



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF PAMPANGA

11 August 2023

DIVISION MEMORANDUM
NO. **417** s. 2023

**REVISITING AND ENHANCING SY 2023-2024 CONTINGENCY PLANS
OF SDO PAMPANGA SCHOOLS**

TO: Assistant Schools Division Superintendents
SGOD/CID Chiefs
School DRRM Coordinators
All Others Concerned

1. With the reversion to in-person classes in SY 2022-2023, the capacity of schools to face certain hazards that imperiled the continuous delivery of basic education services was enhanced by the conduct and updating of school contingency plans.
2. To sustain this initial effort, the project titled "*Revisiting and Enhancing SY 2023-2024 Contingency Plans of SDO Pampanga Schools*" will be implemented on **August 22, 2023**, at the **Greene Manor Condotel, Lazatin Boulevard, City of San Fernando, Pampanga**.
3. The project aims to familiarize additional School DRRM Coordinators with the different steps in contingency planning for Basic Education by:
 - a. Discussing the What, the Why, the Who, the When, and the How of Contingency planning.
 - b. Introducing different templates to facilitate the crafting of contingency plans.
 - c. Revisiting and updating some SY 2022-2023 contingency plans.
4. In line with this, the following are enjoined to attend this one-day orientation seminar:

SCHOOL DRRM COORDINATOR	NAME OF SCHOOL/DISTRICT/CLUSTER
1. Darrel S. Cabrera	Alauli Elementary School/Apalit District
2. Jonis S. Velaquez	Lacquios Elementary School/Arayat East District
3. Maria Lhinnel Q. Basco	Baliti Elementary School/Arayat West District



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4. Orlando Z. Cayabyab Jr.	Tinajero Elementary School- Madapdap/Bacolor North
5. Emilie P. Dagdag	Bacolor Elementary School- Proper/Bacolor South District
6. Alfred M. Sulit II	Mangga Elementary School/ Candaba East District
7. Recy S. Pamintuan	Mapaniqui Elementary School/Candaba North District
8. Ajay C. Gatbonton	San Agustin Elementary School/ Candaba West District
9. Liana Joise S. Bacani	Valdez Elementary School/ Floridablanca East District
10. Melanie A. Dueñas	Benedicto Elementary School/ Floridablanca West District
11. Alicia G. Magtoto	San Rafael Elementary School/ Guagua East District
12. Gelly G. Rivera	Maquiapo Elementary School/ Guagua West District
13. Jade C. Dela Cruz	Sta. Tereza 1 st Elementary School/Lubao East District
14. Maricris V. Tobias	Sto. Domingo Elementary School/Lubao North District
15. Niño M. Lampa	San Pedro Saug Elementary School/Lubao West District
16. Carmina C. Gonzales	Batasan Elementary School/ Macabebe East District
17. John Bernard P. Trinidad	Lolu Elementary School/ Macabebe West District
18. Lyka C. Dela Cruz	San Isidro Resettlement Elementary School/Magalang North District
19. Eduard Jim N. Marasigan	Orchard Elementary School/ Magalang South District
20. Angelica B. Velasquez	Sua Elementary School/ Masantol North District



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21. Maria M. Ramos	San Pedro Elementary School/Masantol South District
22. Angeline C. Mantilla	Malino Elementary School/Mexico North District
23. Archie C. Lacandola	Divisoria Elementary School/Mexico South District
24. Chona G. Fernandez	Sapang Maisac Elementary School/Mexico West District
25. Ma. Rency G. Jose	San Francisco Elementary School/Minalin District
26. Rica C. Mallari	Sapang Uwak Elementary School/Porac East District
27. Arnel M. Cornell	Manibaug Pasig Elementary School-Madapdap/Porac East District
28. Christopher G. Payumo	Pulung Santol Elementary School/Porac West District
29. Janette R. Sumat	San Carlos Elementary School/San Luis District
30. Marvin D. Fabella	Dela Paz Elementary School/San Simon District
31. Joyzimar L. Limpin	Remedios Elementary School/Sasmuan District
32. Jose L. Dionicio	Diladila Elementary School/Sta. Rita District
33. Janice S. Racelis	San Bartolome Elementary School/Sto. Tomas District
34. Jerome L. Pangilinan	Balitucan National High School/Cluster I
35. Niccolo C. David	Pulung Santol National High School/Cluster II
36. Kristel B. Acordon	Floridablanca National Agricultural School/Cluster III
37. Rolyn C. Bandola	San Juan High School/Cluster IV
38. Antonio V. Montilla	Sta. Catalina High School/Cluster V



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39. Edwin M. Pabustan	Sta. Monica High School/Cluster VI
40. Victor S. Yambao	San Vicente-San Francisco High School/Cluster VII

5. In addition, the following shall comprise the Training Management Team:

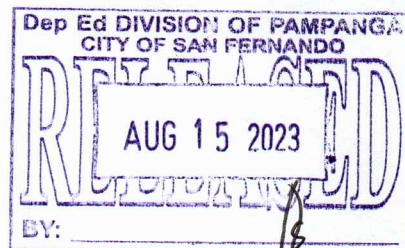
COORDINATOR	ROLE/RESPONSIBILITY
41. Arnel Q. Mendoza	Member and Resource Person
42. Zaldy R. Mendoza	Member and Resource Person
43. Raul G. Sarmiento	Team Leader and Resource Person

6. This memorandum shall serve as the travel order of the abovementioned personnel.
7. All school-based participants and resource persons are entitled to vacation service credit.
8. Expenses to be incurred can be charged from school MOOEs and/or other applicable school funds subject to relevant accounting and other related rules and regulations.
9. Dissemination of and compliance with this Memorandum is desired.


ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

Incl: Provisional Training Program

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OF SDO PAMPANGA SCHOOLS**

Venue: Greene Manor Condotel, Lazatin Blvd., City of San Fernando (P)

Date: August 22, 2023

Time: 7:00 AM - 5:00 PM

PROVISIONAL TRAINING PROGRAMME

TIME	PARTICULAR	PERSON INVOLVED
7:00 - 8:00 AM	Arrival and Registration	All Participants
8:00 - 8:15 AM	Training Preliminaries	Zaldy R. Mendoza Cluster VI DRRM Coordinator
8:15 - 8:30 AM	Training Objectives	Raul G. Sarmiento Division DRRM Coordinator
8:30 - 10:00 AM	Topic 1: Contingency Planning for Basic Education	Raul G. Sarmiento Division DRRM Coordinator
10:00 - 10:30 AM	Health Break	All Participants
10:30 - 12:00 AM	Topic 2: Contingency Planning Templates	Arnel Q. Mendoza Masantol North District DRRM Coordinator & Zaldy R. Mendoza Cluster VI DRRM Coordinator
12:00 - 1:00 PM	Lunch Break	All Participants
1:00 - 2:30 PM	Topic 2: Contingency Planning Templates	Arnel Q. Mendoza Masantol North District DRRM Coordinator & Zaldy R. Mendoza Cluster VI DRRM Coordinator
2:30 - 3:00 PM	Health Break	All Participants
3:00 - 4:30 PM	Topic 3. Revisit and Updating Contingency Plans	Arnel Q. Mendoza Masantol North District DRRM Coordinator & Zaldy R. Mendoza Cluster VI DRRM Coordinator
4:30 - 5:00 PM	Synthesis, Ways Forward, Awarding of Certificates	Training Management Team

Prepared By:


RAUL G. SARMIENTO
PDO II, Division DRRM Coordinator

Approved by:


ARCELI S. LOPEZ PhD
Chief, SGOD