

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



20 November 2023

Regional Memorandum
No. 699 s. 2023

SCHOOL SAFETY PLAN

To **Schools Division Superintendents**

1. The Department of Education Region IV-A CALABARZON through the Education Support Services Division Disaster Risk Reduction and Management intensifies the resiliency of schools through the School Safety Plan (SSP).
2. The primary objective of the SSP is to develop a local plan that focuses on all risk and emergency incidents identified in the school and sets prevention and preparedness initiatives, and response interventions thus mitigating the impacts of an incident on school operations.
3. The Schools Division shall initiate the roll-out capacity building of the SSP through the Disaster Risk Reduction and Management Program. See *Enclosure B* for the list of capacitated school heads and other personnel on crafting the SSP.
4. Training materials and samples are accessible through the link, <https://bit.ly/03SSP2023>.
5. Training and other incidental expenses shall be charged to the Division Disaster Preparedness and Response Program Funds subject to the usual accounting and auditing rules and regulations.
6. For any questions or clarifications contact Wilbert C. Ulpindo of the Education Support Services Division at email essd.calabarzon@deped.gov.ph and mobile no. 09178 854 2321.
7. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

03/ROE2



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Enclosure A: CAPACITATED DIVISION AND SCHOOL PERSONNEL ON SCHOOL SAFETY PLAN

NAME	Division / Office
NOEL C. MERINO	ANTIPOLO CITY
ANNA LYN P. RAYMUNDO	ANTIPOLO CITY
ROSA T. TAYAMORA	ANTIPOLO CITY
NENITA G. ACORDA, ED. D	ANTIPOLO CITY
ARMIDA E. QUINDARA	BACOR CITY
ADORANDO R. DARVIN	BACOR CITY
KYNAH AMOR M. DARVIN	BACOR CITY
ALFREDO N. SARABUSAB	BACOR CITY
RAQUEL B. RANCHEZ	BATANGAS CITY
NILO DELICA ALO	BATANGAS CITY
JULIUS DELGADO ARGUELLES	BATANGAS CITY
MENA M. DE TORRES	BATANGAS CITY
JOSELITO R. ALDAY	BATANGAS PROVINCE
JUVIE ANN P. GABRIELES	BATANGAS PROVINCE
JONEL B. FRANCISCO	BATANGAS PROVINCE
JAMES ANGELO T. AÑO	BATANGAS PROVINCE
ERNANE S ESCUVANIA	BIÑAN CITY
CHARITY MAE L. SATOQUIA	BIÑAN CITY
JERICO F. BALMES	BIÑAN CITY
OLIVER P CALIWAG	BIÑAN CITY
JOMAR D. FLORES	CABUYAO CITY
LYELL M. FRUELDA	CABUYAO CITY
MARIA VICTORIA B. RODRIGUEZ	CABUYAO CITY
MA. THERESA S. RAMOS	CABUYAO CITY
ARIEL ANTONIO	CALAMBA CITY
DANILO S. TUNGOL	CALAMBA CITY
KINO J. ABUSTAN	CALAMBA CITY
HEIDI C. LANTACON	CALAMBA CITY
CHERRY LEEN C. MARQUEZ	CAVITE CITY
PATRICIA ANN M. GARCIA	CAVITE CITY
GERALD S. VIÑAS	CAVITE CITY
RANDIE L. SALONGA	CAVITE CITY
BASILISA R. DIGMA	CAVITE PROVINCE
JESSELLE MARK P. REYES	CAVITE PROVINCE
LEA G. MONEVA	CAVITE PROVINCE
JONATHAN L. CABATUAN	CAVITE PROVINCE
NICANOR O. REYES II	DASMARIÑAS CITY
THERESA YEMMA A. CALUBAG	DASMARIÑAS CITY
ROCHELLE I. PACATANG	DASMARIÑAS CITY
MARIA LALAINA M. BARRAMEDA	DASMARIÑAS CITY
BOYROMMELLE G. SAQUILAYAN	GENERAL TRIAS CITY
SALLY P. GENUINO	GENERAL TRIAS CITY
ALBIN A. CADIMAS	GENERAL TRIAS CITY
RAMY R. DALIDA	GENERAL TRIAS CITY
MARIA LUISA F. CANDELARIA	IMUS CITY

