



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM
No. 905, s. 2024

June 03, 2024

DIVISION TRAINING ON CONTINGENCY PLAN DEVELOPMENT

**TO: Assistant Schools Division Superintendent
Chief Education Supervisor (CID and SGOD)
Education Program Supervisors
Administrative Officer V
Public Schools District Supervisors
Elementary and Secondary School Heads
This Division**

In compliance with Republic Act (RA) No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, this Division will conduct the **Division Training on Contingency Plan Development** which will be held on **June 11-14, 2024 for BATCH 1** and **July 2-5, 2024 for Batch II** at D'Hotel, Dipolog City

The Objectives of the activity are the following:

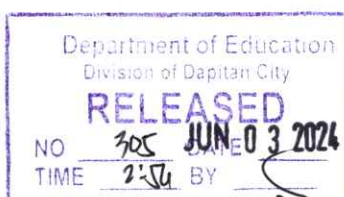
1. To review and enhance the school contingency plan.
2. To obtain the knowledge, skills and attitude that are essential in formulating a contingency plan (CP) that is responsive to the needs that will arise during a worst-case disaster situation.

The participants of the activity are the School heads; School based Non-Teaching Personnel and Project Development Officer I.

Expenses that will be incurred during the training shall be charged against the DRRM Program Support Funds while the travelling and incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and strict compliance.

DANNY B. CORDOVA, EdD., CESO VI
Schools Division Superintendent



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TRAINING MATRIX

TIME	TOPIC	PERSON RESPONSIBLE
DAY 1 (June 11, 2024)		
7:00 AM – 8:00 AM	Arrival and Registration	Secretariat
8:00 AM – 9:00 AM	Opening Program <ul style="list-style-type: none">• Opening Remarks• Introduction of Training Team• Introduction of Participants• Photo Opportunity• Training Rules	Secretariat
09:00 AM – 10:15 AM	Course Overview	PMT
10:15 AM – 10:30 AM	Pre-Test	PMT
10:30 AM – 10:45 AM	AM Break	PMT
10:45 AM – 12:00 PM	Review of Basic DRRM Concepts	Jonathan D. Reluya PDO-II
12:00 PM – 1:00 PM	Lunch Break	PMT
1:00 PM – 3:00 PM	Module 1: Introduction to CP	Jonathan D. Reluya PDO-II
3:00 PM – 3:15PM	PM Break	PMT
3:15 PM – 5:15 PM	Module 2: CP Factors	Jonathan D. Reluya PDO-II
5:15 PM – 5:30 PM	Daily Course Evaluation	PMT
5:30 – 6:30 PM	Dinner	PMT
6:30-8:00 PM	Workshop (Crafting of the CP)	PMT
DAY 2 (June 12, 2024)		
8:00 AM – 9:00 AM	Registration and Recapitulation	PMT
9:00 AM – 11:00 AM	Module 3: CP Process (Session 1) Workshop 1: Hazard Analysis (working AM Break)	Eunice Janolino ESP-I
11:00 AM – 12:00 PM	Workshop 2: Anatomy of the Hazard	Eunice Janolino ESP-I
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Workshop 3: Scenario	Eunice Janolino ESP-I
3:00 PM – 3:15PM	PM Break	
3:15 PM – 4:45 PM	Workshop 4: Goal and Objectives	Eunice Janolino ESP-I
4:45 PM – 5:30 PM	Daily Course Evaluation	PMT
6:30-8:00 PM	Workshop (Crafting of the CP)	PMT
DAY 3 (June 13, 2024)		
8:00 AM – 9:00 AM	Registration and Recapitulation	PMT
9:00 AM – 12:00 PM	Module 3: CP Process (Session 2) Workshop 5: Cluster Identification	Connie C. Centino PDO-II



Address: Sunset Boulevard, Dawo, Dapitan City
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	(working AM Break)	
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Workshop 6: Cluster Implementation Plan	Connie C. Centino PDO-II
3:00 PM – 3:15PM	PM Break	
3:15 PM – 4:00 PM	Module 7: Emergency Operations Center and Incident Command System	Connie C. Centino PDO-II
4:45 PM – 5:15 PM	Daily Course Evaluation	PMT
5:30 – 6:30 PM	Dinner	PMT
6:30-8:00 PM	Workshop (Crafting of the CP)	PMT
TIME	TOPIC	PERSON RESPONSIBLE
DAY 4 (June 14, 2024)		
8:00 AM – 9:00 AM	Registration and Recapitulation	PMT
9:00 AM – 11:00 AM	Module 3: CP Process (Session 3) Workshop 8: Activation (working AM Break)	Jimdandy S. Lucine PDO-II
11:00 AM – 12:00 PM	Workshop 9: Working Group	Jimdandy S. Lucine PDO-II
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Module 4: Testing the CP	Jimdandy S. Lucine PDO-II
3:00 PM – 3:15PM	PM Break	
3:15 PM – 4:00 PM	Open Forum Ways Forward Post-Test Training Course Evaluation	PMT
4:00 PM – 5:00 PM	Closing Program	PMT



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LIST OF PARTICIPANT FOR THE DIVISION TRAINING ON CONTINGENCY PLAN DEVELOPMENT

FIRST BATCH (JUNE 11-14, 2024)

