Component: Action Plan	PHIVOLCS/DRRMS
1:30 PM – 2:00 PM	Session 4 Part 1: Plans – Chapter I: Introduction Demographics Risk Profile Disaster History and Impacts	PHIVOLCS/DRRMS
2:00 PM – 3:00 PM	Part 2: Plans – Chapter II: Goals and Objectives Hazard Analysis Anatomy of Hazard	PHIVOLCS/DRRMS
3:00 PM – 3:15 PM	Health Break	All participants
3:15 PM – 4:45 PM	Part 3: Plans – Chapter II: Scenario Generation Affected Population Response Committees	PHIVOLCS/DRRMS
4:45 PM – 5:00 PM	Part 4: Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource Projection Summary Gaps	PHIVOLCS/DRRMS

DAY 3 – Response Integration & Strategic Approval

Finalization & Governance: Operationalizing the Incident Command System (ICS), finalizing the contingency plan, and navigating the formal routing process for institutional validation.

September 16, 2026 (WEDNESDAY)

TIME	ACTIVITY	RESOURCE PERSON
8:00 AM – 8:15 AM	- Preliminaries - Morning Exercise	PHIVOLCS/DRRMS

TIME	ACTIVITY	RESOURCE PERSON
	- Recap of Day 2 - Overview of Day 3 Lectures and Activities	
8:15 AM – 8:40 AM	Continuation of Part 4: Plans – Chapter II: Needs and Activities Inventory Resource Inventory Resource Projection Summary Gaps	PHIVOLCS/DRRMS
8:40 AM – 9:30 AM	Part 5: Plans – Chapter II: Establishment of ICS Risk Communication Part 6: Plans – Chapter III: Activation, Non-Activation m and Deactivation of CP	PHIVOLCS/DRRMS
9:30 AM – 9:45 AM	Health Break	All participants
9:45 AM – 10:15 AM	Session 4 Part 1: Action Planning Part 2: Routing Session 5	PHIVOLCS/DRRMS
10:15 AM – 11:30 AM	Reporting	Participants
11:30 AM – 11:40 AM	Synthesis of the Activity	Facilitators
11:40 AM – 11:45 AM	Ways Forward	Dir. Felino Castro V Dir. IV-DRRMS
11:45 AM – 11:50 AM	Closing Remarks	
11:50 AM – 12:00 PM	Awarding of Certificates and Additional Photo Opportunity	Facilitators
12:00 PM – 01:00 PM	Lunch Break	All participants
01:00 PM – 05:00 PM	Travel time of the participants going home	All participants