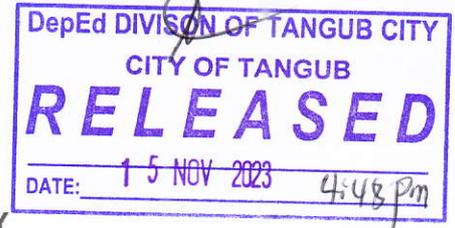




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



November 15, 2023

DIVISION MEMORANDUM
 No. 400, s. 2023

CRAFTING OF DIVISION CONTINGENCY PLAN

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Education Program Supervisors
 Public Schools District In-Charge
 Division Office Personnel
 All Others Concerned
 This Division

1. Pursuant to OUOPS Memorandum No. 2023-04 titled Guidelines on the Utilization and Reporting of the FY2023 Disaster Preparedness and Response Program (DPRP) Funds where Annex B: Implementing Guidelines of the FY2023 Disaster Preparedness and Response Program Funds for the Development and/or Enhancement of Contingency Plans (CP) in DepEd Field Office and Schools, this Division will conduct **a Crafting of Division Contingency Plan on November 22 to 24, 2023**, at **La Elena Pension House, Jimenez, Misamis Occidental**.
2. The objectives of this activity are the following:
 - a. Capacitate personnel on the importance of a Contingency Plan
 - b. Develop a Division Contingency Plan
3. The participants of this activity are as follows:

Participants	Number of Pax
SDS	1
ASDS	1
SGOD Chief	1
CID Chief	1
SGOD Personnel	11
CID Personnel	2
Budget Officer	1
Accountant	1
IT Officer	1





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HR Personnel	1
Admin Officer IV (Records)	1
Cashier	1
Supply Officer	1
Admin Officer	1
Total	25

4. Meals and accommodation shall be charged against Disaster Preparedness and Response Program (DPRP) FY 2023 funds subject to usual accounting and auditing policies, rules, and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent





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TRAINING MATRIX

TIME	ACTIVITY	IN-CHARGE
November 22, 2023 Day 1		
8:00 – 9:00	Arrival of Participants	Facilitators
9:00 – 9:30	Preliminaries <ul style="list-style-type: none"> • Prayer • National Anthem • Mindfulness/Energizer • Introduction of Participants 	Host Video Presentation
9:30 -9:40	Welcome Remarks	Lorna C. Penonal Chief ES, SGOD
9:40 – 9:50	Inspirational Message	Shambaeh A. Abantas-Usman, CESE Assistant Schools Division Superintendent OIC- Schools Division Superintendent
9:50 – 10:00	Opening Message	Lorena P. Serrano, CESO VI Assistant Schools Division Superintendent
10:00 – 12:00	Chapter 1 <ul style="list-style-type: none"> • Contingency Planning factors • Hazard to Plan for Anatomy of the Hazards Scenario • Breakdown of Affected Population 	Resource Speaker
12:00 – 1:00	Lunch Break	ALL
1:00 – 3:00	Chapter II <ul style="list-style-type: none"> • Goal and Objectives Chapter III <ul style="list-style-type: none"> • Response Arrangement 	Resource Speaker
3:00 – 5:00	Workshop	ALL
November 23, 2023 Day 2		
8:00 – 8:30	Preliminaries <ul style="list-style-type: none"> • Prayer • National Anthem • Mindfulness/Energizer 	Facilitators
8:30 – 10:30	A. Coordination <ul style="list-style-type: none"> • Cluster Plan Implementation 	Resource Speaker
10:30 – 10:45	Health Break	ALL
10:45 – 12:00	B. Command and Control <ul style="list-style-type: none"> • Emergency Operations Center • Incident Command 	Resource Speaker

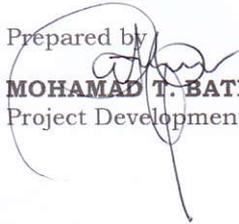


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12:00 – 1:00	Lunch Break	ALL
1:00 – 5:00	Inter-Operability of the Response Cluster	ALL
November 24, 2023 Day 3		
8:00 – 8:30	Preliminaries <ul style="list-style-type: none">• Prayer• National Anthem Mindfulness/Energizer	Facilitators
8:30 – 9:00	Recap of topics	Host
9:00 -12:00	Crafting of Division Contingency Plan	
12:00 – 1:00	Lunch Break	ALL
1:00 – 3:00	Workshop	ALL
3:00 – 4:30	Presentation of Division Contingency Plan	Participants
4:30 – 5:00	Closing Remarks	Angelina B. Buaron Chief ES, CID
Departure of Participants		

Prepared by

MOHAMAD T. BATINGOLO
Project Development Officer II

Noted:

LORNA C. PENONAL
Chief ES, SGOD

Approved: 
SHAMBAEL A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



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CRAFTING OF DIVISION CONTINGENCY PLAN
List of Participants

Name	Position
1. Shambaeh A. Abantas-USman	Assistant Schools Division Superintendent OIC- Office of the Schools Division Superintendent
2. Angelina B. Buaron	Chief ES, CID
3. Sheldon F. Honculada	Education Program Supervisor
4. Wilfredo B. Canete	Education Supervisor I
5. Jolito P. Vince	Education Supervisor I
6. Rene Boy G. Roxas	Senior Education Program Specialist
7. Redeemer D. Denapo	Senior Education Program Specialist
8. Liegh S. Enayo	Education Program Specialist II
9. Bride Joy M. Candano	Education Program Specialist II
10. John Lyric D. Poligrates	Division Guidance Councilor
11. Mohamad T. Batingolo	Project Development Office II
12. Dorothy P. Neri	Planning Officer III
13. Stephen P. Amen	Nurse II
14. Arniel B. Mehoy	Project Development Office I
15. Wilson M. Ozaraga	Senior Technical Assistant II
16. Jun Clifford C. Estrella	Dentist II
17. Delma R. Denapo	Administrative Officer V
18. Alden M. Antonio	Information Technology Officer
19. Ronnie M. Senarillos	Supply Officer II
20. Jestine Mae U. Fernandez	Administrative Assistant III
21. Anna Daphne C. Mugar	Accountant III
22. Rouelie S. Canillas	Administrative Assistant III
23. Marites C. Suminguit	Budget Officer III
24. Eleanor A. Belingan	Administrative Officer IV
25. Maricar P. Daison	Administrative Assistant/Secretary

