



Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



May 30, 2024

DIVISION MEMORANDUM
No. 218, s. 2024

WORKSHOP AND WRITESHOP ON SCHOOLS CONTINGENCY PLAN

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DIVISION SUPERVISORS
ALL ELEMENTARY PUBLIC SCHOOL HEADS/PRINCIPALS
ALL SECONDARY PUBLIC SCHOOL HEADS/PRINCIPALS
ALL SCHOOL DRRM COORDINATORS/DESIGNATE
ALL ALTERNATE SCHOOL DRRM COORDINATORS/DESIGNATE
ALL LOCAL SCHOOL BOARD NON-TEACHING PERSONNEL
CONCERNED DIVISION PERSONNEL
All Other Concerned

1. Relative to Division Advisory No. 050, s.2024, the Workshop and Writeshop on Schools Contingency Plan was postponed due to pending implementation of pre-requisite activities.
2. Thus, the new schedule for the conduct of the aforementioned activity is on **June 04 to 07, 2024** and will be held at **Top Plaza Hotel, Dipolog City**. Participants are the School Heads, School DRRM Coordinator (SDRRMC) and Alternate SDRRMC (see enclosures for the detailed list of participants and the activity matrix).
3. Furthermore, participants are required to bring the following:
 - a. Laptop
 - b. School Profile
 - c. School Disaggregated Population Data for SY20-21, SY21-22, SY22-23 (i.e. male, female, learners, teaching and non-teaching personnel)
 - d. Current SY School Disaggregated Population per Grade Level (i.e. Indigenous People, Muslim, and Physically Challenged Persons or PWD)
 - e. National School Building Inventory (NSBI) Report
 - f. Property Inventory List or Report
4. For any questions and/or clarifications, you may contact ALAN D. CHIU, Division DRRM Coordinator, 0907-054-7070.
5. Immediate dissemination of this Memorandum is highly desired.

MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: none

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

Schools DRRM Contingency Plan

ADC/20240530-DM-ConPlan
May 30, 2024



Address: Purok Farmers, Olingan, Dipolog City
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ENCLOSURE 1: List of Participants by School

School	District	SDRRMC	Alternate SDRRMC
AQUMATSHS	South A	AO-II	ADA-I
Barra ES	North B	LSB-NTP1	LSB-NTP2
Biasong ES	North B	AO-II	LSB-NTP
Cayasan ES	South C	School Principal	None
Cogon ES	South C	LSB-NTP1	LSB-NTP2
Cogon NHS	South C	AO-II	ADAS-II
Dicayas ES	East B	LSB-NTP1	LSB-NTP2
Dipolog City NHS	North A	AO-II	ADAS-II
Dipolog PDS	North A	PDO-I	AO-II
Dipolog SPED Center	North A	LSB-NTP1	LSB-NTP2
Diwan ES	South C	AO-II	LSB-NTP
Estaka CS	East A	PDO-I	AO-II
Galas ES	West B	AO-II	LSB-NTP
Galas NHS	West B	Head Teacher	ADAS-II
Guinsangaan ES	South C	School Principal	None
Gulayon IS	East B	LSB-NTP	None
Kepiyanan ES	South C	LSB-NTP	None
Laoy Olingan ES	South A	LSB-NTP	None
Linabo ES	East B	School Principal	None
Linay ES	South C	AO-II	LSB-NTP
Lugdungan ES	East B	School Principal	None
Magsaysay ES	West A	LSB-NTP	None
Minaog ES	East B	LSB-NTP	None
Miputak East CS	West A	PDO-I	ADAS-II
Miputak NHS	West A	AO-II	LSB-NTP
Olingan ES	South A	AO-II	None
Olingan South ES	South A	AO-II	LSB-NTP
Pamansalan ES	South C	LSB-NTP	None
Pamansalan ETHS	South C	AO-II	None
Punta CS	South B	AO-II	LSB-NTP
Punta NHS	South B	Head Teacher	AO-II
San Alfonso ES	South B	LSB-NTP	None
San Jose ES	South B	AO-II	None
Sangkol ES	South C	LSB-NTP1	LSB-NTP2
Sicayab ES	North B	AO-II	LSB-NTP
Sicayab NHS	North B	Head Teacher	ADAS-I
Sinaman IS	South B	School Principal	LSB-NTP
St. John ES	East B	LSB-NTP1	LSB-NTP2
Sta. Cruz ES	South A	AO-II	LSB-NTP
Sta. Filomena IS	West A	AO-II	LSB-NTP
Sta. Isabel ES	West A	LSB-NTP	None
Sto. Nino ES	East B	LSB-NTP1	LSB-NTP2
Tubod IS	West A	Head Teacher	LSB-NTP
Turno ES	East C	LSB-NTP	None
Upper Dicayas IS	East B	Head Teacher	LSB-NTP
Virginia ES	South C	LSB-NTP	None
ZNNHS	East A	Head Teacher	ADA-I
ZNNHS Turno	East C	Head Teacher	ADAS-II

