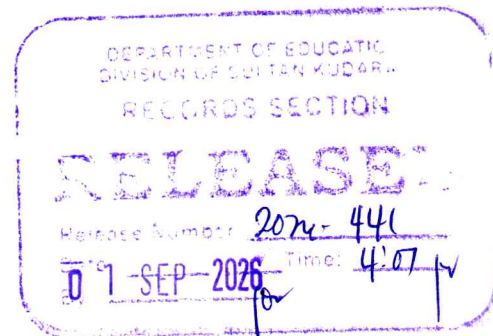




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



September 1, 2026

DIVISION MEMORANDUM

SGOD-DRRM No. 166, s. 2026

CONDUCT OF MUNICIPAL-WIDE SIMULTANEOUS SCHOOL SAFETY DRILL

To: Schools Division Superintendent
Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Public Schools District Supervisors
Public Elementary and Secondary School Heads
DRRM Coordinators
This Division

1. Pursuant to OM-OUGOPS-2026 dated August 28, 2026, re: Conduct of the National Simultaneous School Safety Drill, this Office through the Disaster Risk Reduction and Management Unit, informs the field on the conduct of the Municipal-Wide Simultaneous School Safety Drill on September 18, 2026, 9:00 A.M. at the following ceremonial venues:

NO.	CEREMONIAL VENUE	MUNICIPALITY	DIVISION PERSONNEL
1.	BAGUMBAYAN NATIONAL HIGH SCHOOL	BAGUMBAYAN	PALERMA S. SEGURA, Sra BERNABE N. FALCIS
2.	COLUMBIO NATIONAL HIGH SCHOOL	COLUMBIO	SADAT T. SINOLINDING RONA MAE A. LUMAWAG
3.	ESPERANZA NATIONAL HIGH SCHOOL	ESPERANZA	RODOLFO B. BERMUDO RODRIGO O. VIDUYA
4.	ISULAN NATIONAL HIGH SCHOOL	ISULAN	MARY GRACE B. LEYSA MARIA GINA IMELDA B./ ANDANG PRINCESS MAY-ANN B. ANDANG
5.	KALAMANSIG NATIONAL HIGH SCHOOL	KALAMANSIG	JOSEVIC F. HURTADA MARK CARLO M. BUYAO
6.	LAMBAYONG NATIONAL HIGH SCHOOL	LAMBAYONG	CHERRY B. ESCOTO KHAROLL JOY G. LATOZA
7.	LEBAK LEGISLATED NATIONAL HIGH SCHOOL	LEBAK	ARNULFO D. DINERO ENGR. VIRGIL GLENN D. VEGO
8.	LUTAYAN NATIONAL HIGH SCHOOL	LUTAYAN	SHERYL L. OSANO LAZARO P. ORIEL



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9.	PALIMBANG NATIONAL HIGH SCHOOL	PALIMBANG	RONALD F. RAMIREZ REMOS G. BACLAAN
10.	PRESIDENT QUIRINO NATIONAL HIGH SCHOOL	PRESIDENT QUIRINO	BAIPINA M. BALUBUGAN JOSEPHINE L. DIGNADICE
11.	SENATOR NINYO AQUINO NATIONAL HIGH SCHOOL	SEN. NINYO AQUINO	HARON K. CARTIL KEVIN LLOYD V. HIJASTRO

2. This activity aims to strengthen the capacity of schools to implement their **Localized School Contingency Plan** for incidents involving active threats, validate the effectiveness of established lockdown, concealment, evacuation, emergency communication, and reunification procedures, enhance coordination among schools, LGUs, PNP, and other relevant response agencies, and identify operational and safety gaps and establish appropriate measures for continuous improvement of the School Contingency Plan.

3. All learners, teaching and nonteaching personnel of the identified ceremonial venue are expected to participate in the drill. Furthermore, all school heads or school DRRM coordinators/alternates from each municipality are directed to attend the ceremonial venue as observers. **Immediately after the post-drill evaluation, all concerned agencies, together with the participating school heads/school DRRM coordinators/alternates, shall convene to discuss and finalize the respective schedules for the conduct of the drill in all schools within their municipality.** The agreed schedules shall subsequently be coordinated with and reported to the Schools Division Office through DRRM Unit for monitoring and consolidation.

