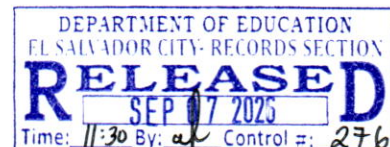




Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**



September 1, 2026

DIVISION MEMORANDUM  
NO. 276, s. 2026

**SUBMISSION OF SCHOOL CONTINGENCY PLAN FOR INCIDENT INVOLVING  
ACTIVE SHOOTERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Project Development Officer II  
All Public and Private Elementary and Secondary School Heads  
All School DRRM Coordinators  
All Others Concerned  
This Division

1. Relative to the DepEd Order No. 32, s. 2019 titled National Policy Framework on Learners and Schools as Zones of Peace and DepEd Office Memorandum under Office of the Secretary, this Office informs the field on the submission of School Contingency Plan for incident involving active shooter on September 16, 2026.
2. The School Contingency Plan shall provide directions on the proper handling of incident involving armed threats within school premises and nearby areas. It shall guide teaching and non-teaching personnel, as well as learners, on pre-incident preparedness, activation of the school Incident Management Team, lockout and lockdown procedures, emergency communications, coordination with law enforcement, post-incident recovery, psychosocial support, reunification and learning continuity.
3. Further, schools are expected to submit two (2) original copies of the contingency plan which serve as the division copy and the school copy. Kindly check the attached annexes for reference.
4. Moreover, kindly use the following format and refer to enclosure A:
  - Paper Size: A4 (8.3 inches x 11.7 inches)
  - Font Style: Bookman Old Style
  - Font Size: 12 points
  - Spacing: Single Space
  - Footer: Right-aligned page number
  - Ring bound with clear binding cover.
5. Kindly access the link: [https://bit.ly/ELSA\\_SafetyDrill](https://bit.ly/ELSA_SafetyDrill) for the template of the contingency plan and other related materials on school safety.
6. This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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7. This Office directs the immediate and wide dissemination of this Memorandum.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

ATCH.: As stated  
Reference: DepEd Order No. 21, s. 2015  
To be indicated in the Perpetual Index  
under the following subjects:

SAFE AND SECURITY  
DRRM PROGRAM

RE: SUBMISSION OF SCHOOL CONTINGENCY PLAN FOR INCIDENT INVOLVING ACTIVE SHOOTERS

SGOD/DRRM/jee



Republic of the Philippines  
Department of Education  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**Annex A: Cover Page**

**<insert DepEd Logo,  
Logo of Schools  
Division Office and  
Regional Office>**

**<NAME OF SCHOOL AND SCHOOL  
ID/OFFICE >**

**Contingency Plan  
for <HAZARD>**

**As of August 5, 2026**



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**Annex C: Signatories**

NAME OF SCHOOL  
SCHOOL ID

**Contingency Plan for <HAZARD>**

Prepared by:

*School DRRM Coordinator Name*  
*Designation*

*School Head Name*  
*Designation*

Reviewed by:

**JURICA ETHEL L. ESTRADA**  
Project Development Officer II

**ROLLY B. LABIS, Ed.D.**  
Chief, SGOD

Recommending Approval:

**CONNIEBEL N. NISTAL**  
Asst. Schools Division Superintendent

Approved by:

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

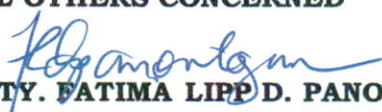


Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE SECRETARY

**MEMORANDUM**

**No.**

**TO :** REGIONAL DIRECTORS  
ASSISTANT REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
PUBLIC AND PRIVATE PRIMARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**   
ATTY. FATIMA LIPP D. PANONTONGAN  
Undersecretary and Chief of Staff  
Office of the Secretary

