



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

May 06, 2026

DIVISION MEMORANDUM

No. 191, s. 2026

LOCALIZED IMPLEMENTATION GUIDELINES OF THE SCHOOL FAMILY REUNIFICATION PLAN (FRP) FOR SCHOOLS DIVISION OF NORTHERN SAMAR

To: Education Program Supervisors
Public School District Supervisors
Public Elementary & Secondary School Heads
School & District DRRM Coordinators
All Others Concerned

1. In line with the Department's commitment and pursuant to DepEd Order 33, s. 2021 or the School Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding and other weather related disturbances and calamities and to ensure the safety and protection of learners during emergencies and disasters, this Office issued an implementing guidelines of the **Family Reunification Plan (FRP)** to ensure a systematic and secure process for the safe return of learners to their parents or authorized guardians during emergencies and disasters.
2. The plan aims to:
 - a. Establish clear procedures for safe and orderly reunification of learners with their parents/guardians.
 - b. Define roles and responsibilities of school personnel;
 - c. Ensure accountability, documentation, and adherence to child protection standards.
3. This plan shall be implemented during emergencies such as, but not limited to:
 - a. Natural disasters (earthquake, flood, typhoon)
 - b. Human-Induced hazards (fire, violence and security threats, etc.)



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- c. Other situations requiring an evacuation or disruption of classes.
4. This policy applies to all public schools under the Schools Division of Northern Samar, including all learners, teaching and non-teaching personnel, School Heads, and designated members of the Disaster Risk Reduction and Management (DRRM) Team. It covers all school-based activities, whether conducted within or outside school premises, particularly during emergencies and disaster situations requiring the implementation of safety, evacuation, and Family Reunification procedures.
 5. The Family Reunification Plan shall be activated during any emergency or disaster that threatens the safety and security of learners, or upon issuance of advisories from relevant authorities (e.g., NDRRMC, PAGASA, or LGUs), or upon the discretion of the School Head/Incident Management Team when conditions warrant immediate action. Once activated, it shall ensure the orderly, safe, and properly documented release of learners only to their parents or authorized guardians.
 6. For guidance see attached enclosures:
Enclosure 1: Sample School Family Reunification Plan suggested template
Enclosure 2: Sample Authorization Form
Enclosure 3: Sample of Family Reunification Plan Log sheet
 7. In the implementation of Family Reunification Plan (FRP), the School head is authorized to update, modify, or expand the plan and other related attached documents as necessary.
 8. Immediate dissemination of and compliance with this Memorandum are desired.

DepEd Northern Samar
RELEASED

GAUDENCIO C. ALJIBE JR., PhD., CESO V
Schools Division Superintendent

By: 
Date: **14 MAY 2026**
Note:



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Enclosure 1: Sample School Family Reunification Plan using the suggested template (can be modified or adjusted based on the school's context)

**<insert DepEd Logo, Logo
of Schools Division Office
and School Logo>**

<NAME OF SCHOOL AND SCHOOL ID>

SCHOOL FAMILY REUNIFICATION PLAN

As of <DATE>



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A. Purpose

Pursuant to DepEd Order No. 21, s. 2015, DepEd Order No. 33, s. 2021, and other relevant issuances of the Department of Education, this School Family Reunification Plan (FRP) is established to ensure the safe, orderly, and accountable release of learners to their parents, guardians, or authorized representatives during emergencies or disasters.

This Plan institutionalizes standardized procedures to:

- a. protect learners, and ensure proper verification and documentation, to prevent unauthorized release,
- b. guide school personnel in implementing reunification process, coordinating with stakeholders, and
- c. disseminate timely and accurate information in accordance with DRRM policies.

