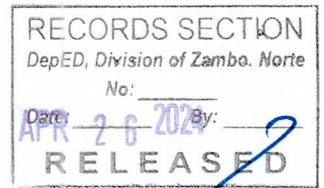




Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



April 26, 2024

Division Memorandum
 No. 241, s. 2024

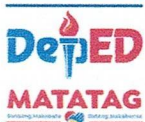
**ENHANCEMENT AND/OR DEVELOPMENT OF CONTINGENCY PLANS IN THE DEPED
 FIELD OFFICES AND SCHOOLS**

TO: Public Schools District Supervisor
 Elementary and Secondary School Heads and Principals
 District Disaster Risk Reduction Management Coordinator
 District Project Development Officer I
 District Administrative Officer II
 All others concerned

1. Per RA 10121 otherwise known as the “Philippine Disaster Risk Reduction and Management Act of 2010”, institutionalizing the proactive Disaster Risk Reduction and Management or DRRM approach which is the “systematic process of using administrative directives, organization, and operational skills and capacities to implement strategies, policies, and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster”, a series of training-workshop shall be conducted for the enhancement of Contingency Plans of the school as well as the Division Office. (See Annex A. Schedule of Contingency Planning Workshops)
2. In this connection participants are required to pre-register through <https://bit.ly/ConPlanPreRegister> on or before Day 0 of each scheduled workshop.
3. In this connection per DM 173 s. 2024 titled “**Reconstitution of the Division Disaster Risk Reduction and Management (D’DRRM) Team**”, sub-teams of the Prevention & Mitigation and Preparedness Team (PMPT) shall be activated, specifically the *Planning Team (PT)*, *Capacity Building Team (CBT)* and *Advocacy and Awareness Team (AAT)*.
4. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
5. Widest dissemination and strict compliance of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
 Schools Division Superintendent

Enclosure/s: Annex A. Structure of Division DRRM Team
 To be indicated in the Perpetual Index
 under the following subjects:
 DRRM Contingency Plans
 DRRM/EKBSL/DM-0019-2024/ConPlan/04262024





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Attachment to DM ____ s. 2024 re: ENHANCEMENT AND/OR DEVELOPMENT OF CONTINGENCY PLANS IN THE DEPED FIELD OFFICES AND SCHOOLS

Annex A. Schedule of Contingency Planning Workshops

Dates	Activity	Participants	No. of Pax
May 22-24, 2024	Review and Enhancement of SDO Contingency Plan	SDO Participants	30
		PMT and Resource Speakers	5
		Total	35
June 10-12, 2024	Orientation on the Roles and Function of DRRM Team	SDO	40
		PMT and Resource Speakers	5
		Total	45
May 28 - 31, 2024	Training of Trainers for Enhancement and/or Development of School Contingency Plans	Participants SDO and TOT	40
		PMT and Resource Speakers	5
		Total	0
June 25-28, 2024	Cluster 1 Enhancement and/or Development of School Contingency Plans	Cluster 1 School Heads	165
		PMT and Resource Speakers	10
		AO II/PDO I (4 per district)	36
		PSDS	9
		Total	220
July 2-5, 2024	Cluster 2 Enhancement and/or Development of School Contingency Plans	Cluster 2 School Heads	126
		AO II/PDO I (6 per district)	36
		PMT and Resource Speakers	10
		PSDS	6
		Total	178
July 9-12, 2024	Cluster 3 Enhancement and/or Development of School Contingency Plans	Cluster 3 School Heads	128
		AO II/PDO I (7 per district)	36
		PMT and Resource Speakers	10
		PSDS	5
		Total	179
July 16-19, 2024	Cluster 4 Enhancement and/or Development of School Contingency Plans	Cluster 4 School Heads	116
		AO II/PDO I (6 per district)	36
		PMT and Resource Speakers	10
		PSDS	6
		Total	168



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Dates	Activity	Participants	No. of Pax
July 23-26, 2024	Cluster 5 Enhancement and/or Development of School Contingency Plans	Cluster 5 School Heads	117
		AO II/PDO I (7 per district)	36
		PMT and Resource Speakers	10
		PSDS	5
		Total	168
July 30 - Aug 2, 2024	Cluster 6 Enhancement and/or Development of School Contingency Plans	Cluster 6 School Heads	107
		AO II/PDO I (9 per district)	36
		PMT and Resource Speakers	10
		PSDS	4
		Total	157