



Republic of the Philippines
Department of Education
REGION X
DIVISION OF MALAYBALAY CITY

Dm-2020-01-47
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: JAN 29 2020 TIME: 2:00
BY: [Signature]

DIVISION MEMORANDUM

No. 47, s. 2020

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Elementary and Secondary School Heads
All Others Concerned

FROM: VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE: January 28, 2020

SUBJECT: **CONTINGENCY PLAN WRITE-SHOP FOR SELECT SCHOOLS**

1. Pursuant to DepED Order No. 37, s. 2015 entitled *The Comprehensive Disaster Risk Reduction and Management in Basic Education Framework*, this Office will conduct **Contingency Plan Write-shop** on **February 19-20, 2020** at **The Garden's Party Venue Malaybalay City**.
2. Participants to this activity are school heads of select schools in the Division. They are requested to bring Laptops, extension wires, and pocket WI-FI. Important documents such as EBEIS, Hazard Maps, Historical Data of Hazards Experience in Schools, and other related documents that can be used in contingency planning must be brought to the write-shop.
3. Meals, snacks, and board and lodging shall be charged against the 2019 DRRM Support Fund for Contingency Planning, while travel and other allowable expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through **09171156864**.

Encls:

- Enclosure A - List of Participants
- Enclosure B - Contingency Plan Write-shop Program
- Enclosure C - Technical Working Committee

Copy Furnished: Records Unit | DRRM

LIST OF PARTICIPANTS

Participants to this activity shall be School Heads of the following schools:

No.	Schools	No.	Schools
1	Kalasungay Central School	26	Bangcud Central School
2	New Ilocos ES	27	Bangcud National HS
3	Dalwangan ES	28	Padernal ES
4	Patpat ES	29	Macote ES
5	Kalasungay NHS	30	Linabo Central School
6	Sumpang Central School	31	Paiwaig ES
7	Can-ayan IS	32	Sawaga ES
8	Candiisan ES	33	Malagap ES
9	Baganao ES	34	San Roque ES
10	Kilap-agan ES	35	San Martin ES
11	Bukidnon National High School	36	San Martin-Agro Industrial HS
12	Imbayao ES	37	Apo Macote National HS
13	Malaybalay City Central School	38	Managok Central School
14	BCT ES	39	Managok National High School
15	Casisang National High School	40	Lunokan ES
16	Barangay 9 ES	41	Dumayas ES
17	Casisang Central School	42	Langasihian ES
18	Airport Village ES	43	Miglamín ES
19	Panamucan ES	44	St. Peter ES
20	Malaybalay City National HS	45	Silae ES
21	Casisang Senior HS	46	Silae National HS
22	Aglayan Central School	47	St. Peter NHS
23	Malaybalay City Science HS	48	Zamboanguita Central School
24	Mapayag ES	49	Kulaman ES
25	Laguitas ES	50	Busdi IS

Contingency Planning Write-shop Program
February 19-20, 2020
The Garden's Party Venue, Malaybalay City

TIME	NO. OF MINUTES	ACTIVITIES	PERSON IN-CHARGE
Day 1			
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 	AVP Program Officer
		Welcome Message	Lorenzo O. Capacio, EdD Chief Education Supervisor, SGOD
		Opening Remarks	Ralph T. Quirog Chief Education Supervisor, CID
		Message	Sunny Ray F. Amit Asst. Schools Division Superintendent
		Message	Victoria V. Gazo, PhD, CESO V Schools Division Superintendent
TRAINING PROPER			
8:45 – 9:00	15 min	Expectation Setting and Heart Contract	Program Officer
9:00 – 10:00	1 hour	Introduction to Contingency Planning	Jimdandy S. Lucine PDO II (DRRM)
10:00 – 12:00	2 hours	Workshop 1: Hazard Identification and Anatomy of the Hazard	Save the Children
12:00 – 12:45	45 min	Lunch Break	
12:45 – 1:00	15 min	Energizer	Program Officer
1:00 – 3:00	2 hours	Workshop No. 2: Scenario Generation, Affected Population, and Goals and Objectives	Save the Children
3:00 – 5:00	2 hours	Workshop No. 3: Cluster Identification and Needs & Activities Inventory	Save the Children
Day 2			
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	Workshop No. 4: Needs Projection and Resource Gap Identification	Jimdandy S. Lucine PDO II (DRRM)
11:00 – 12:00	1 hour	Workshop No. 5: School DRRM Team and Emergency Response Team	Save the Children
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	Save the Children

TIME	NO. OF MINUTES	ACTIVITIES	PERSON IN-CHARGE
4:30 – 5:00	30 min	Preparation for the Closing Program	Program Officer
		Closing Message	Marsifith M. Mamawag SEPS – Social Mobilization and Networking
		Distribution of Certificates and Pictorials	Program Officer

TECHNICAL WORKING COMMITTEE FOR CONTINGENCY PLAN WRITE-SHOP FOR SELECT SCHOOLS

Committee	Responsible Person	Duties/Functions
Over-all Committee	Chairperson: Jimdandy S. Lucine Members: 1. Marsfifth M. Mamawag 2. Rio Arbutante	<ul style="list-style-type: none"> • Prepare training designs, PPMP and PR • Over sees all the related activities to ensure smooth flow of the program • Take over on a committee function in case that committee is not capable of doing its function for whatever reason • Follow up venue, meals, and snacks and hall preparations
Program and Secretariat7, and Documentation Committee	Chairperson: Marsfifth M. Mamawag Members: • Rio Arbutante • Clavel Maximino	<ul style="list-style-type: none"> • Ensure the proper flow of the program • Acts as program facilitator • Take photos of the training • Ensure proper registration of participants • Keep attendance sheet
Monitoring and Evaluation Committee	Chairperson: Edelina Eborá Member: Mary Gladys Dublas	<ul style="list-style-type: none"> • provide monitoring and evaluation tool • Provide feedback to the technical working committee on the progress of the activity