ARTURO P. ROSAROSO JR.	IMUS CITY
ANTHONY D. BUNGAY	IMUS CITY
ANDREA A. ANGELES	IMUS CITY
ERVIN C REYES	LAGUNA
CAROL ENRIQUEZ-DELOS SANTOS	LAGUNA
ARTHUR ROBERT P. LIMONGCO	LAGUNA
REYNALDO D. VILLALUZ	LAGUNA
RAYMUND P. BAUTISTA	LIPA CITY
ARNEL C. LUCING	LIPA CITY
ALELI C. NITORAL	LIPA CITY
JOSEPH CHRISTIAN C. TAPIRE	LIPA CITY
PRECIOSA MARIE T. ALBA	LUCENA CITY
FERMELA V. CALVARIO	LUCENA CITY
MARIA CORAZON A. RUBIO	LUCENA CITY
RODOLFO A. SENA JR	LUCENA CITY
ARVIN P. REPASO	QUEZON PROVINCE
REYNALDO V. NANONG	QUEZON PROVINCE
EUSEBIA CYNTHIA A. DE TORRES	QUEZON PROVINCE
JAYFIE P. RITUAL	QUEZON PROVINCE
JON DARYL D. ESPIRITU	RIZAL PROVINCE
MARIA CRISTINA S. MARASIGAN	RIZAL PROVINCE
VICTORINO BUTRON	RIZAL PROVINCE
SOLITA F. COMBIS	RIZAL PROVINCE
MANFREDO Z. GUITANG	SAN PABLO CITY
GLENN A. TOLEDO	SAN PABLO CITY
JOWEL M. MEER	SAN PABLO CITY
CHRISTOPHER M. PALACIO	SAN PABLO CITY
JEROME Q. JASA	SAN PEDRO CITY
ENRIQUE R MALIMATA	SAN PEDRO CITY
OMAR M. JACALNE	SAN PEDRO CITY
ERWIN S. CORPUZ	SAN PEDRO CITY
GRAZIELA JUDY A. PACHECO	STA. ROSA CITY
FABIE M. PASILAN	STA. ROSA CITY
LORENZO L. MALAPITAN	STA. ROSA CITY
KATRINA C. ARGUEL	STA. ROSA CITY
BONIFACIO DC. REGALADO JR.	STO. TOMAS CITY
GIGI C. CORPUZ	STO. TOMAS CITY
EDWIN C. MIRANDA	STO. TOMAS CITY
JHOMAR C. SOR	STO. TOMAS CITY
BLADEMER O. MANALO	TANAUAN CITY
MINARDO C. ILAGAN	TANAUAN CITY
EDWARD G. LANDAYAN	TANAUAN CITY
LAWRENCE B. ICASIANO	TANAUAN CITY
MICHAEL M. SAFRED	TAYABAS CITY
ARIEL C. CABUYAO	TAYABAS CITY
EMELIA R. ECLARIN	TAYABAS CITY
RONAN R. RANILLO	TAYABAS CITY



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DISASTER RISK REDUCTION AND MANAGEMENT
SERVICE

Room 201, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone Nos: + (632) 635.3764. + (632) 637.4977
Email Address: drrms@deped.gov.ph



MESSAGE

SCHOOL SAFETY PLAN

Requested by Region IV-A CALABARZON

The Department of Education (DepEd), through the Disaster Risk Reduction and Management Service (DRRMS), congratulates DepEd CALABARZON on the release of the School Safety Plan, a valuable addition to the School Contingency Plan. This underscores their unwavering commitment to enhancing safety and fostering resilience within CALABARZON.

The well-known saying, "a dollar spent on disaster mitigation and preparedness saves six dollars in disaster response," remains relevant, supporting the evolving approach in various countries, including the Philippines, where there is a growing emphasis on disaster risk reduction and management.

Within the basic education, one of the most vulnerable sectors during disasters and emergencies, DepEd has been proactively developing and implementing disaster prevention, mitigation, and preparedness programs, projects, and activities for its learners, personnel, schools, and offices.

Recognizing its responsibility to safeguard the population it serves, DepEd acknowledges the importance of effective mechanisms at all levels of governance. While having contingency plans for different hazards within schools is crucial for the well-being of learners and personnel, these efforts should not stop there. Different areas possess distinct contexts and needs, making contextualized innovations and tailored practices essential for effective disaster preparedness.

