



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

November 6, 2023

DIVISION MEMORANDUM  
No. **569**, s. 2023

**DIVISION OFFICE AND SCHOOL-LEVEL DISASTER RISK REDUCTION  
MANAGEMENT (DRRM) AND CONTINGENCY PLANNING  
TRAINING WORKSHOP**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Functional Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Schools Elementary/Secondary School Heads  
All Others Concerned

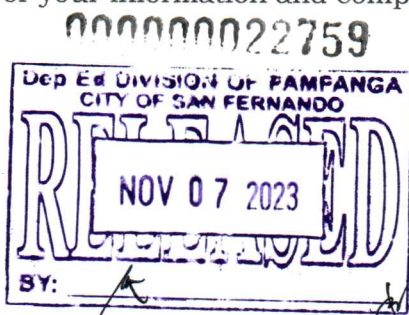
1. In view of the DepEd Order. No 83.s. 2011 titled “Disaster Preparedness Measures for Schools” and DepEd Order No. 2 s. 2015, titled “Disaster Risk Reduction and Management Coordination and Information Protocol” set to safeguard learners, personnel, and educational investments in times of calamities and emergencies, and the measures to be taken by the schools’ division to enable support for school-based measures, this office shall conduct the Division Office-Level and School-Level Contingency Planning Training and Workshop on the following schedules.

Batch	Date	Class	Participants	Venue
1	November 15-17, 2023	A	West Sector School Heads and PSDSs	TBA
		B	Cluster 2 and 3 School Heads	TBA
			Division DRRM Core Team	TBA
2	November 20-22, 2023	C	East Sector and Cluster 1 School Heads and PSDSs	TBA
	November 21-23, 2023	D	Cluster 4 and 5 School Heads	TBA
			Division DRRM Core Team	TBA
3	November 28-29, 30, 2023	E	South Sector and Cluster 4 and 5 School Heads and PSDSs	TBA
		F	North Sector School Heads	TBA
			Division DRRM Core Team	TBA



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2. As per Republic Act 10121 - Philippine DRRM Act of 2010, Contingency Planning is a management process that analyzes specific potential events or emerging situations that might threaten society or the environment and establishes arrangements in advance to enable timely, effective, and appropriate responses to such events and situations. Thus, the following objectives:
  - a. Identify the what, why, who, when and how of Contingency Planning to effectively prepare for, respond to and recover from disasters rapidly.
  - b. Learn to accomplish the different planning templates that will ease the formulation of contingency plan.
  - c. Come up with the preliminary draft of the school's contingency plan/s.
3. Participants of this live-in training – workshop are all the school heads of the public schools of this division including their public schools district supervisors. The presence of the Division DRRM Core Team who have undergone similar training are expected to attend the finalization of the Division – Level Contingency Plans and extension of Technical Assistance to training participants during sessions.
4. Participants are also expected to bring school profile/data, laptops, extension cord, mobile data connection to be used during the session workshops. Outputs of the workshop shall be checked daily by the Division DRRM Core Team and the invited/recommended validators by the Office of the Civil Defense (OCD).
5. Attached is the training design for initial perusal and guidance for expected training outcomes.
6. For your information and compliance.



**ROMEO M. ALIP, PhD CESO V**  
Schools Division Superintendent



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**DIVISION OFFICE AND SCHOOL-LEVEL CONTINGENCY PLANNING  
 TRAINING AND WORKSHOP DESIGN**

**DAY 1**

Time	Activity Particulars
7:30am – 8:00am	Arrival and Registration
8:00am – 8:30am	Opening Program
8:30am – 9:00am	Pre-Test
9:00am – 10:00am	Course Overview Review of Basic Disaster Risk Reduction Management (DRRM) Concepts
10:00am – 10:15am	Health Break
10:15am – 12:00am	Module 1: Introduction to Contingency Planning (CP)
12:00nn – 1:00pm	Lunch Break
1:00pm – 3:00pm	Module 2: CP Factors
3:00pm – 4:00pm	Module 3: CP Process / Workshop 1: Hazard Analysis
4:00pm – 5:00pm	Module 3: CP Process / Workshop 2: Anatomy of the Hazard

**DAY 2**

Time	Activity Particulars
7:30am – 8:00am	Arrival and Attendance Check
8:00am – 8:30am	MOL
8:30am – 10:00am	Module 3: CP Process / Workshop 3: Scenario
10:00am – 10:15am	Health Break
10:15am – 12:00am	Module 3: CP Process / Workshop 4: Goals and Objectives
12:00nn – 1:00pm	Lunch Break
1:00pm – 3:00pm	Module 3: CP Process / Workshop 5: Cluster Identification
3:00pm – 5:00pm	Module 3: CP Process / Workshop 6: Cluster Implementation Plan

**DAY 3**

Time	Activity Particulars
7:30am – 8:00am	Arrival and Attendance Check
8:00am – 8:30am	MOL
8:30am – 10:00am	Module 3: CP Process Workshop 7: Emergency Operations Center and Incident Command System
10:00am – 10:15am	Health Break
10:15am – 12:00am	Module 3: CP Process / Workshop 8: Activation
12:00nn – 1:00pm	Lunch Break
1:00pm – 2:00pm	Module 3: CP Process / Workshop 9: Working Group
2:00pm – 3:00pm	Module 4: Testing the CP with the Tabletop Exercise
3:00pm – 4:00pm	Post-Test End of Course Evaluation Ways Forward
4:00pm – 5:00pm	Closing Program



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