



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

1610

February 2, 2024

REGIONAL MEMORANDUM

No. **127** s. 2024

CORRIGENDUM TO REGIONAL MEMORANDUM NO. 1284, S. 2023 - CONDUCT OF DEVELOPMENT AND/OR ENHANCEMENT OF THE CONTINGENCY PLAN (CP) FOR SCHOOLS DIVISION OFFICES

To: Schools Division Superintendents
School Governance & Operations Division Chiefs
Division DRRM Coordinators
All Others Concerned

1. With reference to Regional Memorandum No. 1284, s. 2023, this Office informs all concerned participants that the conduct of the Contingency Plan activity shall be conducted on its new schedule on February 12-16, 2024, at Haiyan Peak Hotel and Resort, Tanauan, Leyte.
2. The activity shall be participated by the following: one (1) representative from the Office of Schools Division Superintendent (OSDS) or Assistant Schools Division Superintendent (OASDS), one (1) Chief of School Governance & Operations Division (SGOD), one (1) Planning Officer, one (1) Division Disaster Risk Reduction and Management (DRRM) Coordinator, Regional Office DRRM Team (6 pax), and ESSD personnel as Technical (4 pax).
3. All other provisions in the mentioned Regional Memorandum which are consistent with this issuance shall remain in effect.
4. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: Indicative Program of Activities

Reference: As stated

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

CONTINGENCY PLAN

WORKSHOP

ESSD-SPPS-DRRM-TJCP



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CONDUCT OF DEVELOPMENT AND/OR ENHANCEMENT OF THE CONTINGENCY PLAN (CP) FOR SCHOOLS DIVISION OFFICES

INDICATIVE PROGRAM

Timeline	Session Topic/Activity	Resource Person
Day 0 February 12, 2024		
02:00-05:00 pm	Arrival, Registration and Check-in of Participants	
Day 01 February 13, 2024		
08:00-09:00 am	Preliminaries <ul style="list-style-type: none"> • Philippine National Anthem • Interreligious Prayer • DepEd Region VIII Hymn • DepEd Quality Policy Statement 	
	Opening Program <ul style="list-style-type: none"> • Opening Remarks 	RONELO AL K. FIRMO PHD CESO IV <i>Chief, ESSD</i>
	<ul style="list-style-type: none"> • Rationale 	ALEJANDRA B. LAGUMBAY PHD <i>Chief, ESSD</i>
	<ul style="list-style-type: none"> • Acknowledgement of Participants • Message 	EDEN A. DADAP <i>Project Development Officer IV</i> EVELYN R. FETALVERO CESO IV <i>Regional Director</i>
09:00-10:00 am	-Levelling of Expectations -Course Overview	All Resource Person
10:00-10:30 am	Morning Break	
10:30-11:59 am	-Disaster Risk Reduction & Mgt Review -Plenary Discussion	MC ADRIAN NOUVE B. COBERO <i>Project Development Officer II</i> <i>Davao Oriental Division</i>
12:00-01:00 pm	Lunch Break	
01:30-01:40 pm	Group Activity	MC ADRIAN NOUVE B. COBERO <i>Project Development Officer II</i> <i>Davao Oriental Division</i>
01:40-03:00 pm	Module 1 Introduction to Contingency Planning	MC ADRIAN NOUVE B. COBERO <i>Project Development Officer II</i> <i>Davao Oriental Division</i>
03:00-03:15 pm	Afternoon Break	
03:15-04:30 pm	Module 2 Contingency Planning Factors	MC ADRIAN NOUVE B. COBERO <i>Project Development Officer II</i> <i>Davao Oriental Division</i>
04:30-05:00 pm	Plenary Discussion Evaluation (What went right and What needs improvement)	MC ADRIAN NOUVE B. COBERO <i>Project Development Officer II</i> <i>Davao Oriental Division</i>
06:00 pm	Dinner	
Day 02 February 14, 2024		
08:30-08:45 am	Recapitulation	
08:45-11:30 am	Module 3 Contingency Planning Process 1 -Workshop CP Form 1	MARJUN T. DAWAL <i>Project Development Officer II</i> <i>Tagum City Division</i>

