



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

12 AUG 2026

DIVISION MEMORANDUM

No. 372, s. 2026

**SUBMISSION OF 2026 SCHOOL CONTINGENCY PLAN FOR ACTIVE
THREAT/ACTIVE SHOOTER**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Public Schools District Supervisors / OIC of the Districts
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This Office, through the Disaster Risk Reduction and Management (DRRM) Unit of the School Governance and Operations Division recognizes the need to ensure to establish a policy that guarantees a clear, coordinated and responsive framework for managing active threat situation that provides a defined protocol, roles and responsibilities, communication procedures and protective actions to minimize risks, protect learners and personnel and support immediate and coordinated response of the school and concerned authorities.
2. Anent this, all schools are instructed to craft their 2026 School Contingency Plan for Active Threat/Active Shooter. Submission of respective School Contingency Plan will be on or before August 14, 2026.
3. Template of the said contingency plan, is available at <https://tinyurl.com/ConPlanforActiveThreat>.
4. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As stated

Reference: Division Memorandum No. 312 s. 2026

To be indicated in the Perpetual Index

under the following subjects:

CONTINGENCY PLAN
DRRM

PREPAREDNESS
DRRM