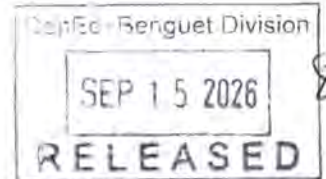




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



14 September 2026

DIVISION MEMORANDUM

No. 370, s. 2026

**LAUNCHING AND PRESENTATION OF OPLAN PROJECT TAJUJAW
AND THE PROPOSED EMERGENCY MANAGEMENT /
INCIDENT MANAGEMENT SYSTEM**

TO: Chief Education Supervisors, CID, and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Stakeholders and All Others Concerned

1. In line with the Schools Division Office of Benguet's continuing commitment to strengthen disaster risk reduction and management, emergency preparedness, coordinated response, recovery, and education continuity, the Division shall formally launch and present OPLAN Project TAJUJAW on September 21, 2026, immediately after the Flag Raising Ceremony.
2. OPLAN Project TAJUJAW is an Indigenous Knowledge-Based Emergency Management and School Resilience Framework that translates the principle of the traditional TAJUJAW system into a culture of continuous preparedness, alert, coordinated action, recovery, and resilience. The project supports the Division's efforts to establish an integrated emergency management system from the Division Office to the school level.
3. The launching and presentation shall introduce the TAJUJAW framework, its emergency management structure, the proposed Incident Command System (ICS), the Emergency Management/Incident Management Team of the Division Office, and the School Disaster Agile Response Team as a mechanism for rapid community-based augmentation during emergencies.
4. The activity shall include the following:
 - a. Formal launching of OPLAN Project TAJUJAW;
 - b. Presentation of the TAJUJAW Emergency Management and School Resilience Framework;
 - c. Presentation of the proposed Division Emergency Management / Incident Management Team and Emergency Operations Center structure;
 - d. Presentation of the School-Based Incident Command System and School Disaster Agile Response Team; and
 - e. Orientation on the roles of personnel, responders, partners, and stakeholders in supporting coordinated emergency management and education continuity.



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5. All concerned personnel are enjoined to participate actively in the launching and presentation, and to support the succeeding institutionalization of OPLAN Project TAJUJAW within their respective offices, schools, and response networks.
6. The enclosures to this Memorandum form an integral part of the launching and presentation and shall serve as the initial reference for the proposed emergency management structure at the Division Office and the Incident Command System at the school level.
7. Immediate compliance with and dissemination of this Memorandum to all concerned is directed.

sgd

CARMEL F. MERIS

OIC - Schools Division Superintendent

Enclosures:

- Enclosure No. 1 – Proposed SDO Emergency Management / Incident Management Team and Emergency Operations Center Structure
- Enclosure No. 2 – Proposed School-Based Incident Command System (ICS) and School Disaster Agile Response Team



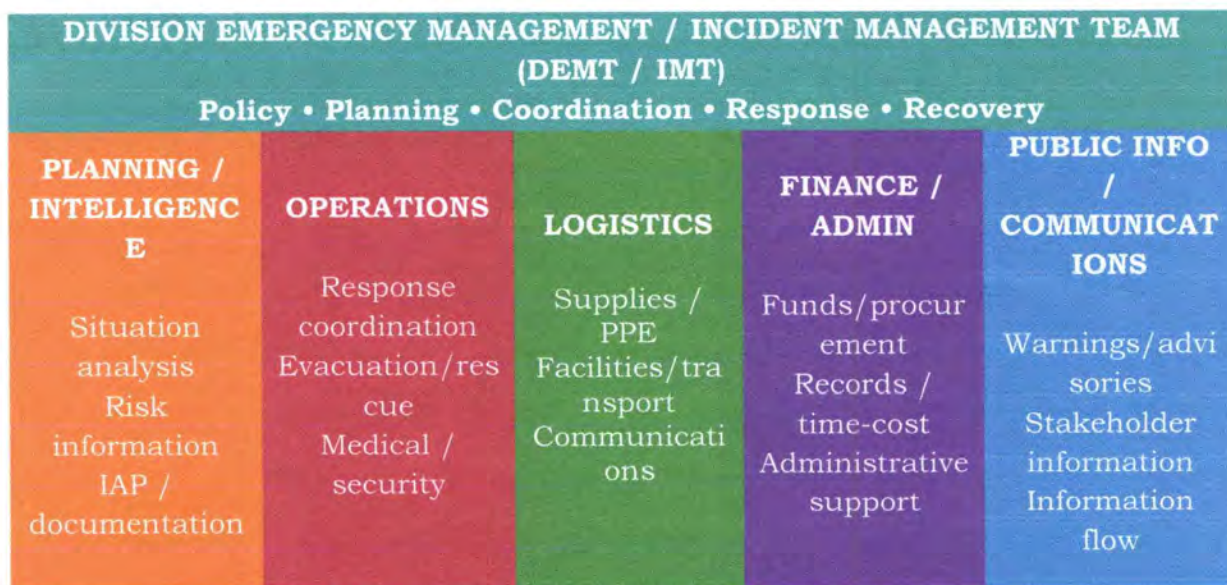
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ENCLOSURE NO. 1

