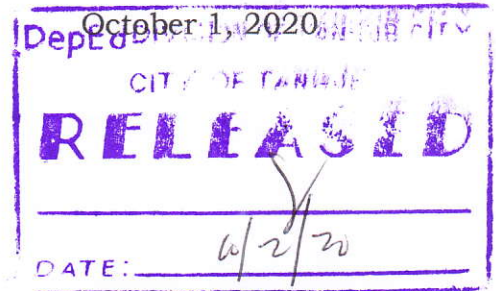




DIVISION MEMORANDUM

No. 224, s. 2020



Online Conduct of School DRRM Contingency Planning Training - Workshop

To: Elementary and Secondary School Heads/ DRRM Coordinators
Elementary and Secondary Alternate DRRM Coordinators
All others concerned
This Division

1. Despite of the outspreading COVID-19 virus, the Department of Education helps teachers and learners continue education with accessible, alternative learning modalities and guides them through the new normal for education, continuously collaborates with the Inter-Agency Task Force, health authorities, parents, teachers and learners in creating their plans to ensure the overall wellness and safety of the academic community, and provides timely and relevant initiatives to secure the future of education amid the crisis.
2. With the above premises, the Department of Education, Division of Tangub City through the School Governance and Operations Division will conduct the School DRRM Contingency Planning Training – Workshop Online to provide guidance to School DRRM Coordinators, discuss the different steps in contingency planning, draft a contingency plan for their respective schools during this pandemic, and facilitate immediate and efficient information flow during disasters and emergencies on October 15 - 16, 2020. Participants are expected to sign in before 8:30 AM thru meet.google.com/tme-zoby-ncu.
3. District In-Charges (DIC) shall lead their respective district including the secondary schools within their district in one (1) venue, setup one (1) screen with the use of laptop and projector with strong internet connectivity for online viewing and presentation, facilitate the checking of attendance and ensure maximum participation, ensure strict adherence of health and safety protocols as prescribed by the Inter-Agency Task Force on Emerging Infectious Disease (IATF-EID) and the Department of Health (DOH) and to take charge in the smooth distribution of food provision.





4. Participants are directed to bring the following:
 - a. Barangay data on demographics, economy, poverty index, geophysical and hazards;
 - b. School baseline data on learners, personnel, school building, and classrooms;
 - c. Laptop;
 - d. Extension Wire;
 - e. Old School Contingency Plan.
5. Attached is the list of participants and four (4) tables to be filled with data as references during the contingency planning.
6. Meals and snacks and venue/ electricity expenses are chargeable to AC-19-DPRP-002 while travelling and other incidental expenses of participants are chargeable to the school MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination and compliance of this Memorandum is desired.

AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

AEC/ SGOD/ abm/ 10/01/20





Enclosure No. 1 to Division Memorandum No. _____, s. 2020

LIST OF PARTICIPANTS
Online Conduct of School DRRM Contingency Planning Training – Workshop
October 15 – 16, 2020

NAMES	DESIGNATION	SCHOOL/ STATION	DISTRICT/ OFFICE
1. Agustines E. Cepe	SDS	Division Office	SDO
2. Lorena P. Serrano	OIC – ASDS	Division Office	SDO
3. Myrna T. Regidor	Chief EPS	Division Office	SGOD
4. Wilfredo B. Cañete	Principal II/ Physical Facilities Coordinator	Division Office	SGOD
5. Mario Esteban C. Arsenal	SEPS – M & E	Division Office	SGOD
6. Reneboy G. Roxas	SEPS – HRTD	Division Office	SGOD
7. Dorothy P. Neri	PO – III	Division Office	SGOD
8. Bride Joy M. Candano	EPS-II	Division Office	SGOD
9. Leigh S. Enayo	EPS-II	Division Office	SGOD
10. Engr. Wilson Ozaraga	Senior Technical Assistant	Division Office	SGOD
11. Redeemer D. Denapo	Head Teacher III/ DSO	Division Office	SGOD
12. Arniel B. Mehoy	PDO – I	Division Office	SGOD
13. Alden M. Antonio	ITO	Division Office	SDO
14. Anna Daphne C. Mugar	Accountant III	Division Office	SDO
15. Marites C. Suminguit	Budget Officer III	Division Office	SDO
16. Sheldon F. Honculada	DIC – Central District	Division Office	CID
17. Eleazar B. Peñonal	DIC – North District	Division Office	CID
18. Jolito P. Vince	DIC – South District	Division Office	CID
19. Sherly C. Alivio	DIC – Southwest District	Division Office	CID
20. Edgardo G. Malaubang	Teacher – III	Baluc ES	Central
21. Margie E. Maglangit	Head Teacher II	Brgy. Tres ES	Central
22. Grace C. Yway	Head Teacher II	Bongabong ES	Central
23. Segundolito N. Tigol	Teacher III	Katagan ES	Central
24. Jose Glenn B. Payot	Teacher III	Kauswagan ES	Central
25. Stephen F. Honculada	Teacher III	Kimat ES	Central
26. Onofre P. Arabejo Jr.	Head Teacher III	Lumban ES	Central
27. Susan A. Libonfacil	Principal I	Polao IS	Central
28. Jaiffel S. Apat	Teacher III/ Alternate SDRRMC	Polao IS	Central
29. Ritche S. Mendoza	Principal I	San Apolinario ES	Central
30. Nonito G. Banawan	Principal I	Sta. Cruz ES	Central
31. Loromer T. Carpio	Head Teacher II	Sto. Niño ES	Central
32. Roger A. Baril	Principal	TCCS	Central





