

2023 - 64901



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

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DEPED MALAYBALAY CITY DIVISION
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Division MEMORANDUM

No. **502**, s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
School Heads of Public Elementary and Secondary Schools
School DRRM Coordinators

FROM:  **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent

DATE: November 20, 2023

SUBJECT: CONTINGENCY PLANNING SEMINAR WORKSHOP

1. This Office, in partnership with Child Fund and Kaanib Foundation, shall conduct **Contingency Planning Seminar Workshop** on **November 28-30, 2023**, at **Loiza's Pavilion, Malaybalay City**. Expected participants are **School Heads of Public Elementary and Secondary Schools and their Administrative Officer II or Administrative Aide and Select Division Office personnel**.
2. This activity is in pursuance of RA 10121, rule 6, section 4(3), Implementing Rules and Regulations (IRR) which states that "The provincial, city and municipal DRRMOs or BDRRMCs, in coordination with concerned national agencies and instrumentalities, shall facilitate and support risk assessment and contingency planning activities at the local level."
3. Participants are advised to accomplish in advance the contingency plan template together with their respective DRRM teams. On the day of the workshop, participants are expected to bring their own laptops, extension wires, and portable WIFI devices.
4. Lodging shall be given to participants from Districts 7 to 10. Lodging, meals, and snacks shall be charged to DPRP funds (LAA-10-23-356 and SUB-ARO-10-23-348). Meals and snacks of Administrative Officer II/Administrative Aide shall be shouldered by Child Fund and Kaanib Foundation.

Encl: As stated

Copy Furnished: Records Section | DRRM



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**<insert DepEd Logo,
Logo of Schools Division
Office and Regional
Office>**

**<NAME OF SCHOOL AND SCHOOL
ID/OFFICE >**

**Contingency Plan
for <HAZARD>**

As of <DATE>

CHAPTER I. BACKGROUND

A. Introduction

Note: Colored red texts must be deleted once done with the CP.

<Sample introduction>

Municipality X is one of the 17 municipalities that comprise Province Y. It has a land area of 6,731 hectares comprising 3.63% of the land area of the province. It is approximately 76 road kilometers from Municipality Z, the capital town of Province Y, 237 road kilometers from City V, 12 hours sea travel and 45 minutes air travel from Metropolis and other prime cities in the country.

Classified as 1st class and basically a tourism municipality, Municipality X is where the world-famous Island Bae is located. It became a municipality on December X, 19XX by virtue of Republic Act XXXX. It comprises 14 barangays where 3 of which are located in Island Bae.

Of the 14 barangays of the municipality, the three (3) most populated barangays are: Barangay A with a population of 12,526 followed by Barangay B with 11,076 people and Barangay C with 6,593 people.

The projected population of Municipality X for 20XX is at 60,000 with 15,000 households. Its population density is 720 persons/square kilometer on average. Island Bae has a higher density of 2,836 persons/square kilometer. Municipality X has a diverse culture, religion and dialect brought about by its popular tourism industry patronized by varied provinces and foreign countries. The population growth rate of Municipality X is at 6.45% per annum, the highest in the region. Indigenous people are the Local Ati.

Baseline Data

Instructions:

This template should be filled-out by the Property Custodian.

Type of Building - include all types of building like Marcos Type, Bagong Lipunan School Building (BLSB), Gabaldon, JICA Building, PPP Building, etc.

Year Constructed - specific year when the building was constructed

Source of Funding - includes all sources of funds (e.g. DepEd, LGU, Private Donors, others - specify)

Current Status of building - includes dilapidated, for repair, for demolition, etc.

A. Infrastructure

<insert paragraph to describe the table>

Building Type	Year Constructed	Source of Funding	Current Status of Building	No. of Classrooms	
				Instructional rooms (Acad/Non-acad)	Non-instructional rooms

Building Type	Year Constructed	Source of Funding	Current Status of Building	No. of Classrooms	
				Instructional rooms (Acad/Non-acad)	Non-instructional rooms
Total					

B. Non-infrastructure

<insert paragraph to describe the table>

	No. of DepEd Computerization Package (DCP)	No. of Blackboards	No. of Furniture				
			Armchair	Desk	Chair	Teacher's Table	Teacher's Chair
Total							

C. Learners (as of _____)

Instructions:

This template should be filled-out by the EBEIS coordinator with the school head.

<insert paragraph to describe the table>

Grade Level	Male	Female	Total	Number of Learner with Disability				
				Visually Impaired	Hearing Impaired	Learning Disability	Intellectual Disability	Others (Please specify)
Grand Total								

<insert paragraph to describe the table below>

Grade Level	No. of child laborers (if applicable)	No. of learners having reading difficulty
Grand Total		

D. Personnel (as of _____)

<insert paragraph to describe the table>

Teaching Personnel					
Male	Female	Total	No. of Person with Disability		
			Visually Impaired	Hearing Impaired	Others (Please specify)

<insert paragraph to describe the table>

Non-Teaching Personnel					
Male	Female	Total	No. of Person with Disability		
			Visually Impaired	Hearing Impaired	Others (Please specify)

Historical Data on Disasters

Instructions:

This template should be accomplished by the SDRRM Team and School Head.

