



Republic of the Philippines
Department of Education
REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

October 29, 2024

SCHOOLS DIVISION MEMORANDUM

No. 360 s. 2024

**ESTABLISHMENT OF STUDENT-FAMILY REUNIFICATION PLAN
FOR SY 2024 - 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 33, s. 2021 titled *School-based Preparedness and Response Measures Checklist for Tropical Cyclones, Flooding, and other Weather-related Disturbances and Calamities*, this Office through the School Governance and Operations Division – Disaster Risk Reduction and Management (SGOD-DRRM) enjoins all schools to establish a Student-Family Reunification Plan.
2. The plan aims to strengthen disaster preparedness and to help establish safe and legal turn-over of learners during class suspension to their families or guardians to ensure that they are safely reunited in case of unsafe, unusual circumstances, emergency and disaster.
3. Enclosed is the template to be used in accomplishing the plan.
4. For more information, all concerned may contact the Disaster Risk Reduction Management (DRRM) Division Coordinator through cellphone no. 0916-4950-559 or email address: rosan.ariston@deped.gov.ph
5. Immediate and wide dissemination of the Memorandum is desired.

Encl: As stated
Reference: DO 33, s. 2021
To be indicated in the Perpetual Index
Under the following subjects:

FAMILY REUNIFICATION PLAN

REA Establishment of Student-Family Reunification Plan
026/October 29, 2024

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 360, s. 2024

STUDENT-FAMILY REUNIFICATION PLAN

Purpose: To ensure that students and families are safely reunited in case of unsafe or unusual circumstances. In the event of an emergency or disaster, students under the age of 16 are not permitted to leave school or safe haven except in the company of an adult approved in advance by a parent or guardian.

School Administration: Ensures that the List of Emergency Contact for each student is updated by parents at the beginning of the school year, and can be updated by parents at a time.

Parents: Parents provide school with updated list of emergency contacts with permission to pick up student any time. Students will only be released to the person/s on this list or authorized by the person/s on this list.

Reunification Team: Greet parents and emergency contacts at gate. Seek verification of identity and ensure that students are released only to persons listed on the form. Keep record of this for anyone who may query later.

Students: Be prepared to follow these safety procedures and help out at school.

Everyone: Be prepared to use these procedures any time that students cannot rely on normal procedures to be safely reunited with families.

Student's Name	Class	Name of Approved Emergency Contact picking up Student	Contact # and destination	Signature	Verified by the Class Adviser



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