



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

**Office of the Schools Division
Superintendent**

20 JAN 2024

DIVISION MEMORANDUM

No. 0072, s. 2024

**DEVELOPMENT / ENHANCEMENT OF SCHOOL CONTINGENCY PLAN FOR TROPICAL
CYCLONE, EARTHQUAKE AND PLANNED EVENTS**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors / District-In-Charge
All Others Concerned

1. The Schools Division of Negros Oriental through Disaster Risk Reduction and Management (DRRM) conducts an annual contingency planning to ensure effective preparation and response to disasters and/or emergencies. This is crucial in addressing the vulnerabilities of the education sector and ensuring the continuous delivery of equitable education amidst national and human-induced hazards.
2. To ensure that District and Division Offices are prepared to respond effectively to the impacts of various calamities, including natural and human-induced hazards, and to protect and ensure the safety and well-being of learners and personnel, the Schools Division of Negros Oriental through Disaster Risk Reduction and Management will conduct a **DEVELOPMENT / ENHANCEMENT OF SCHOOL CONTINGENCY PLAN FOR TROPICAL CYCLONE, EARTHQUAKE, PLANNED EVENTS** on the dates and venue attached to this memorandum.
3. To ensure the consistency of all Contingency Plans, it is recommended that District Offices and Schools use the provided Contingency Planning templates and Contingency Planning Guidebook. The resources can be accessed through:
<http://tinyurl.com/templateCP24>.
4. Participants in this workshop are all PSDSs/DICs, School Heads, and School DRRM Coordinators. **PARTICIPANTS ARE REQUIRED TO BRING LAPTOP WITH EXTENSION WIRE.**
5. The district and school must submit copies of their signed contingency plan within 5 working days after the conduct of the activity to the following links:
 - A. School Contingency Plan - <http://tinyurl.com/schoolCP2023>
 - B. District Contingency Plan - <http://tinyurl.com/districtcp23>

NCO/JMA-MKP-NLR /SGOD /HBB/jrg
25 January 2024



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph

6. All District DRRM Coordinators are enjoined to attend a **virtual meeting on January 31, 2024 via MS Teams**. A link will be provided in DRRM Group Chat, a day before the conduct of the virtual meeting.
7. The District Training Team headed by the District Supervisor and District DRRM Coordinators are requested to conduct a **coordination meeting on February 2, 2024 at their respective district offices**.
8. Teacher-participants are required to prepare learning materials for the class to engage with while attending the workshop. If no teacher is available to temporarily replace the teacher, all in-person classes of the said teacher will shift to modular distance learning.
9. Travelling/transportation and other incidental expenses incurred during the District Coordination Meeting and the actual activity shall be charged against School MOOE / Local Funds while lunch and two (2) Snacks during the activity shall be charged against DRRM Funds subject to the usual accounting and auditing rules and regulations.
10. For immediate dissemination and compliance.


NERI C. OJASTRO EdD, CESO V
Schools Division Superintendent
1/25/24



Republic of the Philippines
Department of Education
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Schools Division of negros oriental

**Office of the Schools Division
Superintendent**

SCHEDULE OF THE ACTIVITY / DATE AND VENUE
DEVELOPMENT / ENHANCEMENT OF SCHOOL CONTINGENCY PLAN FOR TROPICAL
CYCLONE, EARTHQUAKE, AND PLANNED EVENTS

Total Number Pax	Clustered District	Date	Venue
94	Ayungon 1 & Ayungong 2	February 6-8, 2024	Within Ayungon, Negros Oriental
86	Tayasan 1 & Tayasan 2	February 6-8, 2024	Within Tayasan, Negros Oriental
80	Bindoy 1 & Bindoy 2	February 13-15, 2024	Within Bindoy, Negros Oriental
82	Manjuyod 1 & Manjuyod 2	February 13-15, 2024	Within Manjuyod, Negros Oriental
78	Jimalalud 1 & Jimalalud 2	February 20-22, 2024	Within Jimalalud, Negros Oriental
74	La Libertad 1 & La Libertad 2	February 20-22, 2024	Within La Libertad, Negros Oriental
88	Amlan & San Jose	February 6-8, 2024	Within Amlan, Negros Oriental
92	Sibulan 1 & Sibulan 2	February 6-8, 2024	Within Sibulan, Negros Oriental
92	Mabinay 1 & Mabinay 2	February 13-15, 2024	Within Mabinay, Negros Oriental
86	Mabinay 3 & Mabinay 4	February 13-15, 2024	Within Mabinay, Negros Oriental
168	Siaton 1, Siaton 2, Siaton 3, & Siaton 4	February 6-8, 2024	Within Siaton, Negros Oriental
56	Zamboanguita 1 & Zamboanguita 2	February 13-15, 2024	Within Zamboanguita, Negros Oriental
86	Sta Catalina 1 & Sta Catalina 2	February 13-15, 2024	Within Sta. Catalina, Negros Oriental
82	Sta Catalina 3 & Sta Catalina 4	February 13-15, 2024	Within Sta. Catalina, Negros Oriental
96	Bacong & Dauin	February 20-22, 2024	Within Dauin, Negros Oriental
68	Valencia	February 20-22, 2024	Within Valencia, Negros Oriental