**SUBJECT :** SCHOOL CONTINGENCY PLAN FOR INCIDENTS INVOLVING  
ACTIVE SHOOTERS

**DATE :** AUGUST 5, 2026

Pursuant to Part VI(C)(2) of DepEd Order No. 32, s. 2019 or the "National Policy Framework on Learners and Schools as Zones of Peace," schools shall be recognized and respected as places for learning, caring and nurturing – a true second home for the learners, where children can receive utmost peace and security. Thus, to ensure the safety of learners and all teaching and non-teaching personnel while in school, all learning institutions, public and private, are hereby directed to adopt and use the "School Contingency Plan for Incidents for Active (Shooters) Attack" (School Contingency Plan) as part of their School Disaster Risk Reduction and Management Plan.

The School Contingency Plan shall provide directions on the proper handling of incidents involving armed threats within school premises and nearby areas. It shall guide teaching and non-teaching personnel, as well as learners, on pre-incident preparedness, activation of the school Incident Management Team, lockout and lockdown procedures, emergency communication, coordination with law enforcement, post-incident recovery, psychosocial support, reunification, and learning continuity.

All learning institutions shall contextualize the School Contingency Plan in their school setting, taking into consideration the site conditions, available resources, learner population, local risk profile, and existing coordination arrangements with Local Government Unit (LGU), law enforcement, local health and social welfare offices, Parent-Teacher Associations, and other relevant stakeholders. For this purpose, all school heads are directed to ensure compliance with the following:

1. Incorporate the School Contingency Plan as part of the existing School Disaster Risk Reduction and Management Plan and other school safety related measures;
2. Provide periodic orientation to teaching and non-teaching personnel, parents, and learners, including security personnel and other stakeholders on the School Contingency Plan, emphasizing their respective duties and responsibilities in cases of armed threats;
3. Identify and update emergency contact numbers, school maps, evacuation routes, lockdown areas, lockout procedures, off-site reunification points, and parent or guardian release protocols;
4. Ensure open coordination with the Philippine National Police (PNP), LGUs, Local health and social welfare offices, and other stakeholders on school-level preparedness and response arrangements;
5. Conduct age-appropriate simulations, tabletop exercises, or drills on lockout, lockdown, evacuation, emergency communication, and reunification procedures, with due care to prevent fear, distress, or harm among learners;
6. Review access control, visitor management, perimeter security, gate security, emergency alarms, and classroom security measures within the bounds of existing laws, policies, and available resources;
7. Submit incident reports, drill reports, and other required documentation through established DepEd reporting channels; and
8. Conduct post-drill and post-incident assessments to identify gaps and provide appropriate remedial measures to address the same by updating the School Contingency Plan.

By way of policy, the primary objective in cases of armed threats within school premises and nearby areas is to ensure the safety and well-being of teaching and non-teaching personnel, learners, and other parties concerned until such threat is neutralized by the PNP and other competent authorities. Accordingly, other concerns, such as learning continuity, protection of school property, and other regular school operations, shall remain secondary until such time that the PNP or other competent authority has declared that regular school operations may resume.

During the existence of an armed threat, the PNP and other competent authorities shall have the sole responsibility of neutralizing the threat through tactical intervention, arresting the perpetrators, and handling the relevant evidence material for investigation and prosecution of the case. Teaching and non-teaching personnel shall coordinate with the PNP and other competent authorities as soon as they become aware of the armed threat; and shall prioritize the safety and well-being of learners until such threat is neutralized.

Regional Directors, Assistant Regional Directors, Schools Division Superintendents, and Assistant Schools Division Superintendents, in coordination with the LGUs, the PNP, and other competent authorities, shall provide technical assistance to the Public and Private Primary and Secondary School Heads in the contextualization of the School Contingency Plan in their respective schools, and shall monitor compliance therewith.

For more information, you may read the attached School Contingency Plan for Incidents for Involving Active (Shooters) Attack, or watch the explainer video through: <https://bit.ly/ActiveThreatPlan>

Immediate dissemination of this Memorandum is directed.