

Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**


December 5, 2024

DIVISION MEMORANDUM  
OSDS-SGOD-DM- 628 s. 2024

**SUBMISSION OF REQUIREMENTS FOR THE DOWNLOADING OF FUNDS FOR SCHOOL CONTINGENCY WRITESHOP**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, (CID and SGOD)  
All Public Schools District Supervisors  
All Elementary and Secondary Schools  
All Others Concerned

1. In compliance to OM OUOPS-2024-04-03288 titled: Supplemental Guidelines on the OUPS Memorandum No. 2024-04-01088 "Guidelines on the Utilization and Reporting of the FY 2024 Disaster Preparedness and Response Program (DPRP) Funds", schools shall be allocated funds for the school-level writeshop on the development and/or enhancement of existing school contingency plan. This office hereby advises the school heads to prepare the requisite documentation for cash advance not later than **December 6, 2024 to the SGOD office through the DRRM Unit.**
2. The following documents must be attached as requisite attachments for the cash advance:
  1. Signed Work and Financial Plan (Template attached in the enclosure)
  2. 4 Copies of Disbursement Vouchers
  3. 2 copies of Obligation Request and 2 copies of School Operating Budget
  4. Letter Request
3. Attached as enclosure are the following, (1) Guidelines for fund utilization, (2) Work and Financial Plan Template, and (3) Document Submission Timeline.
4. For information, guidance and strict compliance of all concerned.

  
**CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

SGOD/malv  
12/5/2024



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**Enclosure to Division memorandum No. 428 s. 2024**

**IMPLEMENTING GUIDELINES FOR THE DEVELOPMENT AND/ OR ENHANCEMENT  
OF CONTINGENCY PLANS**

1. The participants per school shall be composed of **6 representatives** including the School Head and other members of the School Governance Council.
  - ✓ *School Governance Council is included in this writeshop because this office believes that shared responsibility of school heads, teachers, parents, learners, Local Government Units (LGUs), and the community is an essential enabler in providing accessible and quality basic education in a **safe, healthy, and nurturing learning environment.***
2. Integrated Schools shall be counted as 1 school (*tagged under elementary*) thus only 6 representatives shall attend.
  - ✓ *Please ensure that both elementary and secondary have representatives in the 6 participants.*
3. Each participant is allotted Php 1,000.00 to cover morning and afternoon snacks, lunch, and workshop materials.
4. To ensure consistency in all Contingency Plans, schools shall utilize the provided Contingency Planning templates and Contingency Planning Guidebook.
5. Schools shall submit a **PDF copy** of their office's developed or enhanced Contingency Plans to the SDO DRRM Focal Person **within ten (10) working days** after the conduct of the Writeshop through [mariaaudrea.vivo@deped.gov.ph](mailto:mariaaudrea.vivo@deped.gov.ph).
6. The Division DRRM Coordinator is responsible for consolidating and submitting copies of developed or enhanced Contingency Plans to DRRMS once all schools have already completed the Contingency Plan.



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Enclosure to Division memorandum No. U28 s. 2024

**WORK AND FINANCIAL PLAN TEMPLATE**

School ID : \_\_\_\_\_  
 School Name : \_\_\_\_\_  
 District : \_\_\_\_\_  
 Fiscal Year : \_\_\_\_\_

PPAs	Output	Activity	Performance Indicator	Physical Target					Financial Target				
				Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
Pillar 4 - Resiliency and Well-Being													
SOI 4.2 Learners are safe and protected, and can protect themselves, from risks and impacts from natural and human-induced hazards.													
<b>Strategy #3:</b> Protect learners and personnel from death, injury, and harm brought by natural and human-induced hazards.													
<b>Disaster Preparedness and Response Program (DPRP)</b>													
	Conducted Contingency Planning Writeshop		Number of conducted contingency planning writeshop				1	1					



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		Procurement of meals for the conduct of School Contingency Planning Writeshop	Number of procurement of meals for the conduct of School Contingency Planning Writeshop				1	1				6,000	6,000
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Prepared by:

Certified correct:

Reviewed by:

**School Planning Officer/Finance Officer**

**School Head**

**Division Planning Team (DPT)/Division Appraisal Committee (DAC)**

Recommending approval:

APPROVED:

\_\_\_\_\_  
Assistant Schools Division Superintendent

**CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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**DOCUMENT SUBMISSION TIMELINE**

<b>Date</b>	<b>Activity</b>	<b>Person-In-Charge</b>
December 4-6, 2024	Preparation of Work and Financial Plan	Recipient Schools District Office
	Submission for Approval of Work and Financial Plan for signature at the Division Office SGOD Office	
December 6, 2024	Submission of Cash Advance to Division DRRM Focal Person	Div. DRRM Focal Person
December 6, 2024	Cross checking of documents	
December 9, 2024	Submission of documents to Budget Office for Obligation	
December 10-13, 2024	Submission on Documents to Accounting Section for Downloading	Budget and Accounting Section



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