



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

July 26, 2024

DIVISION MEMORANDUM
No. 358 s. 2024

CONTINGENCY PLANNING TRAINING OF TRAINERS

TO : Assistant Schools Division Superintendent
Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors/In-Charge of the Districts
Concerned Elementary and Secondary School Heads
All Others Concerned

1. In preparation of the upcoming Contingency Planning activities, this office hereby announces the conduct of the **Contingency Planning Training of Trainers** on **August 5-9, 2024** at **Queen Maricel Inn, Virac, Catanduanes**.
2. Participants to this activity are All District Supervisors and In-Charge of the District, selected Secondary and Elementary School Heads and Division DRRM Coordinator. The lists of Participants and Program Management Team as well as the Program of Activities are attached as enclosures.
3. Travel expenses of the participants shall be charged against local funds while **food and accommodation** shall be charged against DPRP Funds subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

SGOD/malv
7/26/2024



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Enclosure 1 to Div. Memorandum No. 538 s. 2024

LIST OF PARTICIPANTS

	Name of Participants	Name of Schol/ Office
SDO	Maria Audrea L. Vivo	Division Office
PSDSs	Noe M. Villamartin	Bagamanoc North
	Brenda V. Villarey	Bagamanoc South
	Juan O. Geromo	Baras North
	Jose T. Arcilla Jr.	Baras South
	Timmy T. Alcantara	Bato East
	Belen T. Tapas	Bato West
	Irma S. Miraran	Caramoran North
	Delfin De Leon	Caramoran South
	Joselito T. Ruiz	Gigmoto
	Arnel D. Bonifacio	Pandan East
	Amalia I. Domingo	Pandan West
	Arnold M. Valledor	Panganiban
	Jayson M. Floranza	San Andres East
	Ruth B. Sorreza	San Andres West
	Analyn P. Carpio	San Miguel North
	Marisol T. Lim	San Miguel South
	Nieva DJ. Tuibeo	Viga East
	Cynthia D. Usero	Viga West
	Elias Abundo	Virac North
	Miguelito T. Rodriguez	Virac South
Secondary School Heads	Lyra C. Tusi	Baras RDHS
	Ronald R. Refre	Mayngaway NHS
	Edgar T. Sarmiento	Buyo IS
	Ramon T. Templonuevo	Gigmoto RDHS
	Dennis L. Gianan	Lictin IS
	Josalie T. Tonio	Magnesia NHS
	Mary Rose V. Sta. Rosa	Palta NHS
	Efren O. Matienzo	Palumbanes IS
	Clemente T. Olarte	Viga RDHS
	Jeric C. San Jose	LIV NHS
Elementary School Heads	Eddie Cadag	Tobrehon ES
	Rosiel P. Imperial	Tubli ES



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	Edgar S. Santos	Sabloyon ES
	Chito T. Carranza	Sioron ES
	Ma. Remons E. Tabirara	Lumabao ES
	Rolly N. Nazareno	Comagaycay ES
	Ma. Karen V. Pampango	Del Pilar ES
	Jessie V. Icaranom	Palnab ES
	Neil F. Bañares	Dugui Too ES

PROGRAM MANAGEMENT TEAM

Name	Office	Tasking
Mary Jean S. Romero	SGOD	Program Management Head
Maria Audrea L. Vivo	SGOD	Safety Officer
Aquilles I. Alberto	SMNE	Monitoring and Evaluation
Joy Suaviso	COS	Documentation
Sherryl Cambongga	COS	Secretariat



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Enclosure 2 to Div. Memorandum No. 758 s. 2024

PROGRAM OF ACTIVITIES

Day 01 August 5, 2024		
Arrival and Registration of Participants	07:00 AM – 08:30 AM	PMT and Hotel Staff
Opening Program	08:30 AM – 09:30 AM	PMT
Getting to Know	09:30 AM – 10:00 AM	Participants/ Resource Speakers/ PMT
Health Break	10:00 AM -10:15 AM	
Administrative Announcements	10:15 AM – 10:30 AM	PMT
Course Overview and Pre-Test	10:30 AM – 11:00 AM	
Review of Basic DRRM Concepts	11:00 AM – 12:00 NN	
Lunch Break	12:00 NN – 01:00 PM	
MODULE 1: Introduction to Contingency Planning	01:00 PM – 03:00 PM	Resource Speakers
Health Break	03:00 PM – 03:15 PM	
MODULE 2: Contingency Planning Factors	03:15 PM – 05:15 PM	Resource Speakers
Daily Course Evaluation	05:15 PM – 05:30 PM	PMT
Day 02 August 6, 2024		
Recapitulation and Energizer	08:00 AM – 08:30 AM	PMT/ Assigned Group
MODULE 3: Contingency Planning Process Session 1 <ul style="list-style-type: none">• Workshop 1: Hazard Identification• Workshop 2: Developing Chapter I (Background)	08:30 AM – 12:00 NN	Resource Speakers
Lunch Break	12:00 NN – 01:00 PM	
Session 2 <ul style="list-style-type: none">• Workshop 3: Developing Chapter II (Goals and Objectives)• Workshop 4: Cluster Identification	01:00 PM – 05:00 PM	Resource Speakers
Daily Course Evaluation	05:00 PM – 05:15 PM	PMT
Day 03 August 7, 2024		
Recapitulation and Energizer	08:00 AM – 08:30 AM	PMT/ Assigned Group



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Part 2 • Workshop 5: Cluster Implementation	08:30 AM – 12:00 NN	Resource Speakers
Lunch Break	12:00 NN – 01:00 PM	
• Workshop 6: Developing Chapter III (Coordination, Command and Control) and Chapter IV (Activation, Deactivation, and Non-Activation)	01:00 PM – 05:00 PM	
Daily Course Evaluation	05:15 PM – 05:30 PM	PMT
Day 04 August 8, 2024		
Recapitulation and Energizer	08:00 AM – 08:30 AM	PMT/ Assigned Group
Part 2 • Workshop 7: Working Group	08:30 AM – 12:00 NN	Resource Speakers
Lunch Break	12:00 NN – 01:00 PM	
MODULE 4: Testing the Contingency Plan	01:00 PM – 05:00 PM	
Daily Course Evaluation	05:00 PM – 05:15 PM	PMT
Day 05 August 9, 2024		
Recapitulation and Energizer	08:00 AM – 08:30 AM	PMT/ Assigned Group
MODULE 5: Table-top Exercises	08:30 AM – 10:00 NN	Resource Speakers
Practicum Teaching	10:00 AM – 12:00 NN	
Lunch Break	12:00 NN – 01:00 PM	
Practicum Teaching	01:00 PM – 03:00 PM	Resource Speakers
• Open Forum • Ways Forward • Post-Test • Training Course Evaluation	03:00 PM – 04:00 PM	Resource Speakers/ PMT
Closing Program	04:00 PM – 05:00 PM	PMT
End of Training	05:00 PM	



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