



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

July 11, 2024

DIVISION MEMORANDUM


No. 527, s.2024

SCHOOL CONTINGENCY PLAN WRITESHOP

To: All Public School Heads
Division Program Management Team

1. Pursuant to Republic Act 10121 and DepEd Order No. 50, series of 2011, there is a strong emphasis on disaster risk reduction and management (DRRM) and school preparedness. These directives mandate that schools conduct regular risk assessments to identify potential hazards and vulnerabilities. Based on these assessments, it is imperative that schools develop contingency plans to effectively address identified risks.
2. In order to develop responsive Contingency Plans (Cs) that are tailored to the specific local context, all public school heads are hereby enjoined to attend the Development of Contingency Plan Writeshop on July 14-17, 2024, at the Ritz Hotel in Davao City. By the end of this three-day workshop, each school is expected to have prepared a comprehensive contingency plan as an output.
3. Participants are required to bring the following items to the workshop: Barangay Contingency Plan, Municipal Contingency Plan, and School Contingency Plan, laptop, extension cord, school's profile/report card, hazard map of your school's location (Hazard maps in A4 layout can be obtained from the Municipal DRRM Office or the Municipal Planning and Development Office).
4. All participants are expected to arrive at the venue on July 14, 2024 (Day 0), dinner and accommodation will be provided. For the number of participants who will be attending on Day 0, please visit <https://tinyurl.com/CPREG2024>.
5. Travel and incidental expenses incurred for attending the workshop are chargeable against the division/ school MOOE, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum will serve as the Authority to Travel. For your information and guidance.

By the Authority of the
Schools Division Superintendent


ENGR. NORBERTO S. MANLANGIT MPA
Administrative Officer V
Officer-In-Charge



Capitol Complex, Cabidanan, Nabunturan, Davao de Oro
website: www.depeddavaodeoro.ph ● email ad: davaodeoro@deped.gov.ph ● cp#: +639513871728

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Division Program Management Team

Emma A. Camporedondo
Arlyn B. Lim, PhD
Ruben J. Reponte, EdD
Wilfredo P. Takasan, EdD
Annalyn M. Loreto
Joel S. Jumalon
Nisan Lejan Cal
Dennis C. Alcano

Quality Assurance Monitoring & Evaluation

Marnelyjane A. Bernal
Joseph J. Corpuz

Secretariat

Shiela L. Cambungga
Karen Joie S. Catabona
Amor P. Curimao
Ahla Mae H. Martin
Jolan Balmera

Documentation

Jasel Borila
Noreen Jean Langtad

Medical Team

Ronald Allan Higgins
Zenaida Gran

ICT

Joan A. Eturma

All 419 School Heads



Capitol Complex, Cabidanan, Nabunturan, Davao de Oro
website: www.depeddavaodeoro.ph • email ad: davaodeoro@deped.gov.ph • cp#: +639513871728

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