4. School heads of the Ceremonial Venue shall ensure coordination with the PNP, LGUs, BFP, Local DRRM Offices, Local Social Welfare and Development Offices, local health offices, PTAs, and other concerned stakeholders in the preparation and conduct of the drill.

5. Following the conduct of the drill, all schools shall accomplish the Online Reporting Form through the submission link <https://forms.gle/JJTbPyAkHzNjz3rh7>. The online reporting shall include the accomplished School Safety Drill for Active Attack Incidents Evaluation Form, Means of Verification (MOVs), including photo and video documentation of the conduct of the drill, and Updated School Contingency Plan for Active Attack Incidents. Attached are the unified indicative schedule of activities and evaluation form.

6. Meals and snacks, transportation, and other incidental expenses of the school during planning, implementation, and post evaluation phases of the Safety Drill shall be charged against their school MOOE/local fund while traveling and other incidental expenses of the assigned Schools Division Office (SDO) personnel shall be



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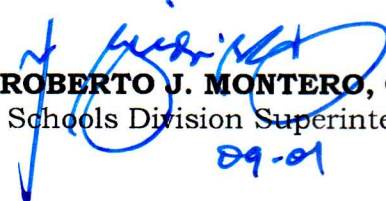


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charged against Division MOOE, subject to the usual budgeting, accounting, and auditing rules and regulations.

7. For inquiries and clarifications, all concerned may contact Ms. **Kharoll Joy G. Latoza**, Project Development Officer II and/or Ms. **Princess May-Ann B. Andang**, Administrative Support II-DRRM, through drdm.sdosultankudarat@gmail.com.

8. For your information, guidance, and compliance.


ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

MUNICIPAL-WIDE

SCHOOL SAFETY DRILL

SIMULTANEOUS

KGL/SGOD-DRRM/DM- Conduct of Municipal-Wide Simultaneous School Safety Drill/September 1, 2026



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Enclosure No. 1 to this Division Memorandum *NO* *166* SGOD- DRRM No. *166*, s. 2026

ACTIVITY MATRIX

TIME DURATION	ACTIVITY
30 mins	Registration/Arrival of Participants
5 mins	PRELIMINARIES - National anthem - Invocation
5 mins 5mins	Opening Remarks Acknowledgement of Participants
10 mins	Keynote Message (Assigned Division Office Personnel)
20 mins	(1) Message of Support and Commitment (2) Message of Support and Commitment (3) Message of Support and Commitment (4) Message of Support and Commitment
15 mins	Scenario Briefing
60 Minutes	Safety Drill Proper
25 minutes	Drill Review and Evaluation
5 minutes	Closing Message



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Enclosure No. 2 to this Division Memorandum SGOD- DRRM No. **166**, s. 2026

EVALUATION FORM

ACTIVE THREAT / ACTIVE SHOOTER DRILL EVALUATION

Title:	National School Safety Summit Drill Scenario: Active Shooter on Campus	Name of School/Office/Organization:	
Place of Drill:		Name of Incident Management Team / SDRRM Committee Lead:	
Date of Drill:		Duration of Drill:	
Total Number of Participants:		Evaluator:	
Agency Represented:		Designation:	

Quantitative assessment: Rate each parameter from 1 to 5, with 1 being the lowest and 5 being the highest.					If an item was not seen or could not be assessed, mark the Not Observed column and explain in Comments and Observations.	
5	4	3	2	1	NO	
Fully demonstrated	Mostly demonstrated	Partly demonstrated	Poorly demonstrated	Not demonstrated despite opportunity	Not observed / not applicable	

PART I - GENERAL EVALUATION

No	Parameter	1	2	3	4	5	NO	Comments and Observations
1	The initial threat was detected and reported promptly to the School Head or designated authority.							
2	The Incident Management Team was activated or reconstituted from the SDRRM Committee.							
3	The Lockout signal, "Lockout! Secure the perimeter," was clearly announced through the PA system or other approved means.							