Summary of Participants

School DRRM Coordinators = 48 School Principals = 5 Head Teacher = 7 AO-II = 16 PDO-I = 3 LSB-NTP = 17	Alternate SDRRMCs = 31 LSB-NTP = 19 ADA-I = 2 ADAS = 1 ADAS-II = 5 AO-II = 4 None yet = 17	School Principals = 43
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ENCLOSURE 2: ACTIVITY MATRIX

**WORKSHOP-WRITESHOP ON SCHOOLS CONTINGENCY PLAN
FOR VARIOUS HAZARDS**

Top Plaza Hotel, Dipolog City
June 04 to 07, 2024

Date/Time	Topic/Activity	Facilitator/Speaker
DAY 1 (June 04, 2024)		
08:00AM	Preliminaries and Opening Ceremonies <ul style="list-style-type: none"> • Attendance/Registration • Philippine National Anthem • Opening Prayer 	Secretariat AVP
	Welcome Remarks	Rosalio B. Conturno Jr., PhD Asst. Schools Division Superintendent
	Message	Ma. Liza R. Tabilon, CESO V Schools Division Superintendent
	Photo Ops	
	Activity Overview and Administrative Announcements	Alan D. Chiu PDO II (DRRM)
09:30AM	Introduction to Contingency Planning	Alan D. Chiu PDO II (DRRM)
12:00PM	LUNCH BREAK	
01:00PM	Chapter 1: Background <ul style="list-style-type: none"> • Introduction • Hazard Analysis • Hazard to Plan For • Scenario 	Nur N. Hussien SGOD Chief
03:00PM	CP Formulation: Chapter 1 Workshop	Alan D. Chiu PDO II (DRRM)
05:00PM	End of Day 1	
DAY 2 (June 05, 2024)		
08:00AM	Preliminaries <ul style="list-style-type: none"> • Attendance/Registration • Nationalistic Song • Opening Prayer • Recapitulation of Day 1 Activity 	Secretariat AVP
	Presentation of Workshop Output	Host/Facilitator Participants
10:00AM	Chapter 2: Goals and Objectives	Marie Antoinette F. Nazareth Planning Officer III
11:00AM	CP Formulation: Chapter 2 Workshop	Alan D. Chiu PDO II (DRRM)
12:00PM	LUNCH BREAK	
01:00PM	Presentation of Workshop Output	Participants
02:30PM	Chapter 3: Response Arrangements <ul style="list-style-type: none"> • Coordination • Cluster/Group Response <ul style="list-style-type: none"> ○ Response Activities ○ Resource Inventory ○ Resource Projection ○ Resource Gap Summary • Directory of SDRRMT • Command and Control <ul style="list-style-type: none"> ○ EOC ○ ICS • Interoperability 	Rambelle C. Flores SEPS for HRD
04:00PM	CP Formulation: Chapter 3 Workshop	Alan D. Chiu PDO II (DRRM)
DAY 3 (June 06, 2024)		
08:00AM	Preliminaries <ul style="list-style-type: none"> • Attendance/Registration 	Secretariat AVP

Date/Time	Topic/Activity	Facilitator/Speaker
	<ul style="list-style-type: none"> Nationalistic Song Opening Prayer Recapitulation of Day 2 Activity 	Host/Facilitator
	CP Formulation: Chapter 3 Workshop (continuation)	Alan D. Chiu PDO II (DRRM)
12:00PM	LUNCH BREAK	
01:00PM	Presentation of Workshop Output	Participants
DAY 4 (June 07, 2024)		
08:00AM	Preliminaries <ul style="list-style-type: none"> Attendance/Registration Nationalistic Song Opening Prayer Recapitulation of Day 3 Activity 	Secretariat AVP Host/Facilitator
09:00AM	Chapter 4: Activation, De-activation and Non-Activation	Luisiano S. Murro Jr. SEPS for SMME
10:00AM	Annexes: <ul style="list-style-type: none"> Working Group Maps 	Luisiano S. Murro Jr. SEPS for SMME
12:00PM	LUNCH BREAK	
01:00PM	CP Packaging	Alan D. Chiu PDO II (DRRM)
03:00PM	Closing Program <ul style="list-style-type: none"> Philippine National Anthem Prayer Testimonies Awarding of Certificates Closing Remarks 	Assigned Groups

Technical Working Group/Training Management Team

Names	Section	Position	Roles/Functions/Contributions
Alan D. Chiu	SGOD	PDO II (DRRM)	Project Proponent
Nur N. Hussien Marie Antoinette F. Nazareth Rambelle C. Flores Luisiano S. Murro Jr.	DRRM	SGOD Chief PO III SEPS-HRD SEPS-SMME	Resource Person/Speakers
Jesel B. Chiu Bleize T. Gumela	SGOD Punta CS	ESP II AO II	Secretariat, Documentation and Activity Implementation Report
Luisiano S. Murro, Jr.	DRRM	SEPS-SMME	Quality Assurance Monitoring and Evaluation
Nur N. Hussien	SGOD	SGOD Chief	Technical Officer and/or Supervising Officer