



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

DepEd SDO Dagupan City  
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Office of the Schools Division  
Superintendent

DIVISION MEMORANDUM NO. 101, 2024

MEMO TO : Assistant Schools Division Superintendent  
Chief Education Supervisors of SGOD & CID  
ALL EPSs and PSDSs  
ALL School Heads  
All Personnel Concerned  
SDO Training Team

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

SUBJECT : SCHOOL-LEVEL WRITESHOP ON CONTINGENCY PLANNING

DATE : March 5, 2024

1. As part of our commitment to disaster preparedness and in compliance with Republic Act 10121 of 2010, which strengthens the Philippine Disaster Risk Reduction and Management Act, the division is conducting a one-day writeshop on Contingency Planning. This initiative is aimed at empowering our School DRRM Coordinators, including School Heads, Non-teaching personnel, and Project Development Officers I to review, re-visit, and identify the need for the improvement of the already existing Contingency Plans in their respective schools.
2. A Contingency Plan is a plan designed to take a possible future event or circumstance into account, this is done to fasten disaster recovery.
3. This writeshop aims to capacitate the six (6) identified participants in the crafting of their School's Contingency Plan which will be disseminated to the whole school, to the teaching and non-teaching personnel, and to their stakeholders. The following are the objectives of the training:
  1. Discuss and understand the importance of contingency planning.
  2. Re-align the school contingency plans based on the current needs or emerging conditions; and
  3. have an avenue for developing/enhancing their existing school contingency plan annually, based on the guidelines on contingency planning.
4. The cluster writeshop is scheduled on **8:00 AM-5:00 PM**, at a venue identified per cluster. Training dates and the list of schools per cluster as attached (**Annex A**).



Address: Burgos St., Poblacion Oeste, Dagupan City  
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5. The SDO Training Team for DRRM and their topics are as follows:  
Engr. Tatum Grace L. Manzano – DepEd Facilities  
Gilliane Jessa S. Casaclang – Learners' Welfare  
Elvira N. Villamor – Contingency Planning
6. Per school, the following should be brought during the writeshop:
  - 5.1. Latest Contingency Plan (soft copy)
  - 5.2. DRRM Action Plan (SY 2023-2024)
  - 5.3. School DRRM Committee/Team
  - 5.4. School Evacuation Plan/Map
  - 5.5. School Site Development Plan
  - 5.6. Laptop and extension wires
7. Download on your Laptops or Mobile Phones the following applications:
  - 6.1. HazardHunterPH
  - 6.2. How Safe Is My House?
  - 6.3. Geocam Pro or GPS Map Camera
8. Following are the training guidelines/reminders and minimum health, and safety protocol standards that needed to be observed:
  - 7.1. Trainees MUST be on time and sign the attendance sheets provided.
  - 7.2. Trainees MUST actively participate as needed.
  - 7.3. Trainees may wear their masks if necessary.
9. This Division Memorandum will serve as the Official Authority to Travel for the participants and the training team.
10. For inquiries you may contact Ms. Elvira N. Villamor, Division DRRM Coordinator in her e-mail address [elvira.villamor@deped.gov.ph](mailto:elvira.villamor@deped.gov.ph) or mobile number 0948 516 5552.
11. For dissemination, guidance, and strict compliance.



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**Annex A. LIST OF SCHOOLS**

DATE	NAME OF SCHOOLS
March 12, 2024	Gen. Gregorio Del Pilar ES North Central ES Sabangan ES Bonuan Buquig ES BLISS ES Federico N. Ceralde IS Leon-Francisco Maramba ES
March 13, 2024	Bolosan ES Mamalingling ES Salisay ES Victoria Q. Zarate ES
March 14, 2024	Bacayao Sur ES East Central IS Lasip Grande ES Pascuala G. Villamil ES Pogo-Lasip ES
March 15, 2024	Caranglaan ES Mangin-Tebeng ES Tambac ES Tebeng ES
March 18, 2024	Juan L. Siapno ES Lucao ES Malued ES West Central ES I West Central ES 2
March 19, 2024	DCNHS-JHS DCNHS-SHS
March 20, 2024	Lomboy ES Pugaro IS Salapingao ES Salapingao NHS Suit ES
March 21, 2024	Calmay ES T. Ayson-Rosario ES Carael ES Carael NHS Pantal ES
March 22, 2024	Bonuan Buquig NHS Juan P. Guadiz ES Judge Jose De Venecia Sr. TVSS



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