



Republic of the Philippines
Department of Education
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No.:	
Date: JUN 18 2024	By: [Signature]
RELEASED	

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

June 18, 2024

Division Memorandum
 No. 314, s. 2024

**COMPOSITION OF DIVISION PROGRAM MANAGEMENT TEAM FOR
 ENHANCEMENT AND/OR DEVELOPMENT OF CONTINGENCY PLANS IN THE
 DEPED FIELD OFFICES AND SCHOOLS**

TO: Assistant Schools Division Superintendent
 Functional Division Heads
 Section/Unit Heads
 Identified Division Office Personnel
 All others concerned.

1. In reference to DM No. 241 s. 2024, titled "*Enhancement and/or Development of Contingency Plans in the DepEd Field Offices and Schools*", whereby a series of workshops for the creation of comprehensive school contingency plans shall be conducted, the Program Management Team of this activity shall be the Trainers from the Regional Training of Trainers for Contingency Planning attached (Annex A. Division PMT for Contingency Planning Workshops).
2. In addition, per DM No. 173 s. 2024 titled "*Reconstitution of the Division Disaster Risk Reduction and Management (D'DRRM) Team*" the Capacity Building Team shall be activated to assist and support in the conduct of the series of workshops for the Enhancement and/or Development of Contingency Plans in the DepEd Field Offices and Schools scheduled for from Division Training of Trainers down to Clusters 1-6 (Annex B. Schedule of Activities).
3. Anent this, personnel attending the activities 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."
4. 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-0024-2024/PMTConPlan/06182024



Republic of the Philippines
Department of Education
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment For DM 314 S. 2024 Titled Composition Of Division Program Management Team For Enhancement and/or Development Of Contingency Plans In The DepEd Field Offices And Schools

Annex A. Division PMT for Contingency Planning Workshops

Cluster	Lead Trainers Team
1	Joseph L. Pantoja, PDO I-YFS
2	Ervie A. Acaylar, EPS-SGOD
3	Arcelita B. Zamoras, EPS-CID
4	Evelyn C. Labad, EPS-CID -
5	Leonido A. Pampilo Jr., SEPS-P&R
6	Nilda Y. Galaura, EPS-CID
Overall	Ethyl Kimberly S. Labadan, PDO II – DRRM

Capacity Building Team (CBT)

1. Lead: HRD SEPS Robert I. Poculan III
2. PDO I Laisa Madel M. Cinches
3. SMME EPS II: Jed A. Nieves
4. PDO I Gekabel M. Velarde
5. PDO I Christian James S. Paco
6. Nurse II Jessica L. Caburatan
7. Nurse II Vicente Ramon C. Suarez



Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment For DM 314 S. 2024 Titled Composition Of Division Program Management Team For Enhancement and/or Development Of Contingency Plans In The DepEd Field Offices And Schools

Annex B. Schedule of Activities

Dates	Activity	Participants	No. of Pax
August 13-14, 2024	Orientation on the Roles and Function of DRRM Team	SDO	40
		PMT and Resource Speakers	5
		Total	45
June 25-28, 2024	Training of Trainers for Enhancement and/or Development of School Contingency Plans	Participants SDO and TOT	40
		PMT and Resource Speakers	5
		Total	45
July 2-5, 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 9-12, 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 16-19, 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 23-26, 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
July 30 - Aug 2, 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
August 6-9, 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