



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

DM- 2021-09-465  
 DEPED MALAYBALAY CITY DIVISION OFFICE  
 SEP 07 2021 RECORDED  
 DATE: 07 2021 TIME: 1:12pm  
 BY: George

**Division MEMORANDUM**

No. 465, s. 2021

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, SGOD and CID  
 Unit/Section Heads  
 All Others Concerned

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

**DATE:** September 6, 2021

**SUBJECT: CONDUCT OF WEBINAR ON COVID-19 CONTINGENCY PLANNING FOR DIVISION OFFICE AND SCHOOLS**

1. In light with the unwelcomed progress of the COVID-19, this Office shall conduct a webinar on COVID-19 Contingency Planning for Division Office and Schools via MS Teams on the dates stated below. Participants must register to the links provided in order to receive the URL to join:

GROUP	DATE	REGISTRATION LINKS
Division Office	September 16-17, 2021	<a href="https://tinyurl.com/c19conplanGroupA">https://tinyurl.com/c19conplanGroupA</a>
Schools	September 23-24, 2021	<a href="https://tinyurl.com/c19conplanGroupB">https://tinyurl.com/c19conplanGroupB</a>

2. Expected participants are the following:

**DIVISION OFFICE**

Representatives from the following offices:

Offices/Section/Unit	No. of Participant
Planning and Research Section	1
SocMob	1
School Health Section	3
SMM&E	1
EFD	1
YFD	1
HRTD	1
PSDS	2
EPS	2

**SCHOOLS**

- School Head
- School DRRM Coordinator



Offices/Section/Unit	No. of Participant
LRMDS	1
General Services	2
ICTO	1
Accounting	1
Budget	1
Human Resource Office	2
Legal Office	1
TOTAL	22

3. The following persons shall form part of the committee to handle the webinar and shall conduct a virtual meeting on **September 8, 2021 9:00 a.m.** via Google Meet using the link <https://meet.google.com/evr-dkss-ekt>.

NAMES	DESIGNATION
Rio R. Arbutante	EPS II, Social Mobilization and Networking
Jimdandy S. Lucine	Division DRRM Coordinator
Jonathan S. Dagaang	School Head, Macote ES
Muffit Docdocil	School DRRM Coordinator, Apo Macote HS
Peter Manriquez	School DRRM Coordinator, SMAINHS

4. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.

5. For compliance.

Encl: As stated

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