Incident Name - specific name of the hazard or disaster (e.g. TY Ompong, TD Ineng, Magnitude 6.5 Earthquake in San Julian, Eastern Samar).

Type of Incident - choose among the following: Tropical Cyclone, Armed Conflict, Fire, Landslides, Earthquake, Volcano Eruption, Others (please specify).

Date of Occurrence - specific date when the incident happen.

Affected Population - based on the existing or historical record of the school visa via the date of occurrence of the incident.

Infrastructure ad Non Infrastructure - quantity of damage per incident.

Instructional classrooms - includes all academic rooms used by the learners.

Non-instructional classrooms - includes all non-academic rooms like Canteen, Library, Faculty Room, etc.

DCP - it should be per computer set (if possible).

Estimated Total Cost of Damage - based on the existing and historical record of the school.

<insert paragraph to describe the table>

Incident Name	Type of Incident	Date of Occurrence	AFFECTED POPULATION		EFFECTS ON:									Estimated Total Cost of Damage			
					INFRASTRUCTURE						NON-INFRASTRUCTURE						
			No. of Learners	No. of Personnel	No. of Damaged Instructional Classrooms			No. of Damaged Non-Instructional Classrooms			No. Damaged WASH Facilities				No. of Damaged DCP	No. of Damaged School Furniture	No. of Damaged Learning Resources
Minor	Major	Totally			Minor	Major	Totally	Minor	Major	Totally							

Incident Name	Type of Incident	Date of Occurrence	AFFECTED POPULATION		EFFECTS ON:											Estimated Total Cost of Damage	
					INFRASTRUCTURE						NON-INFRASTRUCTURE						
			No. of Learners	No. of Personnel	No. of Damaged Instructional Classrooms			No. of Damaged Non-Instructional Classrooms			No. Damaged WASH Facilities			No. of Damaged DCP	No. of Damaged School Furniture		No. of Damaged Learning Resources
					Minor	Major	Totally	Minor	Major	Totally	Minor	Major	Totally				

B. Hazard Analysis

<insert paragraph to describe the table>

HAZARD	PROBABILITY (P)		IMPACT (I)		AVERAGE $\frac{(P+I)}{2}$	RANK
	RATE*	REMARKS	RATE**	REMARKS		

C. Anatomy of the Hazard

<insert paragraph to describe the table>

Hazard to plan for:	<insert the priority hazard found in previous table>		
Root causes	Early warning signs	Triggering factors	Existing Mitigating measures

D. Scenario

Scenario Generation for Natural Hazard

<insert paragraph to describe the table>

SITUATIONS	BAD	WORSE	WORST
DESCRIPTION OF THE EVENT			
No. of Death/s			
No. of Injury/ies			
Percentage of Displacement/s			
AFFECTED POPULATION:			
No. of Learners			
No. of Teaching Personnel			
No. of Non-teaching Personnel			
EFFECTS ON:			
Learners			
Teachers			
Delivery of education			
Infrastructure			

SITUATIONS	BAD	WORSE	WORST
Non-infrastructure			
Communication/Internet			
Power/Electricity			
Transportation			
Response Capabilities			

Affected Learners

<insert paragraph to describe the table>

Area/ location	No. of learners affected	Displaced learners		
		No. of learners inside evacuation centers	No. of learners outside evacuation centers	Reasons for displacement
TOTAL				

Affected Personnel

<insert paragraph to describe the table>

Area/ location	No. of teaching personnel affected	Displaced teaching personnel			No. of non- teaching personnel affected	Displaced non-teaching personnel		
		No. of teaching personnel inside evacuation centers	No. of teaching personnel outside evacuation centers	Reasons for displacement		No. of non- teaching personnel inside evacuation centers	No. of non- teaching outside evacuation centers	Reasons for displacement
TOTAL								

Breakdown of Affected Learners

<insert paragraph to describe the table>

Area/ location	No. of learners Affected		Breakdown (fill-up only when appropriate)																					
			K- G3		G4-G6		JHS		SHS		IP learners		Learners with disability		Muslim learners		ALS learners		Child laborers		Learners having difficulty in reading			
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Total																								

Breakdown of Affected Personnel

<insert paragraph to describe the table>

Area/location	No. of teaching personnel Affected		No. of non-teaching personnel Affected		Others
	M	F	M	F	
Total					

CHAPTER II. GOALS AND OBJECTIVES

A. Goal

<Sample goal statement>

The goal of the contingency plan is to provide effective, efficient, timely and well-coordinated response mechanisms in the event of the occurrence of a typhoon in Municipality X. Such mechanisms shall help to protect lives, properties and the environment, and restore the immediate needs of the affected communities.

