



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM 2020-06-222  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
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 BY: gamm

**Division MEMORANDUM**

No. 222, s. 2020

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

**FROM:** VICTORIA V. GAZO  
 Schools Division Superintendent

**DATE:** June 9, 2020

**SUBJECT: CORRIGENDUM TO DIVISION MEMORANDUM NO. 214, S. 2020  
 (ONLINE PRESENTATION OF CONTINGENCY PLANS FOR BASIC  
 EDUCATION AND GIVING OF TECHNICAL ASSISTANCE)**

- This Office released Division Memorandum No. 214, s. 2020 re: *Online Presentation of Contingency Plans for Basic Education and Giving of Technical Assistance*. The activity shall be conducted through Google Meet and participated by School Heads.
- In order to avoid the conflict of schedule and in recognition of the necessity to conduct first the capacity building on online learning and facilitation skill (Division Memorandum No. 219, s. 2020), the schedule for the first batch, which is June 15, 2020, is hereby moved to afternoon of June 17 and morning of June 18 this year. The detail is presented below.

No.	Schools	Schedules	Online Meeting Room
1	Kalasangay Central School	June 17, 2020 (1:00 p.m. to 5:00 p.m.)	<a href="https://meet.google.com/xky-epvp-feb">https://meet.google.com/xky-epvp-feb</a>
2	New Ilocos ES		
3	Dalwangan ES		
4	Patpat ES		
5	Kalasangay NHS		
6	Sumpong Central School		
7	Can-ayan IS		
8	Candiisan ES		
9	Baganao ES		
10	Kilap-agan ES		
11	Bukidnon National High School	June 15, 2020 (1:00 p.m. to 5:00 p.m.)	<a href="https://meet.google.com/khy-ppzu-sdv">https://meet.google.com/khy-ppzu-sdv</a>
12	Imbayao ES		
13	Malaybalay City Central School		



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No.	Schools	Schedules	Online Meeting Room
14	BCT ES		
15	Casisang National High School		
16	Barangay 9 ES		
17	Casisang Central School		
18	Airport Village ES		
19	Panamucan ES		
20	Malaybalay City National HS		

3. The format of the Contingency Plan is also change in order to fit with the template of the LGU. Please see attached template.

4. All other provisions stated in previous memorandum are still in effect in consideration of this corrigendum.

5. Should there be queries or concerns, contact Jimdandy S. Lucine, Project Development Officer II, through **09171156864**.

6. Immediate and wide dissemination of this Memorandum is desired.

Encls:

Contingency Planning Template

Copy Furnished: Records Unit | DRRM



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**CONTINGENCY PLANNING TEMPLATE**

- a. Cover page
- b. Table of Contents
- c. CHAPTER I – BACKGROUND
  - i. Introduction
    - 1. Baseline Data on School
    - 2. Historical Data on Disaster
  - ii. Capacities and Gaps
  - iii. Hazard Prioritization
  - iv. Anatomy of the Hazard
  - v. Scenario Building
- d. CHAPTER II – GOAL(S) AND OBJECTIVES
  - i. Goal(s) *(What is the goal of your contingency plan?)*
  - ii. Objectives *(What are the specific objectives in order to achieve the goal of your contingency plan? Remember that objectives should be SMART.)*
- e. CHAPTER III – COORDINATION, COMMAND, AND CONTROL
  - i. Coordination
    - 1. Inventory of Implementing Partners
    - 2. Resource Inventory and Needs Projection
  - ii. Command and Control
    - 1. School DRRM Team

Committee/Cluster	Objectives	Overall Responsibilities	Composition	
			Lead	Members

2. School DRRM Team Organizational Structure

- f. CHAPTER IV – ACTIVATION AND DEACTIVATION
  - i. Activation and deactivation flow chart
  - ii. Specific Actions for Before, During, and After

TIMELINE	RESPONSE ACTIONS		
	Region	Division	School
Before			
During			
After			
0 – 24 hours			
24 – 48 hours			
72 hours			
96 hours			
5 – 10 days			

- g. ANNEXES
  - i. Contingency Plan Working Group
  - ii. Site Map
  - iii. Hazard Map
  - iv. Statistical Data on Disaster Reports
  - v. Directory of agencies and participants during the contingency plan formulation
  - vi. List of relevant DepEd policies and guidelines