



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X - Northern Mindanao

**Division of Malaybalay City**

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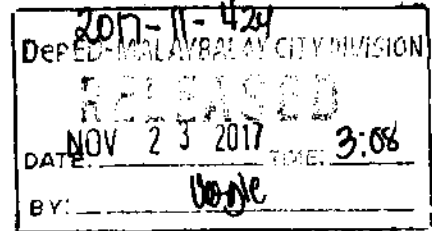
**DIVISION MEMORANDUM**

No. 6MS, s. 2017

**To: Chief Education Supervisors and Staff, SGOD and CID  
Public Elementary and Secondary School Heads  
This Division**

**From: EDILBERTO L. OPLENARIA, CESO VI**  
OIC - Schools Division Superintendent

**Date: November 14, 2017**



**Subject: CONTINGENCY PLANNING SEMINAR-WORKSHOP FOR SELECT SCHOOLS IN THE DIVISION OF MALAYBALAY CITY**

1. Pursuant to DepEd Order No. 37, s. 2015 re: The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework, this Office hereby informs the field the conduct of a **Contingency Planning Seminar-Workshop** at **Antipasado Residence, Datu Mampaalong St., Malaybalay City**. Schedule of the said training will be conducted on **November 28, 2017 (Tuesday)** for **Group A** and **November 29, 2017 (Wednesday)** for **Group B**. Attached herein is the list of select schools that will participate in the said seminar-workshop and their groupings.
2. The activity aims to equip the School DRRM Coordinators of the select schools with knowledge and skills needed in order to make a school-based contingency plan and to produce it.
3. Furthermore, participants shall bring with them their laptops, pocket Wi-Fi, and extension wires.
4. Meals and snacks shall be charged against **DRRM Support Fund**, while travel and other allowable expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. Participation to this seminar-workshop is highly enjoined.

Encl.:

Enclosure A - List of Select Schools that will participate in the Contingency Planning  
Enclosure B - Program of Activities

**Program of Activities**

<b>TIME</b>	<b>NO. OF MINUTES</b>	<b>ACTIVITIES</b>	<b>PERSON IN-CHARGE</b>
7:15 – 8:00	45 min	Arrival and registration of participants	
<b>OPENING PROGRAM</b>			
8:00 – 8:45	45 min	Opening Program <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• Provincial Hymn</li> <li>• Division Hymn</li> <li>• Presentation of Participants</li> </ul>	AVP  Program Officer
		Welcome and Opening Remarks	Lorenzo O. Capacio, EdD CES, SGOD
		Message	Edilberto L. Oplenaria, CESO VI OIC-SDS
<b>TRAINING PROPER</b>			
8:45 – 9:00	15 min	<ul style="list-style-type: none"> <li>• Climate Change Adaptation Reminders</li> <li>• Safety Measures</li> <li>• Expectation Setting and Heart Contract</li> </ul>	
9:00 – 9:30	30 min	Hazards in Malaybalay City	Resource Speaker from CDRRMO
9:30 – 10:00	30 min	The Education Cluster in Times of Emergencies	Jimdandy S. Lucine PDO II (DRRM)
10:00 – 11:00	1 hour	Workshop 1: Enhancement/ Development of Contingency Measures for Earthquakes, Fires, Typhoons, Floods, or Human-induced Hazard	
11:00 – 12:00	1 hour	Workshop 2: Identification of Gaps and Measures (Part 1)	
12:00 – 12:45	45 min	Lunch Break	
12:45 – 1:00	15 min	Snacks / Energizer	Program Officer
1:00 – 1:45	45 min	Workshop No. 3: Mapping of Resources	Jimdandy S. Lucine PDO II (DRRM)
1:45 – 2:30	45 min	Workshop No. 4: Mapping of Partners	
2:30 – 3:15	45 min	Workshop No. 5: Determining Timeline of Contingency Measures	
3:15 – 4:15	30 min	Presentation of Outputs per Group	
4:15 – 4:30	15 min	Ways Forward	
<b>CLOSING PROGRAM</b>			
4:30 – 5:00	30 min	Preparation for the Closing Program	Program Officer
		Closing Message	Ralph T. Quirog CES, CID
		Distribution of Certificates and Pictorials	Program Officer

**LIST OF SELECT SCHOOLS THAT WILL PARTICIPATE IN THE CONTINGENCY PLANNING**

<b>GROUP A</b> (November 28, 2017, Tue)		<b>GROUP B</b> (November 29, 2017, Wed)	
<b>No.</b>	<b>Schools</b>	<b>No.</b>	<b>Schools</b>
1	Kalasangay Central School	1	Bangcud Central School
2	New Ilocos ES	2	Bangcud National HS
3	Dalwangan ES	3	Padernal ES
4	Patpat ES	4	Macote ES
5	Kalasangay NHS	5	Linabo Central School
6	Sumpong Central School	6	Paiwaig ES
7	Can-ayan IS	7	Sawaga ES
8	Candiisan ES	8	Malapgap ES
9	Baganao ES	9	San Roque ES
10	Kilap-agan ES	10	San Martin ES
11	Bukidnon National High School	11	San Martin-Agro Industrial HS
12	Imbayao ES	12	Apo Macote National HS
13	Malaybalay City Central School	13	Managok Central School
14	BCT ES	14	Managok National High School
15	Casisang National High School	15	Lunokan ES
16	Barangay 9 ES	16	Dumayas ES
17	Casisang Central School	17	Langasihan ES
18	Airport Village ES	18	Miglamin ES
19	Panamucan ES	19	St. Peter ES
20	Malaybalay City National HS	20	Silae ES
21	Casisang Senior HS	21	Silae National HS
22	Aglayan Central School	22	St. Peter NHS
23	Malaybalay City Science HS	23	Zamboanguita Central School
24	Mapayag ES	24	Kulaman ES
25	Laguitas ES	25	Busdi IS