The School Safety Plan, spearheaded by DepEd CALABARZON, marks a significant stride in guaranteeing the safety and protection of both learners and personnel in the CALABARZON region. This plan outlines various emergency scenarios within educational institutions, effectively addresses potential risks, and provides precise response strategies. In alignment with one of the key components of the agency's MATATAG Agenda, specifically the aspect of "Taking good care of learners by promoting learner well-being, inclusive education, and a positive learning environment," we hold a positive outlook that this initiative will significantly contribute to achieving this goal.

I am confident that the School Safety Plan will serve as a blueprint as we continue our journey towards building a resilient education sector. We hope that this will be replicated by other regions, fostering improvements in emergency preparedness and safety measures within schools across the country, ultimately ensuring learning continuity during times of disasters and emergencies.

Together, let us work hand in hand to ensure the safety and well-being of Filipino learners today and beyond.

ATTY. CHRISTIAN E. RIVERO, EdD

Director IV

DepEd - Disaster Risk Reduction and Management Service



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Office of the Regional Director

MESSAGE

Anchoring on one of MATATAG Agenda's components, particularly on "Taking good care of learners by promoting learner well-being, inclusive education, and a positive learning environment," the Department of Education (DepEd) Region IV-A CALABARZON, through the Education Support Services Division (ESSD), brightlines its commitment to uphold safety, disaster preparedness, and response with the launch of the School Safety Plan (SSP).

This trailblazing initiative which is rooted in the principles of inclusivity, holistic well-being, emergency readiness, and response, aims to foster a safe, conducive, and child-friendly learning environment for our basic education learners in the region. As a significant addition to the School Contingency Plan, the SSP ensures that teachers, learners, and other education stakeholders are guided on appropriate, immediate, and effective response in addressing natural and man-made disasters that pose life-threatening hazards to vulnerable clienteles in schools and communities.

I commend the ESSD, headed by Chief Michael Girard Alba with the support of Disaster Risk Reduction and Management (DRRM) focal Wilbert Ulpindo for their valuable contribution to layout the foundation for disaster and risks mitigation to safeguard learners' welfare and safety in all DepEd schools.

As a popular saying goes, "An ounce of prevention is better than a pound of cure." Let this serve as an inspiration for us to be champions of proactive change and preparedness. Together, with the SSP as an invaluable guide and reference to all education stakeholders in the region, we will develop the values of resilience and self-confidence in every child in CALABARZON.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



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REGION IV-A CALABARZON

Office of the Assistant Regional Director

M E S S A G E

“It wasn’t raining when Noah built the Ark.” – Howard Ruff

Indeed, preparedness is the cornerstone of success in all aspects of life. It is with this spirit that we gather to discuss a matter of paramount importance – the School Safety Plan initiated by the Department of Education Regional Office. Be always ready for a potential disaster. If it doesn't happen, that will be to our advantage. If it does occur, we will be equipped to navigate through it with greater ease. Anticipation is never a manner of negative thinking. Rather, anticipation serves as a method to safeguard a positive mindset during challenging times.

In our pursuit of academic excellence, we must not lose sight of the well-being and safety of our learners, personnel, schools and guests. The Philippines, with its unique geography, faces a myriad of risks and hazards that demand our attention and proactive measures. From the controversies of bullying and maltreatment, the perennial threat of floods to the ravages of fire and the looming specter of the “Big One” earthquake, our schools, communities and families stand at the crossroads of uncertainty.



As we discuss the School Safety Plan, we confront the reality that disasters can strike at any moment. Our level of preparedness will determine the extent of their impact. It is not a question of 'if' but 'when' these challenges will test our resilience. Hence, the establishment of identification, preparedness, risk reduction and recovery responses becomes imperative in mitigating disaster situations.

I extend my heartfelt congratulations to the Education Support Services Division (ESSD) of the Department of Education Region 4A CALABARZON for their foresight in crafting this School Safety Plan. Their commitment to safeguarding the lives of our learners, personnel, schools and guests reflects the true spirit of public service.

Let me emphasize that this initiative is never a one-size-fits-all solution. Each school in CALABARZON must take the lead in crafting a disaster preparedness, risk reduction and recovery action plan specific to its unique location and demographics. We must acknowledge that the threats and challenges faced by a coastal community differ significantly from those in the highlands.



