



2024-87604

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DEPED MALAYBALAY CITY DIVISION

RELEASED

DATE: _____ Time: 8:06

JAN 04 2024

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

Division MEMORANDUM

No. **010**, s. 2024

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

FROM:  **ALIENA S. DAJAY, CESE**
OIC - Schools Division Superintendent

DATE: January 3, 2024

SUBJECT: CONDUCT OF THREE-DAY SPECIAL ONLINE LEARNING SESSION FOR SCHOOL CONTINGENCY PLANNING

1. Per OUOPS Memorandum No. 2023-04-6762 or the Guidelines on the Utilization and Reporting of the FY 2023 Disaster Preparedness and Response Program (DPRP) Funds, copies of school contingency plans must be submitted to the Disaster Risk Reduction and Management Service (DRRMS) after the conduct of the Contingency Planning write-shop. Relative to this, the School Heads who participated the write-shop last November 28-30, 2023 agreed that all schools in the Division shall submit their contingency plans to the Division Office for consolidation on January 12, 2024.

2. Relative to that, on **January 5, 9, and 10, 2024**, this Office will conduct **Three-day Special Online Learning Sessions for School Contingency Planning** to reinforce learnings and ensure compliance with the aforementioned agreement. School DRRM Teams tasked to write school contingency plans, as well as members of those teams with experience drafting such plans, are invited to participate in these online sessions, which begin at **10:30 a.m. up to 11:30 a.m. in each schedule**. Participants who complete the learning sessions and submit their outputs will receive a certificate of completion equivalent to three days.

3. School heads are given the responsibility to ensure that classes are not disrupted for those teaching personnel who will participate.

4. The platform to be used is MS Teams and the link is <http://tinyurl.com/online-cp>.

5. Should there be queries, contact Jimdandy S. Lucine, Project Development Officer II, through DepEd Malaybalay DRRM Infoboard Facebook Page.

Encl: Activity Matrix

Copy Furnished: Records Section | DRRM



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Enclosure to Division Memo No. 10, s. 2024 re: Conduct of Three-day Special Online Learning Sessions for School Contingency Planning

ACTIVITY MATRIX

DATE	TIME	TOPICS
January 5, 2024	10:30 – 11:30 a.m.	Chapter I: Background <ul style="list-style-type: none"> • Hazard Analysis • Anatomy of the Hazard • Scenario Generation • Affected Population
January 9, 2024	10:30 – 11:30 a.m.	Chapter II: Goals and Objectives Chapter III: Response Arrangements [Part I] <ul style="list-style-type: none"> • Cluster Implementation Plan
January 10, 2024	10:30 – 11:30 am.	Chapter III: Response Arrangements [Part II] <ul style="list-style-type: none"> • Needs and Activities Inventory • Resource Inventory • Needs Projection and Resource Gap Identification • Command and Control Chapter IV: Activation, Deactivation, and Non-activation <ul style="list-style-type: none"> • Flow chart symbols