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No	Parameter	1	2	3	4	5	NO	Comments and Observations
4	Security personnel secured external gates and controlled movement in and out of the campus.							
5	Teachers brought learners indoors and maintained alert but calm classroom conditions during Lockout.							
6	The escalation from Lockout to Lockdown was clearly communicated after the simulated perimeter breach.							
7	The Lockdown alarm or signal was distinct from the fire alarm and was recognizable to participants.							
8	Participants responded according to their location and the assessed threat proximity.							
9	Learners and personnel who were directed to RUN evacuated calmly toward the predetermined Off-Site Reunification Zone.							
10	Learners and personnel who were directed to HIDE locked or secured rooms, reduced visibility, silenced devices, stayed low, and remained quiet.							
11	The FIGHT component, if simulated, was handled only as a last-resort protective response and conducted safely.							
12	Movement during the drill avoided panic, crowding, unnecessary noise, and unsafe rushing.							
13	Teachers and staff maintained supervision and control of learners throughout the drill.							
14	Participants avoided using phones or making noise during Lockdown except for authorized emergency communication.							
15	The drill accounted for learners, personnel, or visitors needing assistance.							
SUB-TOTAL								



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**PART II - EVALUATION OF THE INCIDENT MANAGEMENT TEAM AND
RESPONSE GROUPS**

No.	Parameter	1	2	3	4	5	NO	Comments and Observations
16	The School Head or Incident Commander gave clear, timely, and appropriate instructions.							
17	The Communications Liaison simulated the emergency call to 911, PNP, or the appropriate local emergency contact.							
18	The emergency communication included the school address, specific location, number of simulated attackers, description, and simulated victim count.							
19	The School Head or authorized personnel simulated reporting the incident through the Incident Management Report System.							
20	The Security Team supported perimeter control and coordinated with the Incident Commander.							
21	The Medical / First Aid Team was ready to respond to simulated injuries or casualties.							
22	The Search, Rescue, or Accountability Team coordinated safely without interfering with law enforcement protocol.							
23	The simulated law enforcement responders entered, communicated, and managed the hot zone according to the drill scenario.							
24	Learners and personnel followed law enforcement instructions, kept hands visible and empty, and avoided sudden or confusing actions.							
25	The "All Clear" signal was issued only after simulated law enforcement clearance.							
26	The transition from response to recovery was orderly and clearly announced.							
SUB-TOTAL								

PART III - REUNIFICATION AND ACCOUNTABILITY



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No.	Parameter	1	2	3	4	5	NO	Comments and Observations
27	Learners and personnel were escorted or directed to the Off-Site Reunification Point after the All Clear.							
28	Class advisers or assigned personnel used class rosters or equivalent records for accountability.							
29	The IMT accounted for learners, teaching personnel, non-teaching personnel, visitors, and responders.							
30	The simulated release of learners followed authorized guardian verification procedures.							
31	The reunification process minimized confusion, crowding, and unauthorized release.							
SUB-TOTAL								

PART IV - POST-DRILL LEARNING CONTINUITY SIMULATION

No.	Parameter	1	2	3	4	5	NO	Comments and Observations
32	The School Head or designated has declared a status from the 4H Learning Continuity Framework after the drill.							
SUB-TOTAL								

GRAND TOTAL / OVERALL RATING

Total Raw Score:	_____	Number of Rated Items:	_____
Maximum Possible Score:	Number of Rated Items x 5 = _____	Percentage Score:	Total Raw Score / Maximum Possible Score x 100 = _____%
90-100%	Outstanding	70-79%	Satisfactory
80-89%	Very Satisfactory	60-69%	Fair
59% and below	Needs Improvement	Note:	Items marked NO shall not be



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			included in the computation.
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PART V – RECOMMENDATIONS

Evaluator: _____
Signature over Printed Name

Conforme: _____
Signature over Printed Name

Agency/Designation: _____

Contact No. / E-mail: _____



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