



2020-22452

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

DM 2020-11-438  
DEPED MALAYBALAY CITY DIVISION  
RELEASED  
DATE: \_\_\_\_\_ TIME: 10:30  
BY: \_\_\_\_\_  
NOV 09 2020

**Division MEMORANDUM**

No. 438, 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, CESO V**  
Schools Division Superintendent

**DATE:** November 6, 2020

**SUBJECT: DISSEMINATION OF REGIONAL MEMORANDUM NO. 411, S. 2020  
RE: CLUSTER 2 VIRTUAL WORKSHOP ON THE DEVELOPMENT  
AND ENHANCEMENT OF CONTINGENCY PLANS INTEGRATING  
COVID-19 FOR PUBLIC SCHOOLS IN THE SELECT DIVISIONS OF  
THE REGION**

The field is hereby informed of the Regional Memorandum No. 411, s. 2020 re: Cluster 2 Virtual Workshop on the Development and Enhancement of Contingency Plans Integrating COVID-19 for Public Schools in the Select Divisions of the Region. Its content is self-explanatory.

In addition, each school shall receive a Globe Load Card worth 300 pesos from the DRRM Fund.

Widest dissemination of this memorandum is enjoined.

Encl: As stated

Copy Furnished: Records Unit | DRRM





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**DepED-X**  
 Cagayan de Oro City

Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO

NOV 03 2020  
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**RELEASED**

**Office of the Regional Director**

October 30, 2020

REGIONAL MEMORANDUM

No. 411, s. 2020

**CLUSTER 2 VIRTUAL WORKSHOP ON THE DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLANS INTEGRATING COVID-19 FOR PUBLIC SCHOOLS IN THE SELECT DIVISIONS OF THE REGION**

To: Assistant Regional Director  
 Schools Division Superintendents  
 SGOD Chiefs  
 School Heads  
 All Others Concerned

1. Responding to DepEd Order No. 37, s. 2015 entitled "The Comprehensive Disaster Risk Reduction and Management in Basic Education Framework" and Joint Memorandum No. 1, s. 2020 on "Occupational Safety and Health (OSH) Standards for the Public Sector," this Office will conduct the **Cluster 2 Virtual Workshop on the Development and Enhancement of Contingency Plans with integration of COVID-19 for Public Schools in the Select Divisions of the Region** on November 18-20, from 8:00 a.m. to 5:00 p.m. via ZOOM and Facebook Live.
2. The participants in this activity are members of the School DRRM Team of schools in the Divisions of Bukidnon, El Salvador City, Lanao del Norte, Malaybalay City, Misamis Occidental, Misamis Oriental, Oroquieta City, and Tangub City. The participants shall register at [deped.in/r10conplan](http://deped.in/r10conplan) on or before November 13 to receive the link. Only DepEd E-mail Addresses shall be used in the registration for safety reasons.
3. Important documents such as EBEIS, Hazard Maps, Historical Data of Hazards Experience in Schools, Learning Continuity Plan, and other related documents that can be used in contingency planning must be within reach by the participants during the virtual workshop.
4. Participation in this activity is treated as official business. No expenses on travel, accommodation, and per diem shall be incurred. Honoraria for resource speakers shall be charged to the DRRM funds downloaded to the Divisions of Misamis Occidental and Malaybalay City, subject to the usual accounting and auditing rules and regulations.



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**Email Address** : [region10@deped.gov.ph](mailto:region10@deped.gov.ph)  
**Web site** : <http://deped10.com>



5. For clarifications and coordination, please contact the following:

**Ricardo G. Dragon, RN, MN, DM (CAR)**

Regional DRRM Coordinator

Education Support Services Division

Contact Number: 0926 568 0095

Email Address: [ricardodragon@deped.gov.ph](mailto:ricardodragon@deped.gov.ph)

**Mr. Jimdandy S. Lucine**


Divisional DRRM Coordinator

Division of Malaybalay City

Contact Number: 0917 115 6864

Email Address: [jimdandy.lucine@deped.gov.ph](mailto:jimdandy.lucine@deped.gov.ph)

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

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: As stated

To be indicated in the Perpetual index  
under the following subject:

DRRM CONTINGENCY

\* Cluster 2 Virtual Workshop on the Development and Enhancement of Contingency Plans Integrating COVID-19  
for Public Schools in the Select Divisions of the Region

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**A. CLUSTER 2 VIRTUAL WORKSHOP ON THE DEVELOPMENT AND  
ENHANCEMENT OF CONTINGENCY PLANS WITH INTEGRATION OF COVID-19  
FOR PUBLIC SCHOOLS IN THE SELECT DIVISIONS OF THE REGION  
(PROGRAM OF ACTIVITIES)**

