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



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM NO. 311, 2023

MEMO TO : Assistant Schools Division Superintendent
Chiefs, SGOD & CID
Concerned SDO Personnel
SDO Training Team (TWG)

FROM : *[Signature]*
DR. ROYENA C. BANZON, CESO V
Schools Division Superintendent

SUBJECT : 2023 WRITESHOP ON THE DIVISION'S CONTINGENCY PLAN ON
FIRE: A REVISION, REVIEW and ENHANCEMENT

DATE : October 11, 2023

1. Contingency plan is a plan designed to take a possible future event or circumstance into account, this is done to hasten disaster recovery.
2. This two (2) day writeshop is the Disaster Risk Reduction and Management Unit's way to review, re-visit and identify need for improvement, based on the need and emerging condition/s. Since this year's contingency plan focuses on FIRE, the resource persons and facilitators will also train our SDO personnel regarding fire safety and fire suppression. This will also help the Schools Division Office create emergency responders in situation when fire is eminent, as mandated by Republic Act 9514 and Republic Act 10121 of 2010 or, "An Act Strengthening the Philippine Disaster Risk Reduction and Management Act of 20120", which provides a comprehensive all-hazard, multi-sectoral, inter-agency, and community-based approach to disaster risk management through the formulation of the National Disaster Risk Management Framework. This is also to formally facilitate the basic skill and knowledge of the created, organized and activated fire responders which gear towards resilience.
3. This training aims to capacitate the personnel of the Schools Division Office in the revision of Contingency Plan on Fire and emergency response. The following are the objectives of the training:
 1. Understand the basic concept of safety;
 2. Create first responders in the Schools Division Office; and
 3. Create an awareness of the need to enhance existing division contingency plan on an annual basis.
4. The writeshop is scheduled on **October 19-20, 2023**, (Thursday and Friday), **8:00AM-5:00PM**, at the 4th Floor, Conference Hall of the New SDO Building.



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5. Following are the training guidelines/reminders and minimum health, and safety protocol standards needed to be observed:
 - 5.1. Trainees **MUST** be on time and signs the attendance sheet provided.
 - 5.2. Trainees **MUST** actively participate as needed.
 - 5.3. Trainees **MUST** wear their mask as necessary.
 - 5.4. Snacks and meals will be served.
 - 5.5. Bring and use your **OWN BALLPEN** if possible.
6. Attached herewith is the updated list of participants (**Annex A**) and technical working group (**Annex B**).
7. This memorandum is for dissemination, guidance and strict compliance.



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Annex A. LIST OF PARTICIPANTS

October 19-20, 2023

No.	Name of Participant	Division/Unit
1.	Dr. Edilberto R. Abalos	CES, SGOD
2.	Maria Linda Ventenilla	CES, CID
3.	Myrel Angelica N. Lopez	Administrative Office, OSDS
4.	Dr. Marissa O. Perez	EPS, SGOD
5.	Dr. Vladimir Parayno	SocMob, SGOD
6.	Jaime Siapno	PSDS, CID
7.	Lemuel Dino Visperas	PDO II-LR, CID
8.	Mark Lambert C. Bato	HR Unit, OSDS
9.	Daryl Jane D. Tandoc	Accounting Unit, OSDS
10.	Czar Odell B. Bohol	Budget Unit, OSDS
11.	John Cezar Adorable	Cashier Unit, OSDS
12.	Clarita F. Tamayo / Froilan Julian	Supplies, OSDS
13.	Freddie Manaois	ALS, CID
14.	Engr. Tatum Grace L. Manzano	EFU, SGOD
15.	Dr. Theresa Parayno	Medical Unit, SGOD
16.	Dr. Giovanni Anthony Arafiles	Dental Unit, GOD
17.	Pilita O. Bautista	Records, OSDS
18.	Reynante Infante	ITO, OSDS
19.	Robet Bruce Dela Cruz	Casual, OASDS
20.	Nathaniel Maron	Admin Aide I, OSDS
21.	Roel R. Ubando	Admin Aide I, OSDS
22.	Diosdado F. Caguioa	Admin Aide I, OSDS
23.	Mesug L. Macalawan	Messenger, OSDS
24.	Henry Refuerzo	Casual, SGOD



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Annex B

A. PROGRAM MANAGEMENT TEAM

1.	Dr. Marissa O. Perez	EPS, SGOD
2.	Dr. Mitchellene Vigilia-Rivo	SEPS, HRD
3.	Diana Irish J. Solis	EPS II, HRD
4.	Gilliane Jessa S. Casaclang	PDO I, YFD
5.	Dr. Valdimir Parayno	SEPS, SocMob
6.	Edgar Timbol	EPS II, SME
7.	Marina Festejo	Nurse II/Triage
8.	Edwin Juliano	Technical Support
9.	Elvira N. Villamor	Program Owner



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