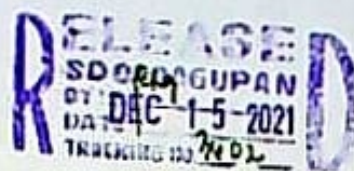




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum No. 342, 2021

MEMO TO : Assistant Schools Division Superintendent
Chiefs, SGOD & CID
All School Heads
Concerned School DRRM Coordinators
SDO Composite Team/ Training Team (TWG)

FROM : *Aguedo C. Fernandez*
AGUEDO C. FERNANDEZ, CESO VI
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

SUBJECT : WRITESHOP ON THE ENHANCEMENT AND ALIGNMENT
OF SCHOOLS CONTINGENCY PLAN BASED ON DO NO.
071, Series of 2021

DATE : December 15, 2021

1. Per DepEd Memorandum No. 071, s. 2021, all public and private schools shall conduct a self-assessment using the School Safety Assessment Tool (SSAT) in preparation for the expansion phase and onward transitioning to the new normal of face-to-face.
2. In an Office Memorandum OM-OSEC-2021-002, "School Contingency Plan Manual for the Implementation of the Face-to-Face Classes," schools are obliged to enhance and align their school contingency plan based on the above memorandum and DO NO. 071 series 2021
3. A writeshop in the enhancement and alignment of the contingency plan of schools is set on December 20, 2021 (Monday) to be held at the 4th floor of SDO, Dagupan City from 8:00 AM-4:30PM with the following objectives:
 - 3.1 Create an awareness of the need to enhance existing school's contingency plan; and
 - 3.2 Craft and align school's contingency plan based on the current need.
4. Attached herewith is the training matrix and the list of participants for the writeshop
5. Following are training guidelines and minimum health and safety protocol standards to be observed:
 - 5.1 Trainees MUST bring their own LAPTOP and extension wire.
 - 5.2 Trainees MUST wear their mask at all times.
 - 5.3 Show their vaccination cards before entry to the venue.
 - 5.4 ONLY those whose names appear on the list are allowed to attend to avoid congestion in the area, so as NOT to compromise physical distancing.
 - 5.5 Bring and use your OWN BALLPEN
6. For information, guidance and strict compliance



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I. LIST OF PARTICIPANTS

A. SSAT COMPOSITE TEAM

1.	Aguedo C. Fernandez, CESO VI	Schools Division Superintendent
2.	Marclano U. Soriano, CESO VI	Asst. Schools Division Superintendent
3.	Edilberto R. Abalos, EdD	Chief-SGOD
4.	Maria Linda Ventenilla	Chief-CID
5.	Engr. Tatum Grace L. Manzano	EFU
6.	Elvira N. Villamor	PDO II, DRRM
7.	Joann L. Jimenez	Planning Officer III
8.	Theresa P. Parayno	Medical Officer III

B. TRAINING/TECHNICAL WORKING GROUP

9.	Marissa O. Perez	SEPS, SGOD
10.	Mitchellene Vigilja-Rivo	SEPS, BHRD
11.	Diana Irish J. Solis	EPS II, BHRD
12.	Gilliane Jessa S. Casaclang	PDO I, YFD
13.	Isagani D. Rosario	SEPS, SMME
14.	Napoleon S. Rovillos	Dental Aide/Technical Operator
15.	Noreen B. Vidal	Nurse II/Triage
16.	Christian Espiritu	Nurse II/Triage