PROPOSED SDO EMERGENCY MANAGEMENT / INCIDENT MANAGEMENT TEAM

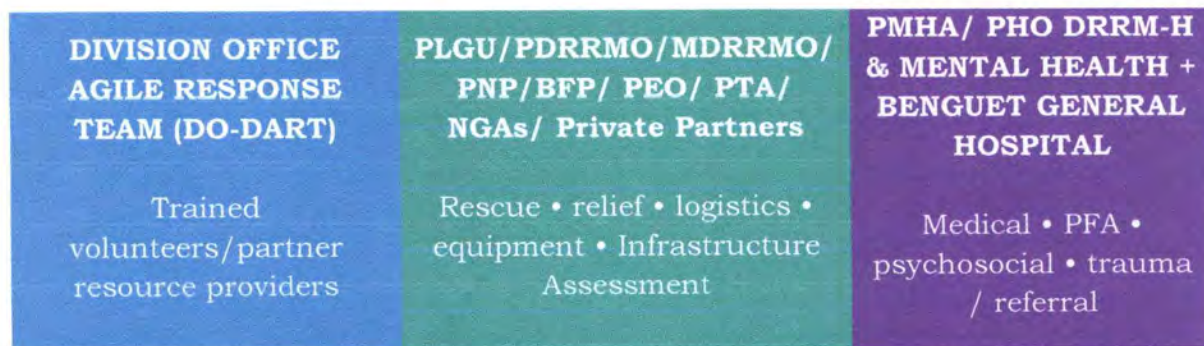
Schools Division Office of Benguet • Division-Level Emergency Management Structure

**SCHOOLS DIVISION SUPERINTENDENT
INCIDENT / EMERGENCY MANAGEMENT DIRECTOR**



↓ **EMERGENCY OPERATIONS CENTER (EOC)** ↓

EMERGENCY OPERATIONS CENTER (EOC)
Monitor • Analyze • Coordinate • Direct • Document
RAPID RESOURCE AUGMENTATION



Governance note: External partner/resource providers augment the Division response through the EOC or appropriate ICS supervisor and do not establish a parallel command structure. Unity of command and one person-one supervisor shall be maintained.



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Organizational Structure

Position	Responsibility
Schools Division Superintendent	Emergency Management Director
Assistant Schools Division Superintendent	Deputy Director
Chief, SGOD	Emergency Management Coordinator
Chief, CID	Education Continuity Coordinator
SEPS – SMN/EPS II / Division DRRM Coordinator	Emergency Operations Manager
Planning Officer Research SEPS	Planning and Intelligence
Administrative Officer Supplier Officer	Logistics
Budget Officer	Finance
Accountant	Financial Management
Information Officer	Public Information
SGOD EPS and Education Facilities Unit	Safety Officers and Technical Assessment Team
ICTO	Emergency Communications
School Health Section / Youth Formation Unit	Health Services/ Emergency Medical Services/ PFA/PSS
Monitoring and Evaluation Section	Independent Monitoring, Evaluation, Learning, and Accountability Function
School Heads	School Incident Commanders
District Supervisors	District Coordinators



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ENCLOSURE NO. 2

PROPOSED SCHOOL-BASED INCIDENT COMMAND SYSTEM (ICS)

School Disaster Agile Response Team (SDART) • Community-Based Rapid Augmentation

**SCHOOL INCIDENT COMMANDER
 SCHOOL HEAD / DESIGNATE**



STAFF OFFICERS	OPERATIONS	PLANNING	LOGISTICS	COORDINATION / COMMUNICATION
Safety • Liaison PIO • Legal Finance/Admin	Evacuation Search & rescue Medical • security	Situation Resources IAP • documentation	Supplies / PPE Facilities Transport/comms	Alerts/reporting Parents/partners Agency coordination

↓ REQUEST FOR RAPID AUGMENTATION ↓

SCHOOL DISASTER AGILE RESPONSE TEAM (SDART)
 Trained school-community volunteers and partners activated through the
 School ICS

SIX FUNCTIONAL SUPPORT TEAMS

1. INFRASTRUCTURE SAFETY & ASSESSMENT Structural / non-structural safety • utilities • hazard / damage assessment	2. COORDINATION & COMMUNICATION Situation reporting • alerts • Barangay / agency coordination • family communication	3. LOGISTICS & RESOURCE MOBILIZATION PPE • emergency supplies • transport • staging • partner resources
4. SEARCH & RESCUE + FIRST AID SUPPORT Safe search support • first aid • patient movement • medical referral	5. PSYCHOLOGICAL FIRST AID (PFA) Immediate psychosocial support • referral • learner and responder wellbeing	6. EDUCATION CONTINUITY SUPPORT Accountability • temporary learning arrangements • ADM / continuity • records / family support

POTENTIAL RESPONDERS / PARTNERS: LGU • Sangguniang Barangay/BDC • PNP • BFP • PTA • Health/MDRRMO • CSOs & Other trained volunteers

KEY PRINCIPLE • SDART AUGMENTS THE SCHOOL ICS — IT IS NOT A PARALLEL COMMAND SYSTEM • ONE PERSON → ONE SUPERVISOR