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Website: depedcalabarzon.ph

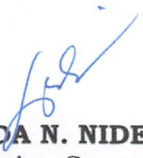


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This is not merely a formality but a stern call to action, a responsibility we owe to the future generations who entrust us with their education and safety. As we embark on this journey towards a safer and more resilient educational system, let us stand united in our commitment to creating a region where no learner is left behind, not just academically and psychosocially, but also in times of crisis.

Together, we can build a future where our schools are not just centers of knowledge but fortresses of safety, always ready to weather any obstacle that may come our way.

With the grace of God, let us move forward hand in hand towards a brighter and safer future for CALABARZON.



LOIDA N. NIDEA

Schools Division Superintendent
Officer-In-Charge, Office of the Assistant Regional Director



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

THE SCHOOL SAFETY PLAN

VISION FOR SCHOOL SAFETY

The Department of Education Region IV-A CALABARZON envisioned to foster a learning environment where every student, educator, and visitor feels safe, supported, and empowered to thrive academically and personally. The department, through the Education Support Services Division - Disaster Risk Reduction and Management, is committed to creating a culture of safety, well-being, and preparedness that not only safeguards against physical threats but also promotes emotional and mental health. Our school safety plan envisions a place where:

Prioritize physical safety through measures such as access control, surveillance, and emergency response preparedness to protect our school community from external threats.

Acknowledge the importance of emotional and mental health, and we aim to provide resources and support that enable students and staff to thrive emotionally, academically, and socially.

Believe in involving our school community in the safety process. We aim to educate, engage, and empower students, staff, parents, and the broader community to actively participate in maintaining a safe school environment.

The safety plan is rooted in principles of equity and inclusivity, ensuring that all students and staff are treated with respect, fairness, and sensitivity to their unique needs and backgrounds.

Commit to ongoing assessment and improvement of our safety measures and protocols to adapt to changing circumstances and emerging threats, always striving for excellence.

Foster open and effective communication among all stakeholders and collaborate with local authorities, emergency responders, and community organizations to enhance the safety of our school.

Prioritize comprehensive emergency preparedness and response plans that ensure the swift and efficient handling of crises, with the well-being of our students and staff as the top priority.

Our School Safety Plan vision reflects our dedication to creating an environment where education can flourish without the distraction of safety concerns. Together, we

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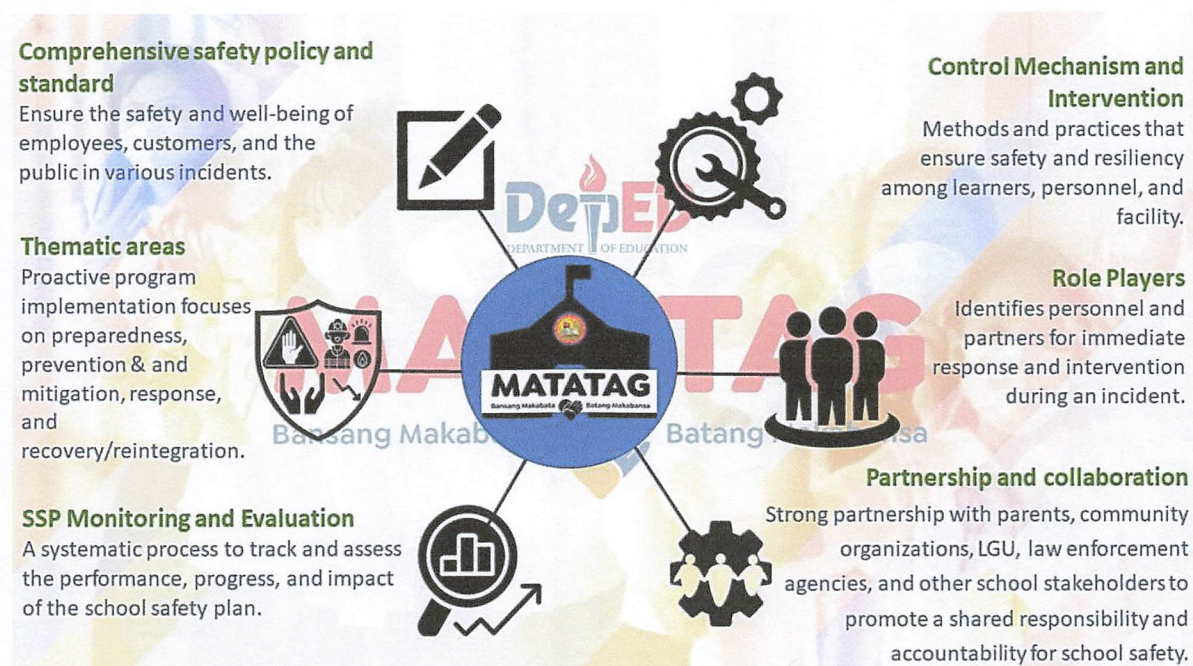


