



Republic of the Philippines
Department of Education

National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 02 2022

MEMORANDUM

No. 169, s. 2022

**WORKSHOP ON THE ENHANCEMENT OF REGION AND DIVISIONS
CONTINGENCY PLAN FOR THE DIFFERENT HAZARDS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is DepEd-NCR Memorandum No. 429 s. 2022, dated July 20, 2022, on the above-captioned title, to be held on September 13-16, 2022, venue to be announced later, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the third paragraph of the said Memorandum relative to the registration fee and transportation expenses by the participants.
3. The following are the authorized participants from this Division:
 - a) Mr. EDUARDO L. KONDO, Project Development Officer II, DRRM
 - b) Mr. JAMES L. DE JESUS, School DRRM Coordinator, MBHS-Sucat Annex HS
 - c) Ms. JANINE A. TAN, School DRRM Coordinator, Bayanan Unit I Elementary School
 - d) Mr. JONAS MARCELLANA, School DRRM Coordinator, Alabang Elementary School
 - e) Dr. MERVIN F. GONA, Schools DRRM Coordinator, Itaas Elementary School
4. Participants are advised to bring the following:
 - a) School Contingency Plan
 - b) Enrollment Data (SY-2021)
 - c) Latest data of teaching and non-teaching personnel
 - d) Data on COVID-19 cases Barangay
 - e) Data on vaccinated and non-vaccinated personnel
 - f) Current efforts of offices in response to COVID-19
5. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent



 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan,
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Republic of the Philippines
Department of Education

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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

COMMUNICATION SAFETY EDUCATION SCHOOLS PREPAREDNESS

ELK/DM/WORKSHOP ON THE ENCHANCEMENT OF REGION AND DIVISIONS CONTINGENCY PLANS FOR THE DIFFERENT HAZARDS
169 /August 1, 2022



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Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
RECORDS SECTION, DEPED NCR

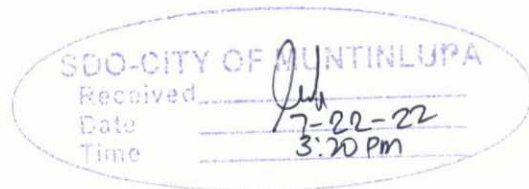
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Date: July 22 2022

DNCR-F-ORD-033/RO//01112019

MEMORANDUM

No. **429** s. 2022



To : **Schools Division Superintendents**

From : **WILFREDO E. CABRAL**
Regional Director

Subject : **WORKSHOP ON ENHANCEMENT OF REGION AND
DIVISIONS CONTINGENCY PLAN FOR THE DIFFERENT
HAZARDS**

Date : July 20, 2022

The DepEd-National Capital Region will conduct a Workshop on Enhancement of Contingency Plan for Region, Division and School on different Hazard on September 13-16, 2022, venue to be announce later.

In this regard, each division are enjoined to attend the aforesaid workshop. Participants must bring their Existing Contingency Plan, Enrollment Data, Latest Data of Teaching and Non-Teaching Personnel, Data on COVID-19 Cases, Current effort of the Offices in response to COVID-19, Resources and Disaster Mapping of LGU and School.

A registration fee of Six Thousand Pesos (Php 6,000.00) per head for Hotel accommodation and meals for Three (3) days (2,000.00/day x 3 days=6,000.00 per pax) shall be charged to Downloaded funds (Enhancement/ Development of Contingency Plan Amidst Covid-19), while transportation can be charge to local funds/downloaded funds, subject to the usual accounting and auditing rules and regulations. Expenses for Resource Persons/Facilitators, materials and other miscellaneous expenses relative to the workshop shall be charged to the Downloaded funds for the Regional Office. Payment must be given on or before August 12, 2022 to facilitate the procurement of venue. Payment per division will address to:

Account Name: **DepEd-NCR**
Account No. : **0692-1020-61**
Bank Branch : **Land Bank of the Philippines Congressional, QC**



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List of SDO participants must be submitted to Education Supports Services Division (ESSD) for the confirmation of attendance.

