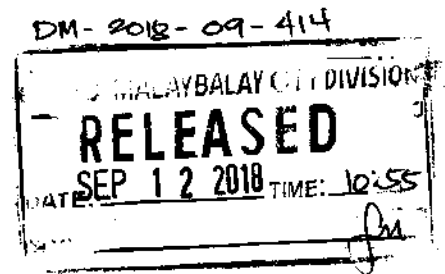




Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 414, s. 2018

**TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Elementary and Secondary School Heads
This Division**

FROM: REBONFAMIL R. BAGUIO
Schools Division Superintendent

DATE: September 10, 2018

**SUBJECT: SCHOOL-BASED CONTINGENCY PLANNING SCHEDULE OF
ACTIVITIES**

1. Relative to the Contingency Planning Seminar-Workshop held at Loiza's Pavilion last August 23-24, 2018, School Heads who were participants are reminded to follow the schedule of activities as agreed during the Ways Forward:

ACTIVITIES	BY WHOM	BY WHEN
Completion of draft CP with narratives	School Head	September 7, 2018
Review of draft CP with stakeholders	School Head with different partners/stakeholders (including BDRRMC)	September 21, 2018
Revision of corrected CP	School Head or BDRRMC Secretariat	September 28, 2018
Submission to BDRRM for approval	School Head or BDRRMC	October 5, 2018
Printing of approved CP and Submission to Division Office	School Head	October 12, 2018

2. Furthermore, Contingency Plans must abide by the following guidelines:
 - a. Order of Pages
 - I. Cover Page
 - II. Blank Page
 - III. Table of Contents
 - IV. Chapter I: Background
 - V. Chapter II: Goal(s) and Objectives
 - VI. Chapter III: Coordination, Command, and Control
 - VII. Chapter IV: Activation and Deactivation
 - VIII. Annexes
 - Barangay Certification (to certify that the barangay adopts or integrates the school's contingency plan into their own contingency plan).
 - Other relevant/supporting documents
 - b. Font face: Times New Roman
 - c. Font size: 12 points
 - d. Font color: Black
 - e. Line spacing: Single
 - f. Paper size: A4
 - g. Presentation: Can be booklet style
3. All School Heads, including those who were trained last November 28 and 29, 2017 at Delan's Place, shall submit their Contingency Plans on or before **October 12, 2018** through **Jimdandy S. Lucine, Project Development Officer II**.
4. Should there be queries or need for technical assistance, contact the Division DRRM Coordinator through the mobile number 0917 115 6864.

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

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