LIST OF LEARNING FACILITATORS

FOR THE DEVELOPMENT / ENHANCEMENT OF SCHOOL CONTINGENCY PLAN FOR TROPICAL CYCLONE, EARTHQUAKE, AND PLANNED EVENTS

No.	District	Name
1	AMLAN	EURILEY B. BULFA
2	AMLAN	ORLANDO III G. ZERNA
3	AYUNGON 1	WHELAN A. LOBRIDO
4	AYUNGON 1	GLENN B. EMBALSADO
5	AYUNGON 2	JONDY B. DEPILO
6	AYUNGON 2	MICHAEL S. LIMBAGA
7	AYUNGON 2	CLINT D. NOBLEFRANCA
8	BACONG	JOSELA MARIE R. BALDOMERO
9	BACONG	MARY ANN SOLOMON
10	BINDOY 1	JACULBE, JUNREY A
11	BINDOY 1	LINDAYAO, IKE E.
12	BINDOY 2	JE OFREDO C. DAYUDAY JR
13	BINDOY 2	MERLINDA R. BELTRAN
14	DAUIN	EDGAR C. ALAGA
15	DAUIN	JOHN KEVIN C. INOVENO
16	JIMALALUD 1	JOHN-REY V. CADIENTE
17	JIMALALUD 1	NEMILLO E. GARSULA
18	JIMALALUD 2	BEN HARVEY T. GANAGANAG
19	JIMALALUD 2	BERNARD G PACULANANG
20	LA LIBERTAD 1	JUNE ARIEL F. GANTALAO
21	LA LIBERTAD 1	ARMAN O. GRAPA
22	LA LIBERTAD 2	RAY PATRICK A. BALDERAS
23	LA LIBERTAD 2	MARK A. RABOY
24	MABINAY 1	CARL CHRISTNAL LEVI B. HERMOSA
25	MABINAY 1	SIDNEY A. VAILOCES
26	MABINAY 2	CLIFFORD O. IGNACIO
27	MABINAY 2	JAMES A. MAGHARI
28	MABINAY 2	EMELINE A. AUSTERO
29	MABINAY 3	IAN SHERWIN V. MISAMIS
30	MABINAY 3	JOHN E. VILLANUEVA
31	MABINAY 4	DENNIS B. PINO
32	MABINAY 4	HENLEY L. BARRERA
33	MANJUYOD 1	DANIE CRIS B. ACABAL
34	MANJUYOD 1	MELECIO A. ENRIQUEZ
35	MANJUYOD 2	JOEMANLO A. PALUMAR
36	MANJUYOD 2	SALVADOR G. AGUILAR JR.
38	SAN JOSE	KURT F. BANUA
39	SAN JOSE	JUSTIN PAUL ARSENIO C. KINAMOT
40	SIATON 1	RICHARD D. CATUBAY
41	SIATON 1	ASTERIO P. BADON
42	SIATON 1	BENJIE B. EPIS
43	SIATON 2	URVITO L. GADINGAN
44	SIATON 2	CORSINI M. TACALAN
45	SIATON 3	EDYL KRIS B. RAGAY
46	SIATON 3	EDWIN G. EGE

47	SIATON 3	MARIBEL E. EULLARAN
48	SIATON 4	REONELL K. SELARDE
49	SIATON 4	ROGER E. NAMOL
50	SIBULAN 1	ARNOLD E. CABATO
51	SIBULAN 1	LIGAYA D. BAROTE
52	SIBULAN 2	NESTOR D. LOCARIO JR
53	SIBULAN 2	JUAN RIO II A. GRAVADOR
54	STA. CATALINA 1	FELMIE LOU C. FUENTES
55	STA. CATALINA 1	JOAN R. GEROMO
56	STA. CATALINA 2	CANDILYN F. SAMSON
57	STA. CATALINA 2	ALHYN RHAY B. LAJOT
58	STA. CATALINA 3	JASON C. JAMANDRON
59	STA. CATALINA 3	ALBERTO M. ECHAVEZ
60	STA. CATALINA 3	JOHNREY F. LEGARA
61	STA. CATALINA 4	RAMIL S. PALOMERA
62	STA. CATALINA 4	REY L. TORRES
63	TAYASAN 1	PERFECTO A. GONZAGA JR.
64	TAYASAN 1	ALDE, CECIL D.
65	TAYASAN 2	JOHNDEL F. ANLACAN
66	TAYASAN 2	DERRICK MANLANGIT
67	VALENCIA	ANTONIO I. VILLALON
68	VALENCIA	FERDINAND DIPALING
69	ZAMBOANGUITA 1	NEL MERCK B. PARTOSA
70	ZAMBOANGUITA 1	ENREY P. ALAM-ALAM
71	ZAMBOANGUITA 2	LUCKYNINE R. MANOGURA
72	ZAMBOANGUITA 2	JESTONI P. PARTOSA

