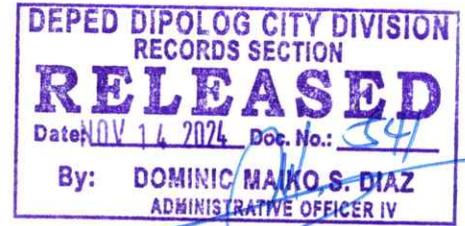




Republic of the Philippines
 Department of Education
 Region IX – Zamboanga Peninsula
 SCHOOLS DIVISION OF DIPOLOG CITY



November 14, 2024

DIVISION MEMORANDUM
 No. 541, s. 2024

**WORKSHOP AND WRITESHOP ON CONTINGENCY PLAN FOR
 DIVISION OFFICE AND COMMUNITY LEARNING CENTERS
 CUM OSDS-ADMINISTRATIVE SERVICES FY2024 PLANNING WORKSHOP**

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
 CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
 CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 SELECT DIVISION PERSONNEL
 ALS TEACHING AND NON-TEACHING PERSONNEL
 All Others Concerned
 This Division

- To ensure effective preparation and response to disaster and/or emergencies, all level of governance, including the Division Office, Schools and Community Learning Centers (CLCs), shall conduct a contingency planning for natural and human-induced hazards. This is crucial in addressing the vulnerabilities of the sector and ensuring the continuous delivery of equitable education.
- Division Advisory No. 050, s.2024, the Workshop and Writeshop on Schools Contingency Plan was postponed due to pending implementation of pre-requisite activities. Though, Division Memo Nos. 218 and 390, s.2024, has scheduled the implementation of the 1st and 2nd Series of Workshop and Writeshop on Schools Contingency Plan on June 04 to 07, 2024 and September 10 to 13, 2024, respectively.
- In this regard, this division shall conduct another series of **Workshop and Writeshop on Contingency Plan for Division Office and Community Learning Centers cum OSDS-Admin Services CY2024 Planning Workshop on November 20 to 23, 2024** at **DepEd Dipolog Training Center**, Barangay Miputak, Dipolog City.
- Participants to this activity are the following with respect to their schedules:

Participants	Nov. 20	Nov. 21	Nov. 22 (AM)	Nov. 22 (PM)	Nov. 23
1. 1 Budget Representative	✓	✓	✓		
2. 1 Accounting Representative	✓	✓	✓		



Address: Purok Farmers, Olingan, Dipolog City
 Email: dipolog.city@deped.gov.ph
 Website: www.depeddipolog.net
 Facebook: DepEd Tayo – Division of Dipolog City

Participants	Nov. 20	Nov. 21	Nov. 22 (AM)	Nov. 22 (PM)	Nov. 23
3. 1 IT Officer	✓	✓	✓		
4. 6 Admin Services and Section/Unit Heads	✓	✓	✓	✓	✓
5. 3 CID Representatives	✓	✓	✓		
6. 7 SGOD Representatives (SMME, SMN, PR, HRD, EF, Dentist, Nurse)	✓	✓	✓		
7. All ALS Teaching and Non-Teaching Personnel	✓	✓	✓		
8. All Project Development Officer I (District-Based, Clustered and Division-Based)	✓	✓	✓		
9. All Administrative Officer II (District-Based, Clustered and Division-Based)	✓	✓	✓	✓	✓
10. All Administrative Services Personnel				✓	✓

5. For sections/units handling frontline and essential services who will be attending the aforementioned activity, a skeletal workforce shall be in-placed to ensure continuity of such services.
6. Furthermore, participants are required to bring Laptop for the workshop activities.
7. For any questions and/or clarifications, you may contact ALAN D. CHIU, Division DRRM Coordinator, 0907-054-7070.
8. 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
Division Office	CLC	

ADC/20241114-DM-ConPlan-Batch3
November 14, 2024

ANNEX A

WORKSHOP AND WRITESHOP ON CONTINGENCY PLAN FOR DIVISION OFFICE AND COMMUNITY LEARNING CENTERS CUM OSDS-ADMINISTRATIVE SERVICES FY2024 PLANNING WORKSHOP