	<i>Name of School</i>	<i>Name of School Head</i>	<i>Position / Designation</i>
1	Ba-ao Elementary School	Love J. Abelo	Maribel C. Eldian
2	Barcelona Central School	Marlyn E. Esmade	
3	Burgos Elementary School	Anisol M. Patangan	Nerissa T. Luang
4	Diwaan Elementary School	Rufa R. Elumbaring	
5	Hilltop Elementary School	Gina C. Elope	Camille S. Gaburno
6	Ilaya Elementary School	Ofelia A. Cabanlit	
7	Maria Uray Elementary School	Lynette B. Esparcia	Annie Lyn S. Trumata
8	Oyan Elementary School	Ma. Shelva L. Carpenteros	
9	Tamion Elementary School	Gilyn E. Gallemit	Charmaine Marie S. Cagandahan
10	Yabu Elementary School	Windrell B. Mongcupa	
11	Barcelona NHS	JR Simed Joseph B. Saguin	Jerene E. Sarmiento
12	Ilaya NHS	Leah B. Acoymo	
	<i>Name of School</i>	<i>Name of School Head</i>	<i>Position / Designation</i>
1	Bacong Elementary School	Jun Carlo P. Tinio	Nathaniel A. Mendiola
2	Banbanan Elementary School	Menvilou A. Tinnae	
3	Baylimango Central School	Imelda F. Tan	Carleen M. Cardeno
4	Canlucani Elementary School	Judycel L. Elumba	
5	Carang Elementary School	Riza B. Galanido	Michelle Myrh B. Polio
6	Daro Elementary School	Liezl Y. Ombay	
7	Guimputlan Integrated School	Mirason S. Omilig	Judecel G. Tomogsok
8	Kauswagan Integrated School	Jezebel S. Boquida	
9	Napo Elementary School	Mary Ann Z. Cagatan	Junnefe C. Jaralve
10	Oro Elementary School	Wenchor P. Agum	
11	Selinog Integrated School	Kristine B. Pon	Lora Wenella M. Amores
12	Sto. Niño Elementary School	Mercedita B. Obnimaga	
13	Taguilon Elementary School	Genelyn M. Dabodabo	Mark B. Recamara
14	Tag-ulo Elementary School	Janet O. Cadano	
15	Baylimango NHS	Weney P. Amores	
16	Dakak NHS	Marilou B. Monding	
17	Oro NHS	Clarencio A. Elumba IV	

SECOND BATCH (July 02-05, 2024)

	<i>Name of School</i>	<i>Name of School Head</i>	<i>Position / Designation</i>
1	Capucan Elementary School	Alex C. Sapuan	Ritchel Q. Abila
2	Dapitan City Central School	Belen R. Talic	
3	Dapitan City Experimental ES	Rizza A. Daboda	Catherine V. Acoymo
4	Dapitan City SPED Center	Helen T. Calaguian	
5	Lawaan Elementary School	Joel Q. Ruiz	Grace B. Elumbaring
6	Ma. Cristina Elementary School	Noel P. Mangubat	Janen O. Potoy
7	Polo Elementary School	Lyra L. Balladares	
8	Sinonoc Elementary School	Nelia P. Tangcalagan	Jhonalyn D. Macapañas
9	Talisay Integrated School	Leonido J. Tabilon	
10	Dapitan City NHS	Allan D. Bendaño	Ruth B. Abapo

	<i>Name of School</i>	<i>Name of School Head</i>	<i>Position / Designation</i>
1	Aseniero Elementary School	Marilou S. Cagabanua	Medar E. Padao, Jr.
2	Dampalan Elementary School	Belmor A. Debaloy	
3	Masidlakon Elementary School	Mary Jean S. Lacay	Gil D. Javier
4	Opao Elementary School	Gemmaly O. Ruiz	
5	Potungan Central School	Camila Jeanette J. Debaloy	Jeffrey G. Jumalon
6	San Francisco Elementary School	Eldie D. Robaro	Francisco E. Jatico
7	San Nicolas Elementary School	Jocelyn E. Acorin	
8	Sigayan Elementary School	Macaria A. Manuta	Carol J. Bael
9	Aseniero NHS	Riza A. Penaso	
10	Dampalan Secondary School		Jillfilse J. Sellote
11	Potungan NHS	Jofrey B. Malana	
12	Sigayan Secondary School		

	<i>Name of School</i>	<i>Name of School Head</i>	<i>Position / Designation</i>
1	Aliguay Integrated School*	Liberty L. Enjambre	May C. Saguin
2	Antipolo Elementary School	Glenda B. Paguia	
3	Larayan Elementary School	Erna C. Gasatan	Mariel P. Elumbaring
4	Liyang Elementary School	Marilyn C. Sarabia	
5	Owaon Elementary School	Caroline D. Osorio	Geraldine Q. Bulay-og
6	San Pedro Integrated School	Pacita E. Balladares	Marie D. Medija
7	San Vicente Elementary School	Elbert A. Pon	
8	Sicayab Elementary School	Isagani M. Recamara	Cyver O. Dalman
9	Sulangon Central School	Bobbie E. Gurabot	
10	Sulangon NHS	Rey I. Jatico	

PROJECT DEVELOPMENT OFFICER I

Project Development Officer I	Irmachelle O. Acoymo	
Project Development Officer I	Vergil S. Eguia	
Project Development Officer I	Janet C. Estologa	