B. Legal Basis

This School Family Reunification Plan (FRP) is anchored on the following laws, policies, and issuances:

1. **Republic Act No. 10121** – Establishes a comprehensive framework for disaster risk reduction and management, emphasizing preparedness, response, and protection of affected populations.
2. **Republic Act No. 10821** – Mandates the provision of emergency relief and protection for children before, during, and after disasters and other emergency situations, ensuring their safety, welfare, and prompt reunification with families.
3. **DepEd Order No. 37, s. 2015** – Provides the policy framework for disaster risk reduction and management in schools, including preparedness and response mechanisms.
4. **DepEd Order No. 21, s. 2015** – Establishes coordination and communication protocols during emergencies.
5. **DepEd Order No. 33, s. 2021** – Strengthens school safety standards and emergency preparedness measures.
6. **DepEd Order No. 22, s. 2024** - Provides policies on ensuring the safety and welfare of learners and personnel while maintaining learning continuity during disasters and emergencies.





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- 7. Other relevant issuances** of the Department of Education not mentioned above and applicable local DRRM and child protection policies.

C. Activation of the Family Reunification Plan (FRP)

The School Family Reunification Plan (FRP) shall be activated upon the occurrence of any emergency, disaster, or incident that affects the safety and security of learners within the school premises or during school-related activities.

1. The FRP shall be activated when any of the following conditions occur:
 - a) Declaration of evacuation or lockdown by competent authorities;
 - b) Occurrence of natural or human-induced hazards (e.g., earthquake, fire, flood, armed threat);
 - c) Instructions from the School Head, Division DRRM Coordinator, or Local Government Unit (LGU);
 - d) Any situation that requires orderly release of learners to their parents or authorized guardians.
 2. The FRP shall be activated by the School Head, or in their absence, the designated Incident Commander or authorized representative of the School DRRM Team.
 3. Upon activation, the following actions shall be undertaken:
 - a) Immediate mobilization of the School DRRM Team and assigned Reunification Team;
 - b) Establishment of the designated Reunification Area as a controlled and secure site;
 - c) Suspension of normal release procedures and enforcement of controlled learner release protocols;
 - d) Coordination with barangay officials, LGU responders, and other relevant authorities as necessary;
 - e) Dissemination of accurate information to parents/guardians through established communication channels.
 4. Only authorized personnel shall provide official information regarding the situation and reunification procedures to ensure accuracy, consistency, and prevention of misinformation.
-



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5. Once activated, all school release procedures shall transition to the FRP system, ensuring that learners are released only after proper identity verification and documentation in accordance with established protocols.

D. Designated Reunification Areas

To ensure an orderly, safe, and controlled implementation of the School Family Reunification Plan (FRP), the following areas shall be designated within the school premises:

1. **Reunification Reception Area:** (insert name of place/area)
This shall serve as the primary entry point for parents/guardians and authorized representatives. Verification of identity and authorization shall be conducted in this area prior to entry into the main reunification zone. It shall be clearly marked and managed by assigned personnel.
2. **Verification and Documentation Area:** (insert name of place/area)
This area shall be designated for the confirmation of identity and validation of authorization documents. All records, including the Reunification Log Sheet and learner emergency contact information, shall be managed here by assigned FRP personnel.
3. **Learner Holding Area:** (insert name of place/area)
This shall be a secure and supervised location where learners are temporarily gathered and monitored while awaiting pickup. Only authorized school personnel shall have access to this area to ensure learner safety and accountability.
4. **Reunification Release Area:** (insert name of place/area)
This area shall be designated for the formal turnover of learners to their parents/guardians or authorized representatives. Final documentation, signing of log sheets, and official release of learners shall be completed here.
5. **Staging and Queuing Area:** (insert name of place/area)





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A designated space shall be provided for organized waiting area of parents/guardians, ensuring crowd control, proper flow of movement, and prevention of congestion within critical operational areas.

6. Emergency Coordination Post/ Operation Center: (insert name of place/area) (Optional/If Available)

This area shall serve as the command point for coordination among the School DRRM Team, school administration, and responding agencies (e.g., LGU, barangay, emergency responders) to support real-time decision-making and communication.

