



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

FEB 23 2024

**3-DAY ENHANCEMENT WORKSHOP OF THE DIVISION AND SCHOOL  
CONTINGENCY PLANS FOR THE DIFFERENT HAZARDS IN THE NEW NORMAL**

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

1. This Office announces the conduct of the above-captioned activity on February 26-28, 2024 at Parque Espana Residence Hotel, 5309 East Asia Drive Filinvest Corporate City Alabang, 1781 Muntinlupa City.
2. Participants in this activity are the School DRRM Coordinators. Likewise, they are requested to bring their laptops, extension cords, existing Contingency Plans, and other supporting documents for the validation of the School Contingency Plans.
3. Please see enclosures, for reference.
  - a. Enclosure 1: Indicative Program of Activities
  - b. Enclosure 2: List of Participants
4. Transportation and other miscellaneous expenses shall be charged against School local funds or downloaded / monitoring funds, subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination of, and compliance with this Memorandum is desired.

For:

**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

By:

  
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index  
Under the following subjects:

SAFETY EDUCATION      COMMUNICATIONS      TRAINING

ELK/DM/3-DAY ENHANCEMENT OF THE DIVISION AND SCHOOL CONTINGENCY PLAN FOR ALL HAZARDS  
062 /February 20, 2024

UN-2024-062



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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062

**3-DAY ENHANCEMENT OF THE DIVISION AND SCHOOL CONTINGENCY PLAN FOR THE DIFFERENT HAZARDS IN THE NEW NORMAL**

VENUE: PARQUE ESPANA

DATE: FEBRUARY 26-28, 2024

<b>Day – 1 (February 26, 2024)</b>		
<b>Time</b>	<b>Activity</b>	<b>Persons-in-Charge</b>
8:00 – 8:30 am	Arrival and Registration	TWG
8:31 – 9:00 am	Opening Program * National Anthem (AVP)  * Opening Prayer (AVP)  * Acknowledgment of Participants  *House Rules and Health and Safety Protocols  *Statement of Purpose  *Opening Remarks  * Message	PMT  PMT  <b>CECILIA TERESA C. CLAUDEL</b> Education Program Specialist II  Accommodations Management  <b>ROCHELLE A. JIMENEZ</b> Senior Education Program Specialist, SocMob  <b>MA. REGAELE A. OLARTE</b> OIC-Chief SGOD  <b>EVANGELINE P. LADINES CESO V</b> Schools Division Superintendent  <b>VIOLETA M. GONZALES CESO VI</b> Asst. Schools Division Superintendent
9:01-10:30 am	Overview of the Contingency Plan <ul style="list-style-type: none"> <li>• Background</li> <li>• Goals and Objectives</li> <li>• General Objectives</li> </ul>	<b>EDUARDO L. KONDO</b> PDO II, DRRM
10:31-11:30 am	Session 1 Presentation of Baseline Data	<b>Ms. JANINE A. TAN</b> School DRRM Coordinator
11:31 am-12:00 pm	Q/A	
12:00 – 1:00 pm	LUNCH	
1:01- 1:15 pm	<b>Unfreezing Activity</b>	<b>Group 1</b>
1:16 – 2:15 pm	<b>CP Form 1 and 2:</b> Hazard Analysis and Anatomy of the Hazard	<b>Ms. JANINE A. TAN</b> School DRRM Coordinator
2:16 – 3:15	Session 2 <b>CP Form 3A:</b> Scenario Generation for Natural and Human-Induced Hazards	<b>Mr. JONAS C. MARCELLANA</b> School DRRM Coordinator
3:16 – 3:30 pm	Health Break	

3:31 - 4:45 PM	Session 3 Presentation of CP Template : <ul style="list-style-type: none"> <li>● <b>CP Form 4-A:</b> Affected Schools' Population</li> <li>● <b>CP Form 4-B:</b> Breakdown of Affected schools' Population</li> </ul>	<b>Mr. JONAS C. MARCELLANA</b> School DRRM Coordinator
4:45 - 5:00 PM	<ul style="list-style-type: none"> <li>• Administrative Announcement</li> <li>• SDO Coordinator Short Meeting</li> </ul>	<b>EDUARDO L. KONDO</b> PDO II, DRRM