B. General Objective(s)

<Sample objectives>

The general objectives of the contingency plan are as follows:

- 1. To ensure the protection of lives and properties in the event of typhoon in Municipality X;*
- 2. To determine the immediate needs and the resources that will meet the needs in the event of typhoon;*
- 3. To establish coordination and linkages between and among the stakeholders of Municipality X in the event of the typhoon.*

CHAPTER III. RESPONSE ARRANGEMENTS

Lead: <school name>

Members:

- | | |
|----|-----|
| 1. | 8. |
| 2. | 9. |
| 3. | 10. |
| 4. | 11. |
| 5. | 12. |
| 6. | 13. |
| 7. | 14. |

Cluster Scenario:

Specific objectives of the cluster:

- 1.
- 2.
- 3.
- 4.
- 5.

Roles and responsibilities:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Protocols

- A. Use of schools as Evacuation Centers
- B. Family Reunification
- C. Evacuation Procedures
- D. Personnel Tracking Procedures
- E. Learners Tracking Procedures
- F. Communication Protocol
- G. Suspension and/or Cancellation of Classes
- H. Case Referral Protocol
- I. Shifting to Alternative Delivery Modes

COMMAND AND CONTROL

A. School DRRM Team (expected to function before the emergency and when there is already a control on the emergency)

Positions	Names/coordinatorship/organization/office (primary and alternate)	Contact information (primary and alternate)
Team Leader	Primary:	
	Alternate:	

B. School Disaster Control Group (functions on the day of the emergency)

Positions	Roles and Responsibilities
Team Leader	
Asst. Team Leader	
Security Team Leader:	
Members:	
First Aid and Basic Life Support Team Leader:	
Members:	
Evacuation Team Leader:	

Members:	
Fire Brigade Team Leader:	
Members:	
Family Reunification Team Leader:	
Members:	
Communications Team Leader:	
Members:	
Emergency Transport Team Leader:	
Members:	

CHAPTER IV. ACTIVATION

<Use flow chart to describe CP activation and deactivation>

Deactivation

<Indicate if the CP will be maintained as a continuing plan or will be integrated in the overall DRRM plan when not used.>

ANNEXES

Working Group

Purpose:

<Sample purpose statement>

The Working Group will be responsible for the refinement, finalization, testing, evaluation, packaging, updating and improvement of the CP.

Duties and Responsibilities:

<Sample duties and responsibilities>

- 1. Facilitate the refinement and finalization of the CP to include testing, evaluation, packaging, updating and improvement;*
- 2. Develop work plan for the completion and updating of the CP;*
- 3. Organize consultation meetings with the planners and relevant technical experts regarding the development of the CP; and*
- 4. Facilitate the presentation and endorsement of the CP to the authorities for comments and approval.*

Members:

Head :

Facilitator :

Secretariat :

Cluster Representatives :

DIVISION OFFICE LIST OF PARTICIPANTS

NO.	OFFICE/S	PARTICIPANTS
1	ADMIN. SERVICES	Manuel D. Dinlayan II
2	CASH UNIT	Rufelia J. Limbengco
3	PERSONNEL UNIT	Guia Ma. G. Villahermosa
4	RECORDS UNIT	Florabelle R. Porras
5	PROPERTY AND SUPPLY UNIT	Darvy C. Dagumol
6	LEGAL SERVICES	Wincerbogne L. Pesisano
7	ICT SERVICES	Paul John P. Arias
8	PROCUREMENT UNIT	Pamela L. Astudillo
9	ACCOUNTING UNIT	Rhysa Cyle C. Rosalejos
10	BUDGET UNIT	Sibyl L. Maputi
11	CID	Ralph T. Quirog
12	ALS	Ethyl Ligando
13	ADM	Dindo M. Gabales
14	District Instructional Supervision Rep.	Manny B. Pimentel
15	Learning Resources Management	Purisima J. Yap
16	SGOD	Lorenzo O. Capacio
17	SMME	Edelina M. Eborá
18	Social Mobilization and Networking	Marsfifth M. Mamawag
19	Planning Officer	Novem A. Sescon
20	HRD	Woodrow Wilson B. Merida
21	EFD	Leslie T. Fontanilla
22	School Health	Maria Sarline R. Openiano-Flores, MD, MPM
23	DRRM	Jimdandy S. Lucine
24	Learners Formation	Karl Lois C. Pagaran/Lucilyn M. Cahucom
25	Child Protection	Rosalio P. Arangco

HONORARY PARTIPANTS

1. Cherry Mae L. Limbaco-Reyes, Schools Division Superintendent
2. Aliena S. Dajay, Asst. Schools Division Superintendent