DepEd Dipolog Training Center, Miputak, Dipolog City
November 20 to 23, 2024

I. Program Matrix

Topic/Activity	Facilitator/Speaker
Workshop and Writeshop on Contingency Plan for DO and CLCs Day 1 (8:00 A.M.)	
Preliminaries and Opening Ceremonies <ul style="list-style-type: none"> Attendance/Registration Philippine National Anthem Opening Prayer 	Secretariat AVP
Welcome Remarks	Nur N. Hussien, DM Chief, School Operations and Governance Division
Message	Ma. Liza R. Tabilon EdD., CESO V Schools Division Superintendent
Photo Ops	
Activity Overview, Objectives and QAME Security and Safety Briefings	Alan D. Chiu PDO II (DRRM)
Introduction to Contingency Planning	Alan D. Chiu PDO II (DRRM)
LUNCH BREAK	
Chapter 1: Background <ul style="list-style-type: none"> Introduction Hazard Analysis Hazard to Plan For Scenario 	Nur N. Hussien SGOD Chief
CP Formulation: Chapter 1 Workshop	Alan D. Chiu PDO II (DRRM)
Chapter 2: Goals and Objectives	Marie Antoinette F. Nazareth Planning Officer III
CP Formulation: Chapter 2 Workshop	Alan D. Chiu PDO II (DRRM)
End of Day 1	
Day 2 (8:00 A.M.)	
Preliminaries <ul style="list-style-type: none"> Attendance/Registration Nationalistic Song Opening Prayer Recapitulation of Day 1 Activity 	Secretariat AVP Host/Facilitator
Chapter 3: Response Arrangements <ul style="list-style-type: none"> Coordination Group/Team Response <ul style="list-style-type: none"> Response Activities Resource Inventory 	Rambelle C. Flores SEPS for HRD

Topic/Activity	Facilitator/Speaker
<ul style="list-style-type: none"> ○ Resource Projection ○ Resource Gap Summary • Directory of SDRRMT • Command and Control <ul style="list-style-type: none"> ○ EOC ○ ICS ○ Interoperability 	
CP Formulation: Chapter 3 Workshop	Alan D. Chiu PDO II (DRRM)
LUNCH BREAK	
Chapter 4: Activation, De-activation and Non-Activation	Luisiano S. Murro Jr. SEPS for SMME
Annexes: <ul style="list-style-type: none"> • Working Group • Maps 	Luisiano S. Murro Jr. SEPS for SMME
End of Day 2	
Day 3 (8:00 A.M.)	
Preliminaries <ul style="list-style-type: none"> • Attendance/Registration • Nationalistic Song • Opening Prayer • Recapitulation of Day 2 Activity 	Secretariat AVP Host/Facilitator
Finalization, Packaging and Presentation of the Contingency Plan	Alan D. Chiu PDO II (DRRM)
End of Contingency Planning	

Topic/Activity	Facilitator/Speaker
OSDS-Admin Services CY2024 Planning Workshop	
Day 3 (1:00 P.M.)	
Preliminaries and Opening Ceremonies <ul style="list-style-type: none"> • Attendance/Registration • Philippine National Anthem • Opening Prayer 	Secretariat AVP
Message	Ma. Liza R. Tabilon EdD., CESO V Schools Division Superintendent
Activity Overview, Objectives and QAME Security and Safety Briefings	Alan D. Chiu OIC-Admin Officer
Presentation of Office Functions <ul style="list-style-type: none"> • Key Result Areas • Objectives • Outputs • Output Indicators 	Alan D. Chiu OIC-Admin Officer
Workshop 1: Mapping of Activities and Processes per Section/Unit <ul style="list-style-type: none"> • Key Activities • Output • Frequency • Importance • Difficulty 	Alan D. Chiu OIC-Admin Officer Section/Unit Heads together with section/unit personnel

Topic/Activity	Facilitator/Speaker
End of Day 3	
Day 4 (8:00 A.M.)	
Preliminaries <ul style="list-style-type: none"> Attendance/Registration Nationalistic Song Opening Prayer 	Secretariat AVP
Presentation of Workshop 1	Section/Unit Heads
Workshop 2: Planning <ul style="list-style-type: none"> Annual Implementation Plan Work and Financial Plan PPMP 	Alan D. Chiu OIC-Admin Officer Section/Unit Heads together with section/unit personnel
LUNCH BREAK	
Presentation of Workshop 2	Section/Unit Heads
Wrap-up and Moving Forward	Alan D. Chiu OIC-Admin Officer
Closing Ceremonies	
End of Day 4	

II. Technical Working Group/Training Management Team

Names	Section	Position	Roles/Functions/Contributions
Alan D. Chiu	SGOD/ OSDS- Admin	PDO-II (DDRM)/ OIC-AO	Project Proponent
Jesel B. Chiu Leila D. Gumela Joshua Abergas	SGOD SGOD OSDS- Admin	EPS-II (SMN) LSB-NTP LSB-NTP	Secretariat, Documentation, Support Staff and Activity Implementation Report
Luisiano S. Murro, Jr.	DRRM	SEPS- SMME	Quality Assurance Monitoring and Evaluation
Rosalio B. Conturno Jr., PhD Nur N. Hussien	OSDS SGOD	ASDS SGOD Chief	Technical Officer and/or Supervising Officer