	Morning Break	
11:30-11:50 am	Plenary Discussion	MARJUN T. DAWAL <i>Project Development Officer II</i> <i>Tagum City Division</i>
12:00-01:00 pm	Lunch Break	
01:30-01:35 pm	Group Activity	MARJUN T. DAWAL <i>Project Development Officer II</i> <i>Tagum City Division</i>
01:35-03:00 pm	Workshop CP Form 2	
03:30-03:15 pm	Afternoon Break	
03:15-04:30 pm	Chapter I -Developing Scenarios	MARJUN T. DAWAL <i>Project Development Officer II</i> <i>Tagum City Division</i>
04:30-04:45 pm	Plenary Discussion Evaluation (What went right and What needs improvement)	
06:00 pm	Dinner	
Day 03 February 15, 2024		
08:00-08:45 am	Recapitulation	
08:45-10:30 am	Workshops on: <i>CP Form 4A1-Affected Learners</i> <i>CP Form 4A2-Affected Personnel</i>	MC ADRIAN NOUVE B. COBERO <i>Project Development Officer II</i> <i>Davao Oriental Division</i>
	Morning Break	
10:30-11:30 am	Chapter II -Developing Goals & Objectives	MC ADRIAN NOUVE B. COBERO <i>Project Development Officer II</i> <i>Davao Oriental Division</i>
11:30-11:45 am	Plenary Discussion	
12:00-01:00 pm	Lunch Break	
01:30-01:35 pm	Group Activity	MARJUN T. DAWAL <i>Project Development Officer II</i> <i>Tagum City Division</i>
01:35-04:30 pm	Chapter III - Part 1 Cluster/Committee Planning -Cluster Needs & Activities Inventory <i>Workshop on CP Form 5</i> -Resource Inventory <i>Workshop on CP Form 6</i> -Needs Projection and Resource Gap Identification <i>Workshop on CP Form 7</i> -Budget and Resource Summary <i>Workshop on CP Form 8</i>	
04:30-04:45 pm	Plenary Discussion Evaluation (What went right & What needs improvement)	MARJUN T. DAWAL <i>Project Development Officer II</i> <i>Tagum City Division</i>
06:00 pm	Dinner	
Day 04 February 16, 2024		
08:30-08:35 am	Recapitulation	
08:35-09:30 am	Chapter III - Part 2 Coordination, Command, Control	MC ADRIAN NOUVE B. COBERO <i>Project Development Officer II</i> <i>Davao Oriental Division</i>

09:30-11:30 am	Chapter IV Activation & Deactivation	MARJUN T. DAWAL <i>Project Development Officer II</i> <i>Tagum City Division</i>
11:30-11:45 am	Closing Ceremony	
12:00-01:00 pm	Lunch Break	



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

November 16, 2023

REGIONAL MEMORANDUM

No. **1284** s.2023

**CONDUCT OF DEVELOPMENT AND/OR ENHANCEMENT OF THE
 CONTINGENCY PLAN FOR SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
 School Governance & Operations Division Chiefs
 Division DRRM Coordinators
 All Others Concerned

1. In line with the Department of Education's commitment to ensuring the safety and well-being of its personnel, this Office, through the Education Support Services Division (ESSD), announces the Conduct of Development and/or Enhancement of the Contingency Plan for Schools Division Offices (SDOs) on December 26-30, 2023.
2. The activity aims to enhance preparedness and responsiveness to potential emergencies or unforeseen events that may affect the normal operations of regional and division offices; identify and prioritize key areas of concern, ensuring the continuity of essential functions during times of crisis; establish clear communication channels and protocols for disseminating information and updates during contingency situations; and train personnel on emergency response procedures and protocols, including evacuation plans, first aid, and other relevant skills.
3. The participants of the abovementioned activity are the following:
 - a. Representative from the Office of the Schools Division Superintendent or Assistant Schools Division Superintendent (1pax),
 - b. Division Chief of School Governance & Operations Division or representative (1 pax) or the Division Planning Officer,
 - c. Division Disaster Risk Reduction and Management (DRRM) Coordinator (1 pax), and
 - d. Regional Office DRRM Team and ESSD Technical Working Group (TWG)
4. The transportation expenses and per diem of the participants shall be charged against their respective Local Funds/Maintenance and Other Operating Expenses (MOOE), subject to the existing accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



EVELYN R. FETALVERO, CESO IV
 Regional Director



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Enclosures: None

References: None

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

CONTINGENCY PLANNING

ESSD-SPPS-TJCP



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