

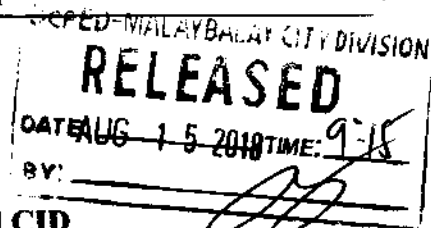


Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DM-2018-08-379

DIVISION MEMORANDUM

No. 379, s. 2018



**TO: Assistant Schools Division Superintendent
Chief Education Supervisors and Staff, SGOD and CID
Public Elementary and Secondary School Heads
School Disaster Risk Reduction and Management Coordinators
This Division**

FROM: REBONFAMIL R. BAGUIO
Schools Division Superintendent

DATE: August 13, 2018

SUBJECT: CONDUCT OF CONTINGENCY PLANNING SEMINAR-WORKSHOP

1. Pursuant to DepED Order No. 37, s. 2015 re: The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework which mandates all offices in the Department to protect learners and education workers from death, injury, and harm in schools and to strengthen the risk reduction and resilience through education and R.A. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010 which mandates all offices, especially members of the Local Disaster Risk Reduction and Management Council, to make contingency plans in order to prepare for occurrence of a hazard, this Office will conduct **Contingency Planning Seminar-Workshop on August 23-24, 2018, 8:00 a.m., at Loiza's Pavilion, Malaybalay City.**
2. Participants to this activity are School Heads of select schools found in the attached list. They are requested to bring their laptops, pocket Wi-Fi and extension wires.
3. Meals and snacks shall be charged against DRRM Fund Support for Contingency Planning Workshop while travel and other allowable expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Should there be queries, contact the Division's DRRM Coordinator through the mobile number 0917 115 6864.

Encl:

- Enclosure A – List of Participants
- Enclosure B – Contingency Planning Seminar-workshop Program

Copy Furnished: Records Unit | DRRM
TO BE POSTED IN THE WEBSITE

Enclosure A to Division Memo No. 379, s. 2018 re: Conduct of Contingency Planning Seminar-workshop

LIST OF PARTICIPANTS

NO.	NAMES	SCHOOLS
1	Amor Celeste P. Rojas	Simaya ES
2	Anastacio M. Ma	Damitan Elementary School
3	Arimateo B. Halina	Maligaya ES
4	Berna G. Bateriza	Kapitan Angel IS
5	Cynthia T. Berial	San Jose ES
6	Demie J. Pabillaran Jr.	Mapulo ES
		Tuburan ES
7	Flavio P. Alas Jr.	BNHS-Annex Imbayao
8	Genevieve P. Perino	Cabangahan ES
9	Jonathan T. Dagaang	Sta. Ana ES
10	Juan B. Bacang Jr.	Bendolan ES
		Mapayag ES
11	Julito C. Tuyogon	Managok NHS-Annex Lalawan
12	Ma. Ella S. Rabino	Balangbang ES
13	Marites C. Melendez	Managok NHS - Annex Miglamin
14	Mary Fe C. Gumayao	Incalbog ES
15	Marylan G. Tandog	Tintinaan ES
16	Mylene Joy L. Molina	Indalasa ES
		Pigpamulahan ES
17	Naomi T. Francisco	Lalawan ES
18	Nimfa A. Caballero	Calawag ES
		Dapulan Elementary School
19	Nyms M. Docdocil	Kibalabag IS
		Manalog ES
20	Pastor P. Abuela III	Luyungan HS
21	Paul Patrick T. Padua	Matangpatang ES
22	Paulina M. Minao	Tag-ilanao ES
23	Raquel S. Ombayan	Caburacanan ES
24	Romulo M. Sarmiento	BNHS-Annex Dalwangan
25	Rosalinda G. Puno	Bagong Silang ES
26	Ruly Z. Crusio	Kibalabag ES
		Pighalugan ES
27	Servillano B. Balicanta Jr.	Binalbagan ES
28	Severina A. Gamot	Natid-asan ES
29	Sharon Mae A. Bongocan	Magsaysay IS
30	Victor F. Maestrado	Mabuhay ES

Enclosure B to Division Memo No. 379, s. 2018 re: Conduct of Contingency Planning Seminar-workshop

CONTINGENCY PLANNING SEMINAR-WORKSHOP PROGRAM

TIME	NO. OF MINUTES	ACTIVITIES	PERSON IN-CHARGE
August 23, 2017 (Thursday)			
7:15 – 8:00	45 min	Arrival and registration of participants	
OPENING PROGRAM			
8:00 – 8:45	45 min	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Provincial Hymn • Division Hymn • Safety Measures Orientation • Presentation of Participants 	AVP Program Officer
		Welcome and Opening Remarks	Lorenzo O. Capacio, EdD CES, SGOD
		Message	Rebonfamil R. Baguio SDS
TRAINING PROPER			
8:45 – 9:00	15 min	Expectation Setting and Heart Contract	Program Officer
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 hours	Workshop 1: Enhancement/ Development of Contingency Measures for Earthquakes, Fires, Typhoons, Floods, or Human-induced Hazard	Jimdandy S. Lucine PDO II (DRRM)
11:00 – 12:00	1 hour	Workshop 2: Identification of Gaps and Measures (Part 1)	Jimdandy S. Lucine PDO II (DRRM)
12:00 – 12:45	45 min	Lunch Break	
12:45 – 1:00	15 min	Energizer	Program Officer
1:00 – 2:00	1 hour	Workshop No. 3: Mapping of Resources	Jimdandy S. Lucine PDO II (DRRM)
2:00 – 3:00	1 hour	Workshop No. 4: Mapping of Partners	Jimdandy S. Lucine PDO II (DRRM)
3:00 – 4:00	1 hour	Workshop No. 5: Determining Timeline of Contingency Measures	Jimdandy S. Lucine PDO II (DRRM)
4:00 – 5:00	1 hour	Other parts of the Contingency Planning	Jimdandy S. Lucine PDO II (DRRM)

TIME	NO. OF MINUTES	ACTIVITIES	PERSON IN-CHARGE
August 24, 2018 (Thursday)			
7:15 – 8:00	45 min	Arrival and registration of participants	
OPENING PROGRAM			
8:00 – 8:30	30 min	Invocation Safety Measures Orientation	Program Officer
8:30 – 9:00	30 min	Energizer and Recap	Program Officer
9:00 – 11:00	2 hours	Completion of Contingency Plans	Jimdandy S. Lucine PDO II (DRRM)
11:00 – 12:00	1 hour	Presentation of outputs and giving of feedbacks	Jimdandy S. Lucine PDO II (DRRM)
12:00 – 12:45	45 min	Lunch Break	
12:45 – 1:00	15 min	Energizer	Program Officer
1:00 – 4:30	3.5 hours	Presentation of outputs and giving of feedbacks	Jimdandy S. Lucine PDO II (DRRM)
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