



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES


October 30, 2024

DIVISION MEMORANDUM
No. 554 s. 2024

DIVISION CONTINGENCY PLANNING WORKSHOP FOR SCHOOLS

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

1. To equip participants with the knowledge and skills necessary to effectively prepare for, respond to, and recover from emergencies or disasters, this office hereby announces the conduct of the **Division Contingency Planning Workshop for School** on **November 5-7, 2024** at a venue to be announced in a separate issuance.
2. Participants in this activity are **All Secondary and Elementary School Heads**. The list of the Resources Speakers 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 meals and venue as well as accommodation of Resources Speakers and PMT shall be charged against DPRP Funds subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and compliance.


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

SGOD/malv
10/30/2024



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Enclosure 1 to Div. Memorandum No. 554 s. 2024

LIST OF RESOURCE SPEAKERS

Group	Name of School/Office	Name of School Head/Personnel
1	Palta NHS	Mary Rose V. Sta. Rosa
	LIV NHS	Jeric C. San Jose
	Tobrehon ES	Eddie Cadag
	Sabloyon ES	Edgar S. Santos
	Sioron ES	Chito T. Carranza
	Dugui Too ES	Neil F. Bañares
2	Buyo IS	Edgar T. Sarmiento
	Catagbacan ES	Michael Angelo B. Almazan
	Comagaycay ES	Rolly N. Nazareno
	Bislig ES	Danilo Climaco Jr.
	JMA Puniton ES	Walter L. Mariñas
	Tinago NHS	Clemente T. Olarte

PROGRAM MANAGEMENT TEAM

Name	Office	Tasking
Maria Audrea L. Vivo	SGOD	Course Monitor
Joven P. Onan	Panique ES	Secretariat
Ma. Karen V. Papango	Del Pilar ES	Secretariat
Lilibeth Manlangit	JMA Asgad ES	Documentor
Jingkee Torreña	Paraiso A ES	Documentor



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Enclosure 2 to Div. Memorandum No. 557 s. 2024

PROGRAM OF ACTIVITIES

Day 01 November 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 – 04:45 PM	Resource Speakers
Daily Course Evaluation	04:45 PM – 05:00 PM	PMT
Day 02 November 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 IdentificationWorkshop 2: Developing Chapter I (Background)Workshop 3: Developing Chapter II (Goals and Objectives)Workshop 4: Cluster Identification	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 5: Cluster ImplementationWorkshop 6: Developing Chapter III (Coordination, Command and Control) and Chapter IV (Activation, Deactivation, and Non-Activation)Workshop 7: Working Group	01:00 PM – 04:45 PM	Resource Speakers



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Daily Course Evaluation	04:45 PM – 05:00 PM	PMT
Day 03 November 7, 2024		
Recapitulation and Energizer	08:00 AM – 08:30 AM	PMT/ Assigned Group
MODULE 4: Testing the Contingency Plan	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 – 03:30 PM	
Post-Test and Daily Course Evaluation	03:30 PM – 04:00 PM	PMT
Closing Ceremonies	04:00 PM – 05:00 PM	



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