



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

October 17, 2023

REGIONAL MEMORANDUM

No. **1148** s.2023

**INVITATION TO SELECTED DIVISION DRRM COORDINATORS TO SERVE AS
 RESOURCE PERSONS IN THE CONDUCT OF CONSULTATION
 WORKSHOP ON THE ENHANCEMENT OF THE DEPED
 CO CONTINGENCY PLAN FOR "THE BIG ONE"**

To: Schools Division Superintendent } Southern Leyte and Tacloban City
 Division DRRM Coordinator }
 All Others Concerned }

- Attached is Memorandum No. DRRMS-10-13-2023-0001 from Atty. Christian E. Rivero EdD, Director IV of Disaster Risk Reduction and Management Service (DRRMS), dated October 13, 2023, inviting the Division DRRM Coordinators of Schools Division Offices of Southern Leyte and Tacloban City as Resource Person on the Conduct of Consultation Workshop on the Enhancement of the DepEd Central Office Contingency Plan for "The Big One" from October 23-26, 2023 at Baguio Teachers' Camp, Baguio City.
- Regarding this matter, selected Division DRRM Coordinators are kindly requested to carefully review the program guide for the designated resource persons, ensuring a thorough understanding of the specific tasks and assignments outlined therein.
- The transportation and incidental expenses of the participants in the aforementioned activity will be covered by their respective local funds, in accordance with existing accounting and auditing regulations.
- Additional information and details concerning the aforementioned activity are outlined in the attached communication
- For the information and guidance of all concerned.

EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosures: None

References: As stated

To be indicated in the Perpetual Index under the following subjects:

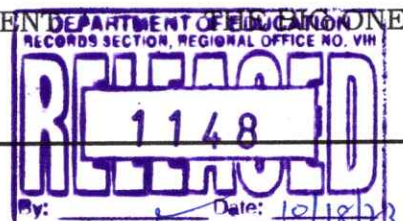
CONTINGENCY PLAN

ENHANCEMENT OF THE DEPED CO CONTINGENCY PLAN

ESSD-SPPS-TJCP

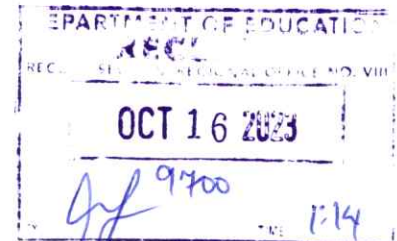


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MEMORANDUM
NO. DRRMS-10-13-2023-0001

FOR : **EVELYN R. FETALVERO**
Regional Director, Region VIII

JOSILYN S. SOLANA
Schools Division Superintendent, SDO Southern Leyte

JUDELLA R. LUMPAS
Schools Division Superintendent, SDO Tacloban City



FROM : **ATTY. CHRISTIAN E. RIVERO, EdD**
Director IV, Disaster Risk Reduction and Management Service

SUBJECT : **Invitation to Selected Division DRRM Coordinators to Serv as Resource Persons on the Conduct of Consultation Workshop on the Enhancement of the DepEd CO Contingency Plan for "The Big One"**

DATE : **13 OCTOBER 2023**

Pursuant to RA 10121, otherwise known as the Philippine DRRM Act of 2010, the Department of Education proactively initiated efforts in compliance to its commitment in ensuring the disaster preparedness and response measures are in place at all government levels of DepEd. One of these initiatives is the development of Contingency Plan for the projected 7.2 magnitude movement of the West Valley Fault which ideally seeks to institutionalize an effective and efficient system of earthquake disaster readiness and response mechanisms in adherence to the COVID-19 health and safety protocols.

While response planning is a continuous process, the necessity to regularly update the Contingency Plan is an essential mechanism to ensure all response actions, including resources, organizations, and systems, are operationally relevant and time-adaptive to the threat of "The Big One" in the Greater Metro Manila where the Central Office is situated.

