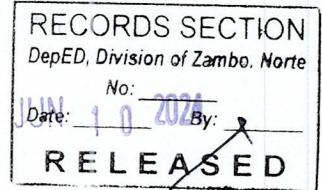




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum  
No. 306, s. 2024

June 7, 2024

**ADDENDUM TO DM. NO. 241 S. 2024 "ENHANCEMENT AND/OR DEVELOPMENT OF CONTINGENCY PLANS IN THE DEPED FIELD OFFICES AND SCHOOL"**

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. In reference to DM. No. 241 s. 2024 "*Enhancement and/or Development of Contingency Plans in the DepEd Field Offices and School*" whereby a series of contingency planning activities shall be conducted to proactively prepare schools for potential emergencies, ensuring swift and coordinated responses, and optimized resource allocation.
2. Anent this, participants are entitled to claim Compensatory Time-Off (CTO) for the services rendered on Saturday, Sunday and holidays as per CSC- DBM Joint Circular No.2, s. 2004 titled, "Non-Monetary Remuneration for Overtime Services Rendered."
3. Furthermore, field personnel shall also be allowed to claim for travelling and incidental expenses charged to their respective local funds subject to the usual government accounting and auditing rules and regulation.
4. Registration of participants shall continue through the link <https://bit.ly/ConPlanPreRegister> on or before Day 0 of each scheduled workshop.
5. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
6. Widest dissemination and strict compliance of this memorandum is desired.

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

Enclosure/s: as stated

To be indicated in the Perpetual Index  
under the following subjects:  
DRRM Contingency Plans

DRRM/EKBSL/DM-0022-2024/AddendumConPlan/06072024