



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Reference Number: RU-2026-073

Office of the Schools Division Superintendent

October 13, 2026

DIVISION MEMORANDUM
No. 457 s, 2026

INSTITUTIONALIZATION OF MONTHLY SCHOOL SAFETY DRILLS

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

1. In compliance with Memorandum OM-OUGOPS-2026 dated October 12, 2026, entitled **Institutionalization of School Safety Drill**, all public schools in the Schools Division of Tabuk City are directed to institutionalize the conduct of **monthly, age-appropriate, and trauma-informed school safety drills beginning November 2026.**

2. School heads shall ensure that the drills are based on their respective school risk assessments, identified vulnerabilities, and contingency plans. Each drill shall focus on a specific threat or emergency scenario and strengthen learners' and personnel's preparedness, evacuation procedures, accountability, communication, and coordination with appropriate emergency responders.

3. All schools shall adopt the following continuous improvement cycle:

- Assess – Review school-level risks and findings from previous drills;
- Drill – Conduct the planned safety drill based on the identified emergency scenario;
- Evaluate – Document observations, gaps, and lessons learned; and
- Improve – Implement corrective actions and monitor progress during subsequent drills.

4. School heads shall coordinate with relevant stakeholders and local emergency response authorities, as appropriate, and schedule the activities to minimize disruption of classes and other essential school operations without compromising safety.

5. Schools shall maintain proper documentation of the drills, including attendance or participation records, observations, evaluation results, identified gaps, and corrective actions undertaken. These records shall serve as evidence of compliance and as a basis for continuous improvement of school safety mechanisms.

6. The School Governance and Operations Division (SGOD), through the appropriate personnel, shall provide technical assistance and guidance to schools in planning,



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conducting, evaluating, and documenting the drills. The Curriculum Implementation Division (CID) shall support the integration of appropriate preparedness and safety learning activities, as necessary.

7. All public elementary and secondary school heads are directed to ensure the immediate and faithful implementation of this Memorandum, with due consideration for the age, developmental needs, and well-being of learners.

8. For strict compliance and immediate dissemination.


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OIC-Schools Division Superintendent 



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