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

DepEd-Benguet Division
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RELEASED

12 November 2026

DIVISION MEMORANDUM
No. 504, s2026

PARTICIPATION OF THE SCHOOLS DIVISION OFFICE OF BENGUET IN THE ORIENTATION-WORKSHOP ON PLANSMART FOR SAFE SCHOOLS (PSSS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors Concerned
School Heads Concerned
All Others Concerned

1. In reference to Regional Memorandum No. 860, s. 2026, dated October 20, 2026, re: *Orientation-Workshop on Plansmart for Safe Schools (PSSS)*, the Schools Division Office of Benguet shall participate in the said activity scheduled on **November 16–18, 2026, at Baguio Teachers Camp, Baguio City**.

2. The activity aims to capacitate designated personnel in the utilization of the DepEd Plansmart for Safe Schools, a web-based disaster preparedness and contingency planning tool designed to assist schools in developing evidence-based contingency plans using reliable hazard and risk data. It also seeks to strengthen the capacity of schools and the Schools Division Office in disaster preparedness, risk assessment, and contingency planning to ensure the safety and protection of learners, teaching and non-teaching personnel, and other education stakeholders.

3. In this regard, the following personnel are hereby designated as official participants representing the Schools Division of Benguet:

Name	Position/Designation	Office/School
Christopher W. Lao-e	Project Development Officer II / Division DRRM Coordinator	SDO Benguet
Aron Christian L. Barbosa	Administrative Assistant II / ICTU Representative	SDO Benguet
Jayson Gonzales	Project Development Officer I / School DRRM Coordinator	Lubas Elementary School

4. All designated participants are required to bring their respective **laptops and extension cords** to facilitate active participation in the workshop

and the hands-on activities involving the Plansmart for Safe Schools web application.

5. Board and lodging shall be charged against the 2026 Disaster Preparedness and Response Program (DPRP) Funds downloaded to the Regional Office, while travel expenses shall be charged against available local funds, subject to the usual accounting and auditing rules and regulations. Check-in shall commence at 2:00 PM on November 16, 2026, with the first meal being dinner on the same date. The last meal shall be PM snacks/lunch on November 18, 2026, with check-out at 12:00 noon of the same date, as stipulated in the Regional Memorandum.

6. This Memorandum shall likewise serve as the official travel authority of the above-named participants to travel to Baguio City and attend the Orientation-Workshop on Plansmart for Safe Schools on November 16–18, 2026. Accordingly, the participants are hereby authorized to undertake the necessary official travel in connection with the activity, subject to applicable government travel policies, rules, and regulations.

7. Upon completion of the activity, the participants are expected to cascade the knowledge and skills acquired and provide the necessary technical assistance to concerned schools, particularly in the adoption and utilization of the Plansmart for Safe Schools platform and the development and enhancement of school contingency plans.

8. For information, guidance, and compliance.

sgd
CARMEL F. MERIS
OIC - Schools Division Superintendent

SGOD/SMN/DRRM/cwl2026