Attached is the indicative program for reference.

For any query, please contact Mr. Perlito G. Manalad, Regional DRRM Coordinator at mobile no. 0919-6262308.

Immediate dissemination of this Memorandum is desired.

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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

**ENHANCEMENT OF REGION AND DIVISIONS CONTINGENCY PLAN FOR
 THE DIFFERENT HAZARDS IN THE NEW NORMAL
 DATE: SEPTEMBER 13-16, 2022**

Day - 0 September 13	
● Travel Time (Arrival and Check-in 2:00pm) ● Program Management Team (PMT) Meeting 3:00 - 5:00 PM	
Day - 1 September 14	
Time	Activity
8:00 – 8:30 am	Preliminaries: * National Anthem * Opening Prayer * Acknowledgment of Participants * House Rules and Health and Safety Protocols * Welcome Message * Inspirational Message
8:30 – 9:15 am	Overview of Contingency Plan
9:15-10:00 am	DO 34 s. 2022
10:0-10:15 am	Health Break
10:15 - 11:15 M	Understanding the Natural and Human-induced Hazards
11:15 AM - 11:45	Session 1 Presentation of Baseline Data
11:45-12:00 noon	Q/A
12:00 - 1:00 PM	LUNCH
1:00 - 1:15 PM	Unfreezing Activity
1:15 - 2:15 PM	CP Template 1 and 2: Hazard Identification and Anatomy Workshop
2:15 - 3:15 PM	Session 2 Presentation of CP Form 3A: Scenario Generation for Natural and Human-Induced Hazards
3:15 - 3:30 PM	Health Break
3:30 - 4:45 PM	Session 3 Presentation of CP Template : ● CP Form 4-A: Affected Schools' Population ● CP Form 4-B: Breakdown of Affected schools' Population
4:45 - 5:00 PM	Administrative Announcement



Day – 2 September 15	
Time	Activity
8:00 – 8:15 am	Management of Learning * Opening Prayer * Roll Call/Reminders * RECAP
8:15 - 9:15 AM	● Activation, Deactivation and non-activation of Contingency Plan ● Coordination Command & Control
9:15 - 9:30 AM	Health Break
9:30 - 10:30 AM	Session 4 Presentation of CP Template : ● CP Form 5: Cluster Identification ● CP Form 6: Response Activities
10:30 - 11:30 AM	Session 5 Presentation of CP Template : ● CP Form 7: Resource Inventory ● CP Form 8: Resource Projection
11:30 - 12:00 NN	Q & A
12:00 - 1:00 PM	Lunch Break
1:00 - 1:15 PM	Unfreezing Activity
1:15 - 2:30 PM	Session 6 Presentation of CP Template : ● CP Form 9: Resource GAPS Summary
2:30 - 3:30 PM	Session 7 Presentation of CP Template : ● CP Form 10: Emergency Operation Center (EOC)
3:30 - 3:45 PM	Health Break
3:45 - 4:45 PM	Session 8 Presentation of CP Template : ● CP Form 11: Incident Command System (ICS)
4:45 - 5:00 PM	Administrative Announcement

Day – 3 September 16	
Time	Activity
8:00 - 8:15 AM	Preliminaries: * Opening Prayer * Roll Call/Reminders * RECAP
8:15 - 12:00 NN	Presentation and critique of Outputs per Hazard ● SDO Cluster 1 - Earthquake ● SDO Cluster 2 - Fire ● SDO Cluster 3 - Flood ● SDO Cluster 4 - F2F for COVID-19
12:00 - 1:00 PM	LUNCH BREAK
1:00 - 3:00 PM	Training Evaluation (online) CLOSING PROGRAM ● Impressions ● Challenge ● Acceptance ● Ways Forward ● Awarding of Certificates ● Closing Remarks