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can build a safe, supportive, and conducive community to the holistic development of every individual associated with our school."

It's important to note that a School Safety Plan vision should be specific to the school's unique needs and circumstances, and it should guide the development of detailed safety policies and procedures that align with the vision's goals. Regular review and revision of the plan are essential to adapt to changing circumstances and emerging threats.

FRAMEWORK



THE SCHOOL SAFETY PLAN GUIDE

I. Introduction

It includes the schools' safety for learners, personnel and client inside the school vicinity and nearby community, a brief description of the plans and its purposes.

II. School Profile

Briefly discuss the school location identifying its common hazards that may produce or lead to risk and incidents. A baseline data of learners and personnel shall be included in consideration for control and response interventions.

III. Situation

Describe all possible incidents that may occur in the vicinity and nearby community due to an identified hazard. Enumerate the current control and intervention to identify its gap and bottleneck.

IV. Safety School Committee

Identify the school safety committee, preferably an incumbent member of the DRRM Team and external partner. Each Incident shall have a separate Incident Committee not exceeding three members including the lead.

V. School Safety Plan

Identify the source hazard that leads to risk and an incident particular to the safety of the learners, personnel, and client in the vicinity and nearby community. Enumerate the prevention mechanism, a step-by-step response intervention with a timeline to identify the needed resource and person to be in charge.

VI. Resource projection, capacity, and needs

Identify the current resources vis-a-vis to an incident and the supplemental resources for the improved delivery of the school safety plan.

VII. Communication Plan

Enumerate the school safety committee and internal & external partners for effective communication and address another communication risk. Establish standard communication protocol.

VIII. Monitoring and evaluation

To further guide the Department in refining and continuously fleshing out the learning recovery, a Monitoring and Evaluation (M & E) Framework anchored on the Basic Education Monitoring and Evaluation Framework (BEMEF) is

being adopted, tailored to the needs of the learners during this emergency. This framework shall animate the planned interventions and activities since this shows the desired outcomes as we navigate through the situation.

The framework includes intermediate outcomes (IOs), which represent what DepEd endeavors the learners to achieve in terms of access and quality during the pandemic. The enabling environment (EE) defines the necessary governance structure in terms of leadership investments, management systems, partnerships, and external relations that will ensure the effective, efficient, and responsive delivery of the basic education needs of the learners.

IX. Appendix

This includes all attachments needed to establish a fully implemented school safety plan such as the school hazard map, MOU/MOA, the term of reference, role players, and other persons involved. The school shall also include national, local and other related policies relative to establishing learners and personnel safety in the school.

TEMPLATE**SCHOOL SAFETY PLAN****School Name:** XXX**Contact Number:** XXX**School ID:** XXX**SBM Level of practice:** XXX**School Head:** XXX**Contact Number:** XXX**I. Introduction**

- a. School vision for a safe school
- b. Brief description of the plan
- c. Purpose

II. School profile

- a. Brief description of school location
 - b. Identified common hazards and risks
 - c. Baseline data
 - i. No. of learners (Muslim, IP's, Person with disability)
 - ii. No. of school personnel ((Muslim, IP's, Person with disability) iii.
- List of risks / incidents involving learners and personnel safety