In this regard, the Department of Education, through the Disaster Risk Reduction and Management Service (DRRMS) will be conducting a Consultation Workshop on the Enhancement of the DepEd CO Contingency Plan for "The Big One" on October 23-26, 2023 (inclusive of travel time), at the Baguio Teachers' Camp, Baguio City.

OKB email
10/13/23

Hence, the DRRMS invites the following Division DRRM Coordinators to be Resource Persons for the said activity:

Region	Division	Division DRRM Coordinator
Region VIII	Southern Leyte	Samson S. Clarus
	Tacloban City	Crisvill M. Villamor

Further, the DRRM Coordinators will serve as co-facilitators in the break-out sessions in the workshop supporting the DRRMS Program Management Team. For reference, please see the program to guide the RP of the specific tasks and assignments.

Finally, the DRRMS will should the meals and accommodation of the participants and the Resource Persons. Transportation and incidental expenses shall be charged against their respective local funds subject to existing accounting and auditing rules.

For guidance and appropriate action.

Thank you!

**Consultation-Workshop on the Enhancement/Updating of
DepEd Central Office Contingency Plan for "The Big One"**
October 23-26, 2023 | Baguio Teachers' Camp, Baguio City

PROGRAM GUIDE

DATE AND TIME	ACTIVITY	RESPONSIBLE/RESOURCE PERSON
Monday, 23 October 2023 (Day 0)		
6:00 a.m. – 11:00 a.m.	Departure and Arrival of DRRMS Technical Working Group (TWG) DRRMS from DepEd Central Office to Baguio Teachers Camp, Baguio City	Sahara Maon Jemaima Dalogdog April Allen Sayde
11:00 a.m. – 12:00 noon	Check-in of TWG at BTC assigned rooms	Margareth Mikaela Lasam Logistics In-Charge
12:00 noon – 1:00 p.m.	Lunch	
1:00 p.m. onwards	Registration and check-in of participants Technical run and final briefing with the TWG, Resource Persons, and Facilitators	
6:00 p.m. onwards	Dinner	Aldwin Rimbao Deputy Chairperson, TWG
Tuesday, 24 October 2023 (Day 1)		
6:00 a.m. – 8:00 a.m.	Breakfast	Sahara Maon Jemaima Dalogdog Logistics In-Charge
8:00 a.m. – 8:30 a.m.	Workshop preliminaries Ecumenical Prayer	Margareth Mikaela Lasam Host
	Opening Remarks and presentation of workshop objectives and outputs	Atty. Christian E. Rivero Director IV, DRRMS
	Safety briefing	TBD BTC Safety Officer
8:30 a.m. – 9:30 a.m.	Session 1: Overview of Contingency Planning	Christopher Grajo Highly Technical Consultant
9:30 a.m. – 10:00 a.m.	Session 2: Presentation/Discussion of Chapter I: Background of DepEd Central Office Contingency Plan for "The Big One" (Hazard Analysis, Anatomy of the Hazard, Generated Scenario, and Affected Population)	Orlando Barachina OIC Chief, PDO IV
10:00 a.m. – 10:15 a.m.	Health Break	Sahara Maon Jemaima Dalogdog Logistics In-Charge
10:15 a.m. – 10:45 a.m.	Continuation of session 2	Orlando Barachina OIC Chief, PDO IV
10:45 a.m. – 11:30 a.m.	Session 3: Presentation/Discussion of Chapter II: Goals and Objectives	Samson S. Clarus Division DRRM Coordinator, Southern Leyte