November 18 – 20, 2020

<b>TIME</b>	<b>NO. OF MINUTES</b>	<b>ACTIVITIES</b>	<b>PERSON IN CHARGE</b>
<b>Day 1</b>			
7:15 – 8:00	45 min	Log in and waiting period for ZOOM and/or Facebook	Oroquieta City Division (Host)
<b>OPENING PROGRAM</b>			
8:00 – 9:00	1 hr	Opening Program <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> </ul>	AVP Oroquieta City Division (Host)
		Opening Remarks Message	<b>Regional Office</b> <b>ARTURO B. BAYOCOT, CESO III</b> Regional Director, DepEd R10
		Introduction of Division Participants	Division of Malaybalay City
<b>TRAINING PROPER</b>			
9:00 – 10:30	1.5 hrs	Understanding COVID-19	<b>DOH Region X</b>
10:30 – 12:00	1.5 hrs	Promoting Child Protection amidst COVID-19	<b>Provincial Prosecutor of Misamis Occidental</b>
12:00 – 1:00	1 hr.	Lunch Break	
1:00 – 2:30	1.5 hrs	Introduction to Contingency Planning	<b>OCD Region X</b>
2:30 – 5:00	2.5 hrs	CONTINGENCY PLANNING WRITESHOP <ul style="list-style-type: none"> <li>A. Objectives</li> <li>B. Impacts</li> <li>C. Scenarios</li> </ul>	<b>DRRMS</b>
<b>Day 2</b>			
7:15 – 8:00	45 min	Log in and waiting period for ZOOM and/or Facebook	Oroquieta City Division (Host)
<b>OPENING PROGRAM</b>			
8:00 – 8:30	30 min	Invocation	Oroquieta City Division (Host)
8:30 – 9:00	30 min	Random presentation of outputs from the previous workshop	Misamis Occidental Division
9:00 – 12:00	3 hrs	CONTINGENCY PLANNING WRITESHOP (cont.) <ul style="list-style-type: none"> <li>D. Activation, Deactivation, and Non-activation</li> </ul>	<b>DRRMS</b>
12:00 – 12:45	45 min	Lunch Break	
12:45 – 1:30	45 min	Random presentation of outputs from the previous workshop	Tangub City Division
1:30 – 5:00	3.5 hrs	CONTINGENCY PLANNING WRITESHOP (cont.) <ul style="list-style-type: none"> <li>A. Coordination</li> </ul>	<b>DRRMS</b>

TIME	NO. OF MINUTES	ACTIVITIES	PERSON IN CHARGE
		B. Command and Control Response and Early Recovery Measures	
Day 3			
7:15 – 8:00	45 min	Log in and waiting period for ZOOM and/or Facebook	Oroquieta City Division (Host)
<b>OPENING PROGRAM</b>			
8:00 – 8:30	30 min	Invocation	Oroquieta City Division (Host)
8:30 – 9:00	30 min	Random presentation of outputs from the previous workshop	Bukidnon Division
9:00 – 12:00	3 hrs	CONTINGENCY PLANNING WRITESHOP (cont.) A. Preparedness Measures B. Reference	<b>DRRMS</b>
12:00 – 12:45	45 min	Lunch Break	
12:45 – 1:30	45 min	Random presentation of outputs from the previous workshop	Tangub City Division
1:30 – 2:30	1 hr	Contingency Plan adjustment	<b>DRRMS</b>
2:30 – 3:30	1 hr	Random Presentation of outputs from the previous workshop	El Salvador Division
3:30 – 4:00	30 min	Synthesis	<b>DRRMS</b>
4:00 – 4:30	30 min	Ways Forward	<b>Ricardo G. Dragon, RN, MN, DM (CAR)</b> Regional DRRM Coordinator, DepEd R10
4:30 – 5:00	30 min	Closing Remarks	<b>MYRON GIL D. TALOSIG</b> OIC-Chief of ESSD, DepEd R10

**B. TECHNICAL WORKING COMMITTEE FOR CLUSTER 2 VIRTUAL WORKSHOP ON THE DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLANS WITH INTEGRATION OF COVID-19 FOR PUBLIC SCHOOLS IN THE SELECT DIVISIONS OF THE REGION**

Over-all Committee	Chairperson: Ricardo G. Dragon Members: 1. Jimdandy S. Lucine 2. Ametancio G. Bualat 3. Connie C. Centino	<ul style="list-style-type: none"> <li>• Prepare training designs, PPMP and PR</li> <li>• Over sees all the related activities to ensure smooth flow of the program</li> <li>• Take over on a committee function in case that committee is not capable of doing its function for whatever reason</li> <li>• Follow up venue, meals, and snacks and hall preparations</li> </ul>
Program and Secretariat, and Documentation Committee	Chairperson: Jimdandy S. Lucine Members: • Jolito P. Vince • Connie Centino • Jeffrey M. Martinez	<ul style="list-style-type: none"> <li>• Ensure the proper flow of the program</li> <li>• Acts as program facilitator</li> <li>• Take photos of the training</li> <li>• Ensure proper registration of participants</li> <li>• Keep attendance sheet</li> </ul>
Technical Support Committee	Chairperson: Ametancio G. Bualat Members:	<ul style="list-style-type: none"> <li>• Set up the ZOOM and Facebook Group for the workshop</li> <li>• Provide technical assistance to</li> </ul>

	<ul style="list-style-type: none"> <li>• Jimdandy S. Lucine</li> <li>• Daniel L. De Luna Jr.</li> </ul>	participants who are having trouble in connecting with the internet
Monitoring and Evaluation Committee	Chairperson: Connie C. Centino Member: <ul style="list-style-type: none"> <li>• Cirilo K. Rubiato II</li> <li>• Ivy Pearl O. Lysandrou</li> </ul>	<ul style="list-style-type: none"> <li>• provide monitoring and evaluation tool</li> <li>• Provide feedback to the technical working committee on the progress of the activity</li> </ul>