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33. Mark Anthony O. Macahilo	Teacher III/ Alternate SDRRMC	TCCS	Central
34. Annabel H. Conol	Principal I	Banglay ES	North
35. Roland Gomez	Teacher III	Bitoon PS	North
36. Prudencio Solis	Head Teacher III	Capalaran ES	North
37. Annalyn G. Quiap	Head Teacher II	Capalaran West ES	North
38. Eladia S. Fiel	Head Teacher III	Hoyohoy ES	North
39. Segundo S. Datoy	Principal I	Isidro D. Tan ES	North
40. Jomar Reyes	Principal I	Maloro IS	North
41.	Alternate SDRRMC	Maloro IS	North
42. Remilio P. Tano	Head Teacher II	Manga ES	North
43. Patrenilla N. Taburada	Head Teacher III	Minsubong ES	North
44. Charence A. Yack	Teacher III	Salimpuno ES	North
45. Helen Z. Pacana	Head Teacher III	Silanga ES	North
46. Marylyn C. Banawan	Principal I	Sta. Maria CS	North
47. Christine M. Geralde	Teacher III	Tituron ES	North
48. Johny Candaleza	Teacher III	Villaba ES	North
49. Ivy T. Lagat	Teacher III	Aquino ES	South
50. Yolando Cañete	Head Teacher III	Garang ES	South
51. Melchor Largo	Head Teacher III	Labuyo ES	South
52. Titchie Nee F. Roloma	Principal I	Lorenzo Tan MCS	South
53. Nildie A. Malabosa	Principal I	Maquilao IS	South
54. Julius V. Candano	Teacher II/ Alternate SDRRMC	Maquilao IS	South
55. Arnold V. Cañas	Head Teacher III	Pangabuan Beach ES	South
56. Ritchel B. Ongcol	Head Teacher III	Pangabuan IS	South
57.	Alternate SDRRMC	Pangabuan IS	South
58. Roberta P. Singgit	Head Teacher III	Prenza ES	South
59. Lemuel D. Burlat	Teacher I	San Antonio ES	South
60. Fe T. Abella	Teacher III	Taguite ES	South
61. Carlos F. Singgit	Head Teacher III	Vidasto Carillo MES	South
62. Christopher M. Troniado	Teacher III	Balatacan ES	Southwest
63. Arlyn U. Cuambot	Teacher III	Balatacan Beach PS	Southwest
64. Delio Fuentes	Head Teacher II	Bintana IS	Southwest
65. Paul Alen B. Rodriguez	Teacher I/ Alternate SDRRMC	Bintana IS	Southwest
66. Nancy A. Lasmarias	Head Teacher I	Bocator ES	Southwest
67. Joseph Malalis	Teacher I	Guinabot ES	Southwest
68. Norma A. Ebo	Principal I	Guinalaban ES	Southwest
69. Melinda M. Lumpayao	Teacher III	Kampit PS	Southwest
70. Marlon C. Salvador	Teacher I	Matugnao ES	Southwest
71. Mayeth P. Remulta	Teacher III	Owayan ES	Southwest
72. Juanilda Torres	Teacher III	Paiton ES	Southwest
73. Corazon B. Pueblas	Head Teacher III	Panalsalan ES	Southwest
74. Naomie C. Torillo	Head Teacher III	San Vicente ES	Southwest





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75. James Michael Troniado	Teacher III	Sicot ES	Southwest
76. Dorris D. Jornales	Head Teacher III	Silangit ES	Southwest
77. Ronald L. Lompayao	Head Teacher II	Simasay ES	Southwest
78. Junnifer G. Gutang	Principal I	Sumirap CS	Southwest
79. Elizabeth Virtudazo	Teacher III	Tugas ES	Southwest
80. Honey Lee R. Tual	Teacher II	Tumatyag PS	Southwest
81. Beverlie F. Raagas	Principal I	Banglay NHS	North
82.	Alternate SDRRMC	Banglay NHS	North
83. Joselito B. Rosalijos	Head Teacher III	Bongabong NHS	Central
84.	Alternate SDRRMC	Bongabong NHS	Central
85. Evelyn B. Rodriguez	Asst. School Principal II	Caniangan NHS	South
86. Rogeto O. Lopez	Teacher I	Caniangan NHS	South
87. Crispina R. Gayem	Principal I	Lorenzo Tan NHS	South
88. Fe C. Lagbunan	Teacher III	Lorenzo Tan NHS	South
89. Judy Marie F. Cabrera	Head Teacher III	MATHS	Central
90. Welby B. Rico	Teacher I	MATHS	Central
91. Herlyn Q. Senarillos	Head Teacher I	Silangit NHS	Southwest
92. McNell O. Sabandal	Teacher I	Silangit NHS	Southwest
93. Warren F. Canolo	Teacher III	Simasay NHS	Southwest
94. Wilson C. Agot	Teacher I/ Alternate SDRRMC	Simasay NHS	Southwest
95. Christy P. Enoc	Principal I	Sta. Maria NHS	North
96.	Alternate SDRRMC	Sta. Maria NHS	North
97. Ma. Sherwin C. Alduheza	Principal I	Sumirap NHS	Southwest
98. Emadyl Bonie P. Dalde	Teacher I	Sumirap NHS	Southwest
99. Myrna T. Barbon	Principal II	TCNHS	Central
100. Stewart E. Hamac	Head Teacher III	TCNHS	Central



TABLE 3: INVENTORY OF SUPPLIES AND EQUIPMENT

Equipment/Supplies (e.g. fire extinguishers, body board, siren, commis radio)	Condition (e.g. fully functional, nearing expiry, etc.)	Units available	Projected Needs		Possible sources of funding (MOOE, SEF, Local DRRM Fund, Partners, etc)	Timeline
			Units Needed	Unit Cost		

TABLE 4: SCHOOL DRRM TEAM

Committee/Cluster	Objectives	Overall Responsibilities	Composition	
			Lead	Members