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C. SCHOOL DRM COORDINATORS

No.	SCHOOL ID.	SCHOOL NAME	SCHOOL COORDINATOR
17.	300368	Dagupan City National High School-JHS	Rhemus Slapno
18.	300368	Dagupan City National High School -SHS	Patrico A. Flores
19.	102149	Juan L. Slapno Elementary School	Ramil Brumuella
20.	102151	Malued Elementary School	Mario Claveria
21.	102150	Lucao Elementary School	Ariel M. Ferreria
22.	102152	West Central Elementary School 1	Marissa I. Mamaril
23.	102153	West Central Elementary School 2	Fidel A. Tullao Jr.
24.	102154	Bacayao Sur Elementary School	Marlyn Flores
24.	102155	Caranglaan Elementary School	Rachele O. Andaya
26.	500053	East Central Integrated School (JHS)	Kenneth Carl Uamas
27.	500053	East Central Integrated School (SHS)	Cayetano V. Carrera Jr.
28.	102156	Pascuala G. Villamil Elementary School	Daryl R. Braga
29.	102160	Pogo-Lasip Elementary School	Jovie G. Ereso
30.	102158	Lasip Grande Elementary School	Aileen C. Soriano
31.	102159	Mangin-Tebeng Elementary School	Margie U. Jugullon
32.	101525	Tebeng Elementary School	Alma M. Barte
33.	102161	Tambac Elementary School	Carlo C. Cepeda
34.	102165	Bonuan Boguig Elementary School	Irma C. Delos Reyes
35.	102162	BLISS Elementary School	Leowil M. Vejano
36.	102166	Leon Francisco Maramba Elementary School	Joaquin C. Reyes
37.	300367	Bonuan Buquig National High School	Mary Ruth Solomon
38.	102170	North Central Elementary School	Christopher Querol
39.	500054	Federico N. Ceralde Integrated School	Romina C. Carreon
40.	500054	Federico N. Ceralde Integrated School	Michael Caballero
41.	102168	Gen. Gregorio Del Pilar Elementary School	John Paul Dela Cruz
42.	102171	Sabangan Elementary School	Ruel Catcatan
43.	102181	Juan P. Guadiz Elementary School	Karen Jennifer Fernandez
44.	102177	Pantal Elementary School	Eddie Clores
45.	102167	Victoria Q. Zarate Elementary School	Denero S. Matabang
46.	300370	Salapingao National High School	Marnie Fernandez
47.	300370	Salapingao National High School	Dominic Velasco
48.	102163	Bolosan Elementary School	Jocelyn Abenojar



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No.	SCHOOL ID.	SCHOOL NAME	SCHOOL COORDINATOR
49.	102169	Mamalingling Elementary School	Rey Bugarin
50.	102172	Salisay Elementary School	Federico Quljano
51.	300371	Judge Jose De Venecia Memorial TVSHS	Lovely Mae Maramba
52.	102174	Calmay Elementary School	Raquel S. Dondo
53.	102173	T. Ayson Rosario Elementary School	Rio Grace Peralta
54.	102175	Carael Elementary School	Herminia Domasing
55.	300369	Carael National High School	Leopoldo P. Idio Jr.
56.	300369	Carael National High School	Geneca Corpuz
57.	102176	Lombay Elementary School	Jomar De Vera
58.	500055	Pugaro Integrated School	Lucky Allan Valle
59.	500055	Pugaro Integrated School	Johnny R. Martinez Jr.
60.	102179	Salapingao Elementary School	Fernando A. Fernandez
61.	102180	Suit Elementary School	Alma Sara



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II. Program Matrix

Time	Session	Facilitator
7:30-8:00 AM	Registration of Participants Distribution of Training Materials	Training Team/TWG
8:00-8:30 AM	Management of Learning National Anthem Opening Prayer Roll-Call of Participants Inspirational Message Overview and Objectives of the Program	AVP AVP Dr. Marissa O. Perez SEPS, SGOD Aguedo C. Fernandez, CESO VI OIC, Schools Division Superintendent Edilberto R. Abalos, Ed.D. Chief, SGOD
8:30-8:35 AM	Introduction of the Resource Person	Gilliane Jessa S. Casaciang PDO I, YFD
8:35-11:00 AM	Contingency Planning	Elvira Nicolas-Villamor PDO II, Division DRRM Coordinator
11:00-12:00NN	Presentation of Contingency Plan (2020 Regional Webinar on Contingency Planning)	Patrice A. Flores SDRRM Coordinator, DCNHS-SHS Romina C. Carreon SDRRM Coordinator, FNCIS Leopoldo P. Idlo Jr. SDRRM Coordinator, CNHS - SHS
12:00-1:00PM	Health Break	
1:00-3:00PM	Writeshop	Training Team/TWG
3:00-4:00PM	Presentation of Output (Validation & Evaluation)	Presenters/ Training Team/ TWG
4:00-4:10PM	Closing Program Words of Challenge	Dr. Marciano U. Soriano, CESO VI Asst. Schools Division Superintendent
4:10-4:30PM	Group Photo M&E Distribution of Certificates	Training Team/TWG M&E Training Team/TWG
Diana Irish J. Solis Masters of Ceremony		



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