All designated areas shall be clearly marked, secured, and regularly assessed for accessibility, safety, and effectiveness as part of the school's DRRM preparedness measures.

E. Roles and Responsibilities

To ensure the safe, orderly, and accountable implementation of the School Family Reunification Plan (FRP), the following roles and responsibilities shall be observed by designated personnel:

a. School Head: The School Head serves as the overall lead in the implementation of the Family Reunification Plan and is responsible for ensuring its effective, orderly execution during emergencies and disasters. Specifically, the School Head shall:

1. Authorize activation of the FRP based on official advisories or on-site risk assessments that threatens learners and personnel.
2. Lead the School Incident Management Team/DRRM Team in coordinating reunification procedures and ensuring clear command and control during implementation.
3. Oversee the proper identification, verification, and release of learners only to parents or duly authorized guardians.
4. Coordinate with parents/guardians, local government units, and emergency responders to facilitate orderly and timely reunification.
5. Conduct post-incident evaluation and reporting to improve future implementation of the FRP.



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b. School DRRM Coordinator: The School DRRM Coordinator shall serve as the operational focal person for the Family Reunification Plan and assist the School Head in its effective implementation during emergencies and disasters. Specifically, the Coordinator shall:

1. Assist the School Head in the activation and implementation of FRP based on alerts, advisories, or assessed risks.
2. Organize and manage learner accounting and validation procedures prior to release to parents or authorized guardians.
3. Ensure proper documentation of all reunification activities, including learner release records and incident logs.
4. Facilitate communication between school personnel, parents/guardians, and relevant authorities during the reunification process.
5. Monitor the orderly flow of learners and ensure adherence to safety, security, and child protection protocols.

c. Teachers: Teachers shall serve as frontline implementers in ensuring the safe, orderly, and accountable release of learners during emergencies and disasters. Specifically, they shall:

1. Ensure the safe evacuation and continuous supervision of assigned learners during emergencies.
2. Account for all learners and report their status to the DRRM focal person or Incident Management Team.
3. Assist in maintaining order and discipline in evacuation and reunification areas.
4. Verify the identity of parents or authorized guardians prior to the release of learners, in coordination with designated school personnel.
5. Release learners only upon official instruction from the School Head or authorized DRRM personnel.
6. Ensure proper documentation of learner release, including time and receiving party, as required.

d. Security Personnel/Volunteers: Security personnel and authorized volunteers shall support the safe, orderly, and controlled implementation of the Family Reunification Plan during emergencies and disasters. Specifically, they shall:



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1. Secure school premises and establish controlled access points to prevent unauthorized entry or exit.
2. Manage crowd control in evacuation and reunification areas to ensure order and safety.
3. Assist in directing parents/guardians to designated reunification points.
4. Verify entry of individuals into school premises in coordination with designated school authorities.
5. Assist in maintaining clear pathways for emergency responders and evacuation flow.
6. Report any security concerns, suspicious individuals, or incidents immediately to the School Head or DRRM Coordinator.

F. Reunification Procedures

The Family Reunification process shall be implemented in an orderly, safe, and accountable manner as follows:

1. **Activation of the FRP:** The School Head or authorized Personnel shall activate the Family Reunification Plan upon determination of an emergency or based on official advisories from relevant authorities.
2. **Establishment of Reunification Area:** A designated, secure, and clearly marked reunification area shall be set up to receive parents or authorized guardians.
3. **Learner Accounting and Verification:** Teachers and assigned personnel shall account for all learners and verify identities prior to release, ensuring completeness and accuracy of records.
4. **The School:** shall immediately inform parents/guardians through established communication channels (e.g., text brigade, calls, and official platforms) regarding the activation of the FRP and reunification arrangements.
5. **Parent/Guardian Identification and Verification:** Parents or authorized guardians shall present valid identification and/or



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authorization documents for verification by designated school personnel.