Development / Enhancement of School Contingency Plan for Tropical Cyclone, Earthquake, Planned Events

TRAINING MATRIX

Date	Time		Activities	Topics	Resource Speakers / Facilitators	Officer of the Day	Process Observer	
	From	To						
Day 1	7:30 AM	9:00 AM		Opening Program	Management Team			
	9:00 AM	10:20 AM	Plenary	Session 1 Overview to Contingency Planning	District DRRM Coordinators		QATAME	
			Plenary	Session 2 Importance of Contingency Planning				
	10:20 AM	10:30 AM	Evaluation	Session Evaluation	QATAME			
	10:30 AM	10:40 AM		Health Break				
	10:40 AM	11:40 AM	Plenary/Workshop	Session 3 Crafting Of Cover Page and Background Introduction in Contingency Plan	District DRRM Coordinators		QATAME	
	11:40 AM	11:50 PM	Evaluation	Session Evaluation	QATAME			
	11:50 AM	12:10 PM	Presentation of Partial Outputs			District DRRM Coordinators / Participants		
	12:10 PM	1:00 PM		Lunch Break				
	1:00 PM	2:00 PM	Plenary/Workshop	Session 4 Hazard Analysis: Anatomy of the Hazard	District DRRM Coordinators		QATAME	
	2:00 PM	2:10 PM	Evaluation	Session Evaluation	QATAME			
	2:10 PM	2:20 PM		Health Break				
	2:20 PM	3:50 PM	Plenary/Workshop	Session 5 Worst-Case Scenario	District DRRM Coordinators		QATAME	
	3:50 PM	4:00 PM	Evaluation	Session Evaluation	QATAME			
4:00 PM	5:00 PM	Presentation of Partial Outputs			District DRRM Coordinators / Participants			
Day 2	7:30 AM	8:00 AM		MOL	Participants			
	8:00 AM	8:50 AM	Plenary/Workshop	Session 6 Goals and Objectives	District DRRM Coordinators		QATAME	
	8:50 AM	9:00 AM	Evaluation	Session Evaluation	QATAME			
	9:00 AM	10:00 AM	Plenary/Workshop	Session 7 Contingency Plan Form 6: Response Activities	District DRRM Coordinators		QATAME	

	10:00 AM	10:10 AM	Evaluation	Session Evaluation	QATAME	
	10:10 AM	10:20 AM		Health Break		
	10:20 AM	11:30 AM	Plenary/Workshop	Session 8 Resource Inventory & Resource Projection	District DRRM Coordinators	QATAME
	11:30 AM	11:40 AM	Evaluation	Session Evaluation	QATAME	
	11:40 AM	12:00 PM	Presentation of Partial Outputs		District DRRM Coordinators / Participants	
	12:00 PM	1:00 PM		Lunch Break		
	1:00 PM	2:30 PM	Plenary/Workshop	Session 9 Emergency Operation Center	District DRRM Coordinators	QATAME
	2:30 PM	2:40 PM	Evaluation	Session Evaluation	QATAME	QATAME
	2:40 PM	2:50 PM		Health Break		
	2:50 PM	3:50 PM	Plenary/Workshop	Session 10 Activation, Deactivation, and Non-Activation	District DRRM Coordinators	QATAME
	3:50 PM	4:00 PM	Evaluation	Session Evaluation	QATAME	
	4:00 PM	5:00 PM	Presentation of Partial Outputs		District DRRM Coordinators	
Day 3	7:30 AM	8:00 AM		MOL	Participants	
	8:00 AM	9:50 AM	Plenary/Workshop	Session 11 Flowcharting	District DRRM Coordinators	QATAME
	9:50 AM	10:00 AM	Evaluation	Session Evaluation	QATAME	
	10:00 AM	10:10 AM		Health Break		
	10:10 AM	10:50 AM	Plenary/Workshop	Session 12 Working Group	District DRRM Coordinators	QATAME
	10:50 AM	11:00 AM		Session Evaluation	QATAME	
	11:00 AM	11:50 AM	Plenary	Session 13 DO 37 s. 2022: Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Natural Disasters, Power Outages/Power Interruptions, and Other Calamities	District DRRM Coordinators	QATAME
	11:50 AM	12:00 PM	Evaluation	Session Evaluation	QATAME	
	12:00 PM	1:00 PM		Lunch Break		
1:00 PM	1:50 PM	Plenary	Session 14 DO 33 s. 2021: School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and other Weather-Related	District DRRM Coordinators	QATAME	

	1:50 PM	2:00 PM	Evaluation	Session Evaluation	QATAME	
	2:00 PM	2:10 PM		Health Break		
	2:10 PM	4:00 PM		Finalization and Presentation of Final Outputs	District DRRM Coordinators / Participants	
	4:00 PM	5:00 PM		Closing Program and Awarding of Certificates	Training Team	