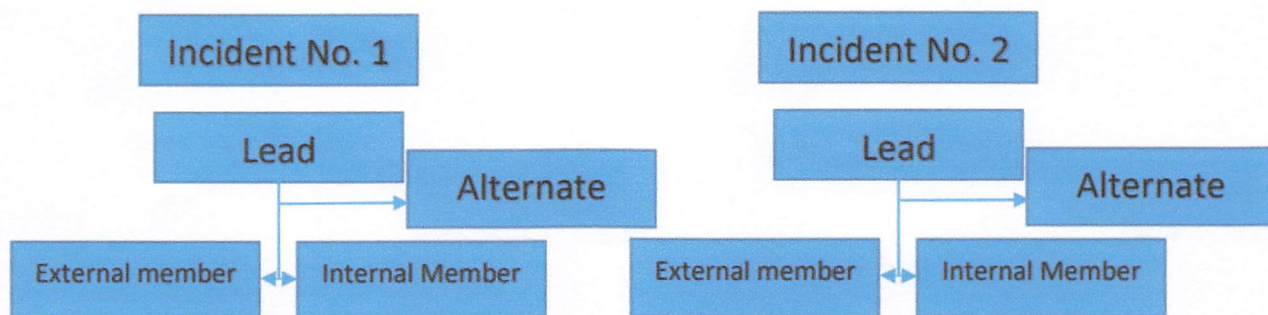
III. Situationer

Brief description of an incident involving learners and school personnel safety, summary of events and action and intervention taken.

No.	Identified Incident	Brief Summary	Action Taken / Current Control and Intervention
1			
2			

IV. The School Safety Committee

Identify the school safety committee, preferably an incumbent member of the DRRM Team and external partner. Each Incident shall have a separate Incident Committee not exceeding three members including the lead.



V. The School Safety Plan

Hazard	Risk	Incident	Prevention	Step-by-Step response (Include time frame)	Recovery / Reintegration	Resource Needed	Person In Charge

VI. Resource projection, capacity and needs

No.	Incident	Current resources (Trained personnel, facility, materials)	Needed resources (Trained personnel, facility, materials)
1			
2			

VI. Communication Plan

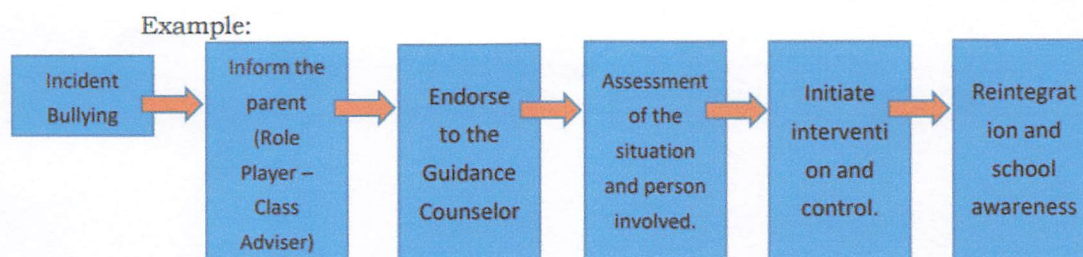
The School Safety Plan should include a communications network with internal and external contact.

A. Communication Directory

No.	Internal / External Role Player	Contact No.	Office / Address
1	Example: Internal Guidance Councilor	09*****	Guidance Office
2.	Example: Internal Community Doctor	09*****	Barangay Health Center

B. Communication Protocol

A brief illustration of communication protocol based on the specific incident.



VII. Monitoring and Evaluation

To further guide the Department in refining and continuously fleshing out the learning recovery, a Monitoring and Evaluation (M & E) Framework anchored on the Basic Education Monitoring and Evaluation Framework (BEMEF) is being adopted, tailored to the needs of the learners during this emergency. This framework shall animate the planned interventions and activities since this shows the desired outcomes as we navigate through the situation.

The framework includes intermediate outcomes (IOs), which represent what DepEd endeavors the learners to achieve in terms of access and quality during the pandemic. The enabling environment (EE) defines the necessary governance structure in terms of leadership investments, management systems, partnerships, and external relations that will ensure the effective, efficient, and responsive delivery of basic education needs of the learners.

VII. Appendix

- a. School hazard map
- b. MOU / MOA
- c. Term of reference of role players and person involved
- d. Policy guidelines
- e. Awareness Campaign Mechanism

Prepared by: *School Safety Plan Committee*

Recommending approval: *School Head*

Approved: *PSDS*

Conformed: *SSP Committee Member Internal and External partner and role player*