6. **Orderly Release of Learners:** Learners shall be released only after proper verification and clearance from the School Head or authorized personnel.
7. **Documentation of Release:** All releases shall be properly recorded, including the learner's name, time of release, and receiving person's details, for monitoring and accountability.
8. **Crowd and Flow Management:** Security personnel and volunteers shall ensure orderly movement of parents/guardians and prevent congestion within the reunification area.
9. **Communication and Updates:** The school shall provide timely updates to parents or stakeholders regarding the status of the reunification process.
10. **Post-Reunification Reporting:** The School DRRM Coordinator shall consolidate records and submit a report to the School Head for documentation and evaluation.

G. Communication Plan Strategies

To ensure timely, accurate, and coordinated dissemination of information during emergencies, the following communication strategies shall be implemented as part of the School Family Reunification Plan (FRP):

Strategy	Communication Channel	Responsible Person	Timeline
Orientation on FRP	Face to face/ Virtual	School Head/ DRRM Coordinator	Beginning of the School Year
Parent Notification	SMS/Text Brigade / Calls	Class Advisers	During emergencies or based on official advisories from relevant authorities.



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Social media	School FB Page / Website/ Messenger	DRRM Coordinator/ ICT Coordinator	During emergencies or based on official advisories from relevant authorities.
Add as necessary			

1. Activation of Official Communication Channels

Upon activation of the FRP, the school shall immediately utilize pre-identified official communication platforms such as SMS/text brigade, official group chats, school messenger systems, and posted public advisories to inform parents/guardians of the situation and reunification procedures.

2. Single Source of Official Information

Only the School Head, FRP Coordinator, or designated Communication Officer shall issue official announcements to prevent misinformation, confusion, or conflicting instructions among stakeholders.

3. Multi-Channel Information Dissemination

Information shall be disseminated using multiple platforms, including:

- SMS/text messaging systems
- Official social media pages (if applicable)
- Barangay/LGU communication systems
- Public address system within school premises
- Posted notices at designated entry points

4. Pre-Registered Parent/Guardian Contact System

The school shall maintain an updated database of learner emergency contacts to ensure rapid notification of parents/guardians during emergencies and facilitate efficient reunification.

5. Coordination with External Stakeholders

The school shall coordinate with barangay officials, LGU DRRM Offices, and emergency responders to support wider dissemination of information, especially in large-scale or community-wide emergencies.



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6. Information Control and Misinformation Management

All personnel shall refrain from sharing unverified information. Any misinformation circulating within the community shall be promptly corrected through official advisories issued by the School DRRM Team or designated officer.

7. On-Site Communication Management

During active reunification operations, clear signage, public announcements, and designated information desks shall be used to guide parents/guardians and manage crowd flow efficiently.

8. Documentation of Communications

All official advisories, messages, and announcements issued during FRP activation shall be properly recorded and archived for accountability and post-incident evaluation.

H. Child Protection and Safety Measures

To ensure the safety, dignity, and welfare of learners during the implementation of the Family Reunification Plan (FRP), all actions and decisions during reunification shall prioritize the **best interest, safety, and emotional well-being of the learner**, in accordance with child protection policies of the Department of Education, the following child protection and safety measures shall be strictly observed:

1. The school shall ensure that all FRP areas are secure, well-supervised, and free from unauthorized access. Movement of learners shall be strictly controlled and monitored by assigned personnel.
2. Learners shall be released **only to verified parents, legal guardians, or duly authorized representatives**. Strict identity verification and documentation shall be required prior to turnover.
3. Learners shall be protected from any form of abuse, neglect, exploitation, or undue distress during the reunification process. Any suspicious activities or unsafe situation shall be immediately reported to the School Head or designated child protection focal person.