11:30 a.m. – 12:00 noon	Session 4: Presentation of Chapter III: Response Arrangements	Crisvill M. Villamor Division DRRM Coordinator, Tacloban City
12:00 noon – 1:00 p.m.	Lunch break	Sahara Maon Jemaima Dalogdog Logistics In-Charge
1:00 p.m. – 3:00 p.m.	Continuation of Session 4: Response Team Identification and Formation of Emergency Operations Center	Mc Adrian Nouve Cobero Division DRRM Coordinator, Davao Oriental
3:00 p.m. – 3:15 p.m.	Health Break	Sahara Maon Jemaima Dalogdog Logistics In-Charge
3:15 p.m. – 4:45 p.m.	Work/Writeshop Group 1: Enhancement of Chapter I data and writing of narratives Group 2: Enhancement of Goals and Objectives Group 3: Damage Assessment Team Group 4: Transportation Team Group 5: Medical Team Group 6: Safety and Security Team Group 7: Communications Team Group 8: Admin and Finance Team Group 9: Logistics Team	Facilitators: Orlando Barachina Group 1 Samson S. Clarus Group 2 Aldwin Rimbao Group 3 Mc Adrian Nouve Cobero Group 4 April Allen Sayde Group 5 Allan Chiu Group 6 Paolo Aquino Group 7 Jose Gabriel Noveno Group 8 Crisvill M. Villamor Group 9
4:45 p.m. – 5:00 p.m.	Administrative Reminders and Announcements	Margareth Mikaela Lasam Host
Wednesday, 25 October 2023 (Day 2)		
6:00 a.m. – 8:00 a.m.	Breakfast	Sahara Maon Jemaima Dalogdog Logistics In-Charge

8:00 a.m. – 8:30 a.m.	Management of Learnings	April Allen Sayde Host
8:30 a.m. – 9:00 a.m.	Presentation and Discussion of Enhanced Chapter I: Background	Group 1
9:00 a.m. – 9:30 a.m.	Presentation and Discussion of Enhanced Chapter II: Goals and Objectives	Group 2
9:30 a.m. – 10:00 a.m.	Presentation and Discussion of Detailed Implementation Plan of Damage Assessment Team	Group 3
10:00 a.m. – 10:15 a.m.	Morning Break	Sahara Maon Jemaima Dalogdog Logistics Committee
10:15 a.m. – 10:45 a.m.	Presentation and Discussion of Detailed Implementation Plan of Transportation Team	Group 4
10:45 a.m. – 11:15 a.m.	Presentation and Discussion of Detailed Implementation Plan of Medical Team	Group 5
11:15 a.m. – 11:45 a.m.	Presentation and Discussion of Detailed Implementation Plan of Safety and Security Team	Group 6
11:45 a.m. – 12:15 a.m.	Presentation and Discussion of Detailed Implementation Plan of Communications Team	Group 7
12:15 a.m. – 1:15 p.m.	Lunch break	Sahara Maon Jemaima Dalogdog Logistics In-Charge
1:15 p.m. – 1:45 p.m.	Presentation and Discussion of Detailed Implementation Plan of Admin and Finance Team	Group 8
1:45 p.m. – 2:15 p.m.	Presentation and Discussion of Detailed Implementation Plan of Logistics Team	Group 9
2:15 p.m. – 3:00 p.m.	Session 5: Activation and Deactivation	Allan Chiu Division DRRM Coordinator, Dipolog City
3:00 p.m. – 3:15 p.m.	Afternoon Break	Sahara Maon Jemaima Dalogdog Logistics In-Charge
3:15 p.m. – 4:15 p.m.	Workshop: Development of Activation and Deactivation Flowchart	Allan Chiu Division DRRM Coordinator, Dipolog City
4:15 p.m. – 4:45 p.m.	Formation of CP Working Group	Aldwin Rimbao PDO II
4:45 p.m. – 5:15 p.m.	Closing Activity: Awarding of Certificate of Appreciation to Resource Speakers and Facilitators Closing Remarks	April Allen Sayde Host

	Reminders and Announcements Photo opportunity	
Thursday, 26 October 2023 (Day 3)		
6:00 a.m. – 8:00 a.m.	Breakfast	Sahara Maon Jemalima Dalogdog Logistics In-Charge
8:00 a.m. – onwards	Free time and departure from BTC to official station	All

Documenters:

Day 1: April Allen Sayde

Day 2: Margareth Mikaela Lasam