



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
DepED, Division of Zambo. Norte
Date: 28 OCT 2024 No: By:
RELEASED

October 25, 2024

Division Memorandum
No. 587, s. 2024

SUBMISSION OF APPROVED SCHOOL CONTINGENCY PLANS

TO: Public Schools District Supervisor
Division Office Personnel
Elementary and Secondary School Heads and Principals
Disaster Risk Reduction and Management Coordinators
All others concerned

1. Anchored on Republic Act 10121, also known as the Philippine Disaster Risk Reduction and Management Act of 2010, this memorandum reinforces the mandate to establish coordination mechanisms among government agencies, local government units, civil society organizations, and other stakeholders to enhance disaster risk reduction and management efforts. In alignment with this mandate, DepEd has issued guidelines integrating disaster risk reduction and management (DRRM) into the education sector, as stipulated in DepEd Order No. 31, s. 2015, DepEd Order No. 37, s. 2015, and DepEd Order No. 33, s. 2021.
2. Following these directives, the Schools Division of Zamboanga del Norte successfully concluded a series of Contingency Planning Workshops on September 5, 2024. These workshops were conducted in six batches and involved School Heads, Public Schools District Supervisors, and selected PDOs I and AOs II, serving a total of 759 schools and 35 districts.
3. In view of this, all schools are required to submit their finalized and verified Contingency Plans in scanned PDF format through the official portal www.depedzn.net no later than November 15, 2024. The plans must be complete, approved, and verified to ensure compliance with the established guidelines.
4. To facilitate this process, the District DRRM Team is tasked with supervising the completion and verification of the school contingency plans. The team is also responsible for endorsing and certifying the plans, which should include a signed certification and endorsement letter (Annex A: Certification). Furthermore, the District DRRM Team is expected to consolidate and submit the verified plans for all schools within their respective districts through the provided link. The District DRRM Team is composed of the *Public Schools Division Supervisor*, the *District DRRM Coordinator*, the *District DRRM Co-Coordinator*, and a *representative School Head from the elementary or secondary level*.
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

References: as stated
To be indicated in the Perpetual Index
under the following subjects: Contingency Plans
DRRM/EKBSL/DM-0033-2024/ConPlan Submission/10232024



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Attachment to DM no. ____ s. 2024 Titled "Submission of Approved School Contingency Plans"

Annex A. Certification

(District Header)

CERTIFICATE OF COMPLETION

This is to certify that the Contingency Plan for **[Hazard]** of **[School Name]**, **[District Name]**, under the leadership of **[School Head's Name]** has been thoroughly assessed, validated, and quality-assured based on the standards set forth in NDRRMC Memorandum No. 10, s. 2022, titled "**Dissemination of Updated Contingency Planning Guidebook, Quick Guide, and Templates.**" The evaluation process was conducted in compliance with the following guidelines and legal frameworks:

- Republic Act 10121, known as the "Philippine Disaster Risk Reduction and Management Act of 2010,"
- DepEd Order No. 31, s. 2015, titled "Safety and Disaster Risk Reduction and Management Manual."
- DepEd Order No. 37, s. 2015, titled "The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework."
- DepEd Order No. 33, s. 2021, titled "School Safety and Preparedness Guide for Schools."
- DepEd Order No. 37, s. 2022, titled "Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Natural Disasters, Power Outages/Power Interruptions, and Other Calamities"

This certification attests that the Contingency Plan meets the required standards and guidelines as outlined in the aforementioned legal and regulatory documents and is deemed ready for implementation. Issued this **[day]** of **[month]**, 2024, at **[District]**, **[Address]**.

Duly certified by the District Disaster Risk Reduction and Management Team:

District DRRM Co-Coordinator

District DRRM Coordinator

School Head Representative
For Elem School - ES School Head Rep
For Sec School - Sec School Head Rep

Public Schools District Supervisors

(District Footer)