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4. If necessary, learners shall be provided with basic psychological first aid and emotional support by trained personnel to help them cope with stress or anxiety caused by the emergency situation.
5. All learner records and personal information shall be handled with strict confidentiality in accordance with data privacy laws and DepEd policies. **Only authorized personnel shall access such information.**
6. **Extra care and priority shall be given to learners with disabilities**, young children, and those identified as vulnerable. Assigned personnel shall assist and ensure their safe, calm transfer during reunification.
7. The **School Child Protection Committee (CPC)** shall be activated or placed on standby to address any child protection concerns arising during FRP implementation.
8. Any incident involving harm, suspected abuse, or violation of child protection protocols shall be immediately reported, documented, and acted upon in accordance with DepEd child protection policies.
9. Learners awaiting reunification shall remain under continuous supervision of assigned school personnel until properly released to authorized individuals.

I. Required documents

To ensure a safe, orderly, and accountable release of learners during emergencies, the following documents shall be required but is not limited to:

1. Updated Learner Master List with parent/guardian information
2. Emergency contact directory
3. Valid Identification Card (ID) of Parent/Guardian/Authorized Representative
4. Learner Release Log Sheet
5. Authorization Form / Guardian Authorization Slip



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J. Post-Disaster Monitoring and Reporting

Following the completion of the Family Reunification Plan (FRP) operations, the school shall implement post-disaster monitoring and reporting procedures to ensure accountability, documentation, and continuous improvement of emergency response mechanisms.

1. The FRP shall be formally deactivated by the School Head once all learners have been safely accounted for and properly released to their authorized parents/guardians or turned over to appropriate authorities when necessary.
2. The School DRRM Team, in coordination with FRP personnel, shall conduct a final validation to ensure that:
 - All learners are accounted for (reunified or safely under school/LGU custody);
 - No missing or unverified cases remain unresolved;
 - All entries in the Reunification Log Sheet are complete and accurate.
3. The School Head, through the School DRRM Coordinator, shall prepare and submit a Post-Event Report to the Schools Division Office (SDO), which shall include:
 - Summary of the incident/emergency;
 - Number of learners successfully reunified;
 - Issues and challenges encountered;
 - Actions taken;
 - Recommendations for improvement.
4. All FRP-related documents, including log sheets, communication records, incident reports, and supporting forms, shall be properly compiled, secured, and archived for future reference and audit purposes.
5. A post-incident debriefing shall be conducted with all FRP personnel to:
 - Assess the effectiveness of the reunification process;
 - Identify gaps, delays, or operational challenges;



