



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City, Capiz

24 June 2026

DIVISION MEMORANDUM

No. **266**, s. 2026

**CONFERENCE-WORKSHOP ON THE DEVELOPMENT OF SCHOOL INTERVENTION
PLANS AND SAFETY PROTOCOLS FOR EMERGENCY AND CRITICAL INCIDENT
MANAGEMENT IN SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary Schools
All Others Concerned

1. As part of the preparations for the opening of School Year 2026–2027 and in light of the recent incident that occurred at San Jose National High School in Tacloban City, this Office, through the School Governance and Operations Division (SGOD), shall conduct a one-day Conference-Workshop on the Development of School Intervention Plans and Safety Protocols for Emergency and Critical Incident Management in Secondary Schools on June 30, 2026, at the WAB Building, Capiz National High School, Tiza, Roxas City..
2. The activity aims to strengthen the preparedness, responsiveness, and capacity of secondary schools to effectively prevent, manage, and respond to emergencies and other untoward incidents through the formulation of comprehensive intervention plans and safety protocols.
3. The participants in this activity are the fifty-four (54) public secondary school heads of the Schools Division of Capiz. This Memorandum shall serve as the Authority to Travel for all participants.
4. Travel expenses, meals, and other incidental expenses to be incurred by the participants in connection with this one-day live-out activity shall be charged against their respective School Maintenance and Other Operating Expenses (MOOE), subject to the usual accounting and auditing rules and regulations.
5. During the conduct of this activity, all necessary measures shall be undertaken to ensure strict compliance with non-discrimination principles and to maintain a safe, inclusive, and equitable environment for all participants.



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6. Immediate dissemination of and compliance with this Memorandum are hereby enjoined.


ROEL F. BERMEJO
Schools Division Superintendent 

Encl.: As stated
Reference: None

To be indicated in the Perpetual Index under the following subjects:

CONFERENCE INTERVENTION PLAN PLANNING SAFETY PROTOCOLS WORKSHOP