



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools Division
Superintendent**

January 16, 2024

DIVISION MEMORANDUM
No. 020, s. 2024

ENHANCEMENT AND DEVELOPMENT OF CONTINGENCY PLAN

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS/ OIC-PSDSs
DISTRICT DRRM COORDINATORS
ALL OTHERS CONCERNED

1. The Philippines is exposed to both natural and human-induced hazards. These include hydrometeorological hazards such as tropical cyclones which bring flooding and landslides as secondary hazards, bomb threat & armed conflict, and geological hazards such as earthquakes and volcanic eruptions.
2. For this reason, DepEd conducts contingency planning annually to effectively prepare for, respond to and recover from disasters rapidly. This addresses the vulnerabilities and continuity of education even after disasters and emergencies arising from natural and human-induced hazards.
3. With this, enhancement and development of Contingency Plans (CP) will be conducted to all School Heads, Teacher In-Charge, selected DRRM Team Members and SDO Personnel at Reynas the Haven and Gardens, Bruñidor St., Cogon District, Tagbilaran City.
4. Participants are requested to bring a laptop, extension wire and to pre-register using this link <https://tinyurl.com/2024DRRMActivities> **4 days** before the scheduled activity. Refer to **Annex A** for the list of participants & schedules, **Annex B** for the Training Matrix/Indicative Program. Service credit/ Compensatory Time Off (CTO) will be granted during week-ends and holidays.
5. All board and lodging (live-in); meals and snacks of participants, speakers/facilitators and support staffs shall be charged to DRRM Disaster Preparedness and Response Fund (DPRP) while incidental and travelling related expenses shall be charged to MOOE/local funds subject to usual accounting and auditing rules and regulations.
6. This Memorandum will serve as **Travel Order**.
7. Immediate dissemination of this Memorandum is highly appreciated.


DANILO G. GUDELOSAO EdD, CESO VI
Assistant Schools Division Superintendent



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Annex A. List of Participants and Schedules

Batch	Participants	Date	Note
1	CD 2 – School Head/SIC/TIC of each school	February 5-8, 2024	<p>1. PSDS shall ensure that no disruption of classes for participants handling classes.</p> <p>2. Two participants for Integrated Schools (1 elem. & 1 sec.) during batch 1, 2, 3 contingency planning</p> <p>3. For batch 4, District DRRMCs in coordination with PSDS will identify the participants for SDRRMCs/DRRM Team Members. Criteria for selection: * Schools prone to hazards * Large/Medium schools</p>
2	CD 3 – School Head/SIC/TIC of each school	February 12-15, 2024	
3	CD 1 – School Head/SIC/TIC of each school SDO Personnel (1 participant from Cashier, Budget, IAS, Accounting, Property, Records, Legal, PMU, ICT, LRMDS, Facilities, SocMob, PDO, Admin, DPSU, ASDS/SDS, Personnel, Medical, M&E, HRD)	February 26-29, 2024	
4	SDRRMCs or DRRM Team Members 7 participants per district except the following district below that needs 8 participants: *Inabanga North *Pres. C.P.G. *Candijay *Sagbayan *Sierra Bullones *Catigbian *Jagna *Mabini *Danao *Loon North *Valencia *Duero	February 24-25, 2024 March 2-3, 2024	

SPEAKERS AND SUPPORT STAFFS:

Phillip Marcelo R. Vigonte - Division DRRMC
 Cecilia R. Pizarra - TWG - Speaker
 Wilson V. Vigonte - TWG - Speaker
 Regie L. Mante - TWG - Speaker
 Jaime B. Quinga Jr. - TWG - Speaker
 Felix M. Inson - TWG - Speaker
 Felix A. Anasco, Jr. - TWG - Speaker
 Alona C. Degamo - TWG - Speaker
 Leah Vanessa Aton - TWG - Speaker
 Christopher Gudia - Support Staff
 Judith Ediong Cajos - Support Staff
 2 Medics
 IT/ Support Assistant
 M & E

Annex B. Indicative Program

DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLAN
 Reynas The Haven and Gardens, Bruñidor St., Cogon District, Tagbilaran City

TIME	ACTIVITY	PERSONS INVOLVED
Day 1		
6:30am – 8:30am	Arrival, Breakfast & Registration of Participants	<i>Ms. Alona C. Degamo</i> <i>Ms. Leah Vanessa Aton</i>
8:31am – 9:00am	I. Preliminaries <ul style="list-style-type: none"> - National Anthem/ Bohol Hymn - Opening Prayer - Mindfulness - Energizer - Presentation of Participants/ Attendance Check - Welcome Address - House Rules & Safety Briefing - Inspirational Message - Statement of Purpose Health Break	<i>AVP (Jaime B. Quinga Jr.)</i> Mr. Jaime B. Quinga, Jr. Dr. Marcela R. Bautista SGOD Chief Mr. Wilson V. Vigonte Division TWG - District DRRMC Dr. DANILO G. GUDELOS AO ASDS Phillip Marcelo R. Vigonte Division DRRM Coordinator
9:00am-10:30am	II. PHIVOLCS Information and Updates	Engr. Nolan R. Evangelista PhiVolcs, Bohol
10:30am–12:00nn	III. PAGASA Information and Updates	Mr. Leonardo F. Samar PAGASA, Bohol
12:00nn-01:00pm	Lunch Break	
01:00pm-3:00pm	IV. Contingency Planning (CP) Topics <ul style="list-style-type: none"> ➤ 1. CP Module ➤ 2. Hazard Analysis- ➤ 3. Scenario ➤ 4 Goal and Objective ➤ 5. CP FOrM 6 	Mr. Wilson V. Vigonte Mr. REGIE L. Mante Ms. Cecilia R. Pizarra Ms. Alona C. Degamo Mr. Jaime B. Quinga Jr.
3:00pm-3:15pm	Health Break	
3:15pm-5:00pm	<ul style="list-style-type: none"> ➤ 6. Resource Inventory & resource projection ➤ 7. Activation/Deactivation ➤ 8. Flowcharting ➤ 9. Presentation of Output 	Mr. Felix M. Inson Mr. Felix A. Anasco, Jr. Ms. Leah Vanessa Aton Mr. Wilson V. Vigonte

Day 2 & Day 3		
8 :00am- 8:30am	➤ Prayer, Nationalistic Song, Energizer & Recap	MOL
8:30am – 10:00am	➤ Contingency Planning Writeshop ➤ Reporting	
10:00am-10:15am	<i>Health Break</i>	
10:15am-12:00nn	➤ Continuation of CP Writeshop ➤ Reporting	
12:00nn-1:00pm	<i>Lunch Break</i>	
1:00pm-3:00pm	➤ Continuation of CP Writeshop ➤ Reporting	
3:00pm-3:15pm	<i>Health Break</i>	
3:15pm-5:00pm	➤ Continuation of CP Writeshop ➤ Reporting	
Day 4		
8 :00am- 8:30am	➤ Prayer, Nationalistic Song, Energizer & Recap	MOL
8:30am – 10:00am	➤ Contingency Planning Writeshop ➤ Reporting	
10:00am-10:15am	<i>Health Break</i>	
10:15am-12:00nn	➤ Continuation of CP Writeshop ➤ Reporting ➤ Downloading of outputs	
12:00nn-1:00pm	<i>Lunch Break</i>	
1:00pm-3:00pm	➤ Downloading of Outputs	
3:00pm-3:15pm	<i>Health Break</i>	
3:15pm-5:00pm	➤ Ways Forward & Releasing of Certificates	

Master of Ceremony/Host: **Felix Añasco Jr.**