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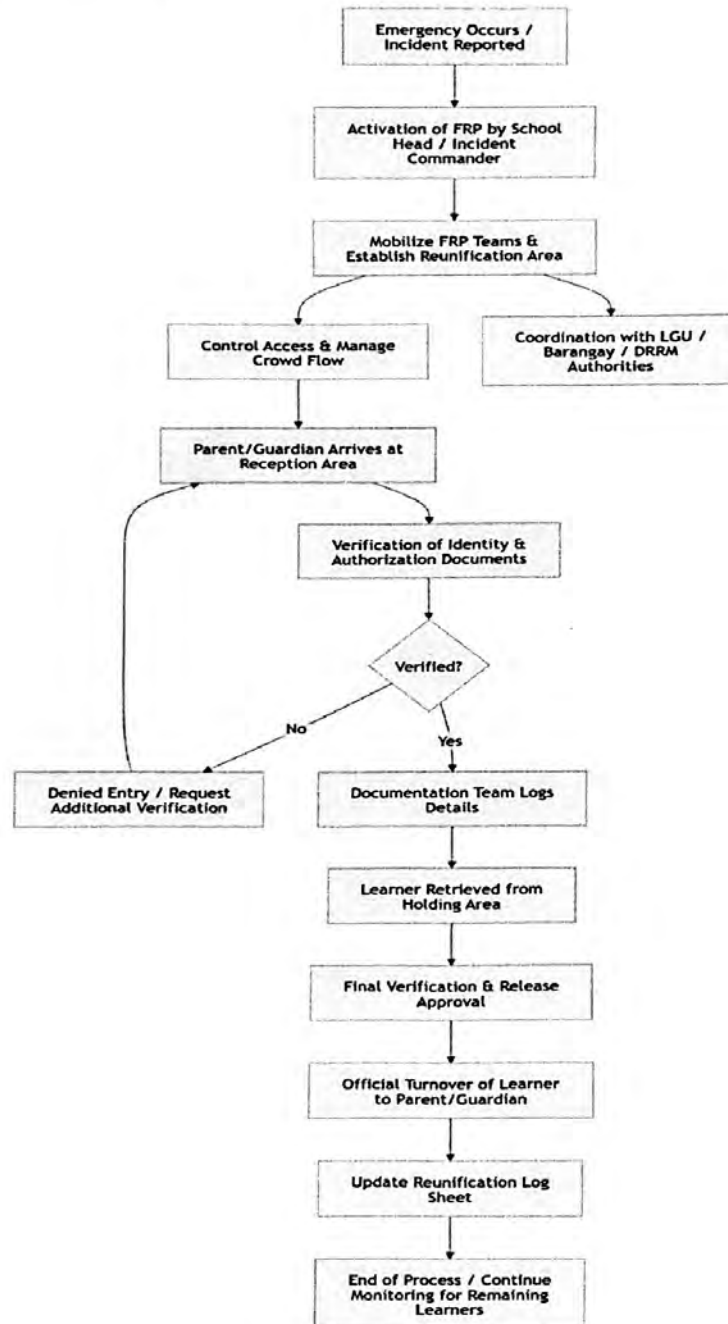
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- Document best practices and lessons learned;
 - Strengthen future emergency response protocols.
6. The school shall coordinate with the LGU, and partner agencies to validate reports and address any remaining concerns involving learners or families affected by the incident.
7. Based on the findings from the post-disaster evaluation, the school shall update and enhance its Family Reunification Plan annually and other related concerns to improve preparedness, response efficiency, and child protection measures.



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K. FRP Flowchart Diagram





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L. General Provisions

This School Family Reunification Plan (FRP) shall take effect immediately upon approval by the School Head and shall remain in force unless revised, amended, or superseded by higher authorities or subsequent issuances of the Department of Education.

Prepared by:

[School DRRM Focal]

Noted:

[Members of the School DRRM Team]
[PTA Officers]
[SSLG President]

Approved:

[School Head]

(The school may modify as necessary)





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Enclosure 2: Sample Authorization Form

GUARDIAN AUTHORIZATION SLIP
(For School Family Reunification Plan Use)

I. Learner's Information:

Name of Learner: _____
Grade & Section: _____
LRN (if applicable): _____

II. Parent / Legal Guardian Information:

Name of Authorized Person: _____
Relationship to Learner: _____
Contact Number: _____
Address: _____

IV. Authorization Statement

I, the undersigned parent/legal guardian of the above-named learner, hereby authorize the person indicated above to act on my behalf and to take custody of my child during emergency situations requiring family reunification procedures.

I certify that this authorization is made voluntarily and with full understanding that it shall be used solely for the purpose of safe and proper release of my child in accordance with the School Family Reunification Plan.

Parent/Legal Guardian:
Signature: _____
Printed Name: _____
Date: _____

Authorized Representative:
Signature: _____
Printed Name: _____
Date: _____





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Verified by:

Name: _____

Position: _____

Signature: _____

Date/Time Verified: _____

Approved for Reunification Release:

Yes No

This authorization slip shall be presented together with valid identification during emergency reunification procedures. The school reserves the right to verify and validate all information prior to release of the learner.



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Enclosure 3: Sample of Family Reunification Plan Log sheet

Reunification Log Sheet – A form used to record all learner releases, including names, time of release, and details of the receiving parent/guardian for monitoring and accountability purposes.

Name of Learner	Grade/Section	Name of Guardian	Relationship	ID Presented	Contact No.	Time Released	Signature
1. Ex: Juan Dela Cruz	Kinder – Maasahan	Pedro Dela Cruz	Father	Driver's License		10:30 A.M	