<b>Day – 2 (February 27, 2024)</b>		
<b>Time</b>	<b>Activity</b>	<b>Persons-in-Charge</b>
8:00 – 8:15 am	Management of Learning  * Opening Prayer * Roll Call/Reminders * RECAP	<b>Group 2</b>
8:15 - 9:15 AM	<ul style="list-style-type: none"> <li>● Activation, Deactivation and non-activation of Contingency Plan</li> <li>● Coordination Command &amp; Control</li> </ul>	<b>Dr. Mervin F. Goña</b> School DRRM Coordinator
9:15 - 9:30 AM	Health Break	
9:30 - 10:30 AM	Session 4 Presentation of CP Template : <ul style="list-style-type: none"> <li>● <b>CP Form 5:</b> Cluster Identification</li> <li>● <b>CP Form 6:</b> Response Activities</li> </ul>	<b>Ms. Catherine Vasol</b> School DRRM Coordinator
10:30 - 11:30 AM	Session 5 Presentation of CP Template : <ul style="list-style-type: none"> <li>● <b>CP Form 7:</b> Resource Inventory</li> <li>● <b>CP Form 8:</b> Resource Projection</li> </ul>	<b>Mr. James Larion F. De Jesus</b> School DRRM Coordinator
11:30 -12:00 NN	Q & A	
12:00 - 1:00 PM	Lunch Break	
1:00 - 1: 15PM	<b>Unfreezing Activity</b>	<b>Group 3</b>
1:15 - 2: 30 PM	Session 6 Presentation of CP Template : <ul style="list-style-type: none"> <li>● <b>CP Form 9:</b> Resource GAPS Summary</li> </ul>	<b>Mr. James Larion F. De Jesus</b> School DRRM Coordinator
2:30 - 3:30 PM	Session 7 Presentation of CP Template : <ul style="list-style-type: none"> <li>● <b>CP Form 10:</b> Emergency Operation Center (EOC), Team Structure Duties and Responsibilities</li> </ul>	<b>EDUARDO L. KONDO</b> PDO II, DRRM
3:30 - 3:45 PM	Health Break	
3:45 - 4:45 PM	Session 8 Presentation of CP Template : <ul style="list-style-type: none"> <li>● <b>CP Form 11:</b> Incident Command System (ICS)</li> </ul>	<b>EDUARDO L. KONDO</b> PDO II, DRRM
4:45 - 5:00 PM	<ul style="list-style-type: none"> <li>• Administrative Announcement</li> <li>• SDO Coordinator Short Meeting</li> </ul>	<b>EDUARDO L. KONDO</b> PDO II, DRRM

<b>Day – 3 (February 28, 2024)</b>		
<b>Time</b>	<b>Activity</b>	<b>Persons-in-Charge</b>
8:00 - 8:15 AM	Preliminaries:  * Opening Prayer * Roll Call/Reminders * RECAP	Group 4
8:15 - 12:00 NN	Presentation and Critique of Outputs per Hazard <ul style="list-style-type: none"> <li>● Cluster 1 - Earthquake</li> <li>● Cluster 2 – Fire</li> <li>● Cluster 3 – Flood/Typhoon</li> <li>● Cluster 4 – COVID-19</li> </ul>	<b>Contingency Planning Core Group</b>
12:00 - 1:00 PM	LUNCH BREAK	
1:00 - 3:00 PM	Training Evaluation (online)  <b>CLOSING PROGRAM</b> <ul style="list-style-type: none"> <li>● Impressions</li> <li>● Challenge</li> <li>● Acceptance</li> <li>● Ways Forward</li> <li>● Awarding of Certificates</li> <li>● Closing Remarks</li> </ul>	SDO Monitoring and Evaluation  Clusters 1 and 2  <b>MA. REGAELE A. OLARTE</b> OIC-Chief SGOD  Clusters 3 and 4  <b>EDUARDO L. KONDO</b> PDO II, DRRM  <b>TWG</b>  <b>VIOLETA M. GONZALES CESO VI</b> Asst. Schools Division Superintendent

**3-DAY ENHANCEMENT OF THE DIVISION AND SCHOOL CONTINGENCY PLAN FOR THE DIFFERENT HAZARDS IN THE NEW NORMAL**

VENUE: PARQUE ESPANA

DATE: FEBRUARY 26-28, 2024

**PARTICIPANTS**

No	School ID	School	SDRRM Coordinator	Alternate Coordinator
1	136908	Alabang Elementary School	JONAS MARCELLANA	
2	228502	Filinvest Alabang Elementary School	MHERFE E. LUMBANG	Mary Grace A. Junio
3	136909	Bagong Silang Elementary School	JESSIE T. CASTELO	Charito Enero
4	136910	Bayanan Elementary School Unit I	JANINE A. TAN	
5	136899	Bayanan Elementary School (Main)	ALLAN ADOPTANTE	Abdel Hek
6	136911	Buli Elementary School	ARIEL CRUZ	
7	136912	Cupang Elementary School	JOHN P. CRUZ	Erwin Sales
8	136913	Cupang Elementary School Annex	NEMIE DOMINGO	
9	136900	F. De Mesa Elementary School	REYNOLD D. LOPEZ	Rosalyn Austria
10	136901	Itaas Elementary School	DIOSDADO MELICADO Jr.	
11	228501	Poblacion Elementary School	JONATHAN Q. DELA CRUZ	
12	500439	Lakeview Integrated School	MALBAR CABREJAS	
13	136903	Muntinlupa Elementary School	NORMAN C. RIVERA	Lord Franz Baden Felix
14	136904	Putatan Elementary School	CATHERINE V. OBRA	Elizalde Lugtu
15	136905	Soldiers' Hills Elementary School	OWEN EARL D. BAUTISTA	
16	136915	Sucacat Elementary School SitioPagkakaisa Annex (Z3)	JESRAEL SAMOLDE	
17	136915	Sucacat Elementary School SitioPagkakaisa Annex (Z4)	JESSA G. LLAGUNO	
18	136914	Sucacat Elementary School	CEDIE V. MACASINAG	
19	136906	Tunasan Elementary School	MARCELINO T. ASAS	Rafael Luis Tranquina
20	136907	Victoria Homes Elementary School	JOEY PABOR	

**SECONDARY**

21	500438	Lakeview Integrated School	ADONIS TROY A. GARCIA	
22	305471	Muntinlupa Business High School – Main	ARGEL A. HEK	Enan Medina
23	320702	Muntinlupa Business High School - Sucacat Annex	Mark Anthony Abe	
24	320701	Poblacion National High School	MARK ANTHONY G. BUÑALES	
25	305468	Muntinlupa National High School	DAIFE C. OLAIRA	Glen Josh Del Monte
26	320704	Tunasan National High School	Ariel P. Sustituyendo	CLAUDINE FARROL GOROSPE
27	305469	Muntinlupa Science High School	ADRIAN A SUARNABA	
28	305470	PEDRO E. DIAZ HIGH SCHOOL	Rogelio M. Cabanting	Norberto Corciga

### SENIOR HIGH SCHOOL

29	303450	Cupang Senior High School	JONALD MABASA	
30	305468	Muntinlupa National High School	SHIERLEY L. SIBAYAN	
31	320704	Tunasan National High School	Glenjay Quides	
32	305469	Muntinlupa Science High School	John Fitz Gerald M. San Pedro	

### RESOURCE SPEAKERS AND EVALUATORS

NAME	OFFICE/SCHOOL AND DESIGNATION
<b>Mr. EDUARDO L. KONDO</b>	School Division Office PDO II, DRRM
<b>Ms. JANINE A. TAN</b>	Bayanan Unit I Elementary School School DRRM Coordinator
<b>Mr. JONAS C. MARCELLANA</b>	Alabang Elementary School School DRRM Coordinator
<b>Dr. Mervin F. Goña</b>	Lakeview Integrated School School DRRM Coordinator
<b>Ms. Catherine Vasol</b>	Putatan Elementary School School DRRM Coordinator
<b>Mr. James Larion F. De Jesus</b>	Tunasan National High School School DRRM Coordinator

### PROJECT MANAGEMENT TEAM / TECHNICAL WORKING GROUP

Task	In-Charge
Oversight	<b>Ms. Rochelle A. Jimenez</b> Education Program Specialist, SocMob
Registration	<b>Ms. Cecilia Teresa C. Claudel</b> Education Specialist II, SocMob
Documentation	<b>Mr. King Solidini J. Torres</b> Project Development Officer I, YFD
Health and Safety Project Development Officer I (School)	Melanio R. San Jose Jr. Eileen E. Sioao Michael F. Domingo John Lord G. Vivo