



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

December 27, 2023

DIVISION MEMORANDUM
No. **672**, s. 2023

**GUIDELINES FOR THE SUBMISSION OF
SCHOOL CONTINGENCY PLAN**

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

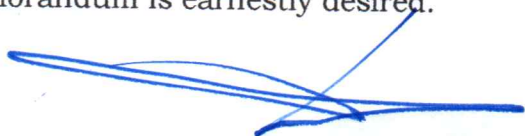
1. Republic Act (RA) 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandated all government agencies to institutionalize policies, structures, coordination mechanisms and programs with continuing budget appropriation on disaster risk reduction and management (DRRM) from national to local levels, Moreover; RA 9155 or the Government of Basic Education Act of 2001 vested the Department of Education (DepEd) with authority, accountability and responsibility to ensure access to basic education which is often disrupted by emergencies and disasters. This Office, through the School Governance & Operations Division (SGOD)-DRRM Unit facilitates the submission of School Contingency Plans.
2. The deadline of submission of school contingency plans is on December 29, 2023.
3. Below are the guidelines for the submission of school contingency plans:
 - A. The cluster or district DRRM coordinators shall collect the school contingency plans;
 - B. The cluster or district DRRM coordinators shall create a google drive folder and upload all the school contingency plans, then the google drive folder's link shall be shared to paula.meneses@deped.gov.ph. (File name per school contingency plan is the school name) (Google drive folder's name: District or Cluster name_CP2023);
 - C. In the same google drive folder, upload the summary of school contingency plans per district or cluster in pdf format with the following details:



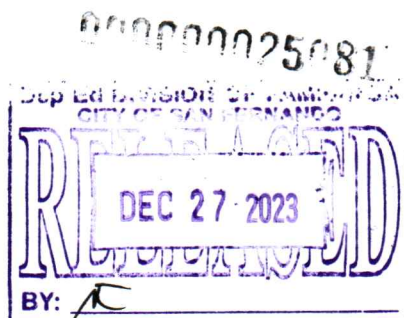
Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

No.	Name of School	Rank 1 Hazard	Specific Scenario
1.			
2.			

- D. After sharing the google drive folder, the cluster or district DRRM coordinators shall fill up this form: <https://shorturl.at/iGP08> to complete the submission.
- Attached herewith is the required format per school contingency plan.
 - For or more information, all concerned may contact the SGOD-OIC DRRM Division Focal Person, Paula S. Meneses through paula.meneses@deped.gov.ph / 0932-185-1240, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
 - Immediate dissemination of this Memorandum is earnestly desired.


ROMEO M. ALIP, PhD CESO V
Schools Division Superintendent

BA



**FINALIZATION OF DISASTER RISK
REDUCTION AND MANAGEMENT (DRRM)
SCHOOL CONTINGENCY PLAN FOR
TECHNICAL ASSISTANCE PROVISION,
FINALIZATION AND SUBMISSION**





PAGE COVER



Division Logo

School Logo

Contingency Plan for
School Name and Address

CONTINGENCY PLAN

FOR VOLCANIC HAZARDS

for the Province of Pampanga

Year crafted

2023

Specific Scenario

INTEGRATED WITH PROTOCOLS ON EMERGING AND RE-EMERGING INFECTIOUS DISEASES (EREID)



APPROVAL SHEET



SCHOOL CONTINGENCY PLAN

APPROVAL SHEET

This document entitled School Contingency Plan for SY 2024-2027 of JALUNG ELEMENTARY SCHOOL, prepared by the School Contingency Planning Team is a testament to our commitment of providing effective, efficient, timely, and well-coordinated response mechanisms in the event of the occurrence of an EARTHQUAKE in the locality. In compliance with _____, this document is submitted for evaluation and recommendation, and approval.

Prepared by:

School Contingency Planning Team

JAYSON M. SANTOS
OIC-School Head

Noted by:

ABELARDO I. GARCIA
Public Schools District Supervisor

Recommending Approval:

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

APPROVED:

OFFICE OF THE CIVIL DEFENSE



Panyulung ning de-kalidad at ligtas a Edukasyon para karing magaral ning Jalung.



RESOLUTION



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PAMPANGA
PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

Capital Compound, Sta. Nita, and PEO Compound Sodalas, City of San Fernando, Pampanga
Telephone No. (045) 455-8278, (045) 439-6341 & (045) 435-3211
Email Addr: pdrrm.pampanga@prrm.com



Excerpts from the Minutes of the 3rd Regular Meeting of the Provincial Disaster Risk Reduction and Management Council held via Zoom Platform on 19 May 2023.

Present:

Hon. Dennis G. Pineda	-	Governor & Chairperson, PDRRMC
Hon. Renato L. Mutuc	-	Board Member/LnB President
Ms. Angelina S. Blanco	-	PDRRM Officer / Special Assistant to the Governor/ PDRRMC Secretariat
Dir. Eduardo C. De Guzman	-	LTO Region III, Regional Director
Engr. Wilson O. Lejarde	-	NTