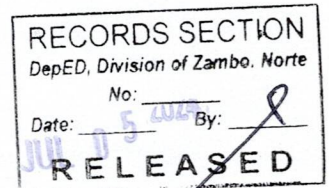




Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

June 28, 2024

Division Memorandum
 No. 354, s. 2024

ADDENDUM TO DM NO. 314 S. 2024 TITLED “COMPOSITION OF DIVISION PROGRAM MANAGEMENT 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 DM No. 314 s. 2024 titled “Composition of Division Program Management for Enhancement and/or Development of Contingency Plans in the DepEd Field Offices and Schools” whereby a series of workshop shall be facilitated by the Capacity Building Team of the Division DRRM organizational structure, this is to reiterate inclusion of Day 0 of each clustered workshop to do necessary preparations for the said training.

2. In this connection, the following person are enjoined to augment the team to maximize efficiency in the conduct of clustered contingency planning workshops.

No.	Name	Station	Designation	Office
1.	Nicollette Ria E. Tangon	SDO	EPS II	SGOD
2.	Joseph L. Pantoja	SDO	PDO I	SGOD
3.	Lorene V. Agustin	SDO	AdA VI	SGOD
4.	Joy Marie Labog	SDO	Dentist II	SGOD
5.	Horlita Balais	SDO	Head Nurse	SGOD
6.	Ma. Gina Chiong	SDO	Nurse II	SGOD
7.	Rhochine Shyne D. Ratificar	Sindangan North	Nurse II	SGOD
8.	Marigold Rillera	Ponot	Nurse II	SGOD
9.	Theresa Mae Kristyl Jacinto	Roxas I	Nurse II	SGOD
10.	Janrey B. Bayron	Rizal	AO II	Sebaca

3. A maximum of 3 medical personnel is enjoined to serve per cluster to be stationed in 3 different breakout rooms to attend immediate medical needs of the training participants.

4. 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.”

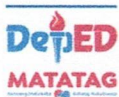
5. Furthermore, travelling and incidental expense of personnel from field offices be charged against division local fund subject to the usual accounting and auditing rules and regulations.

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-0025-2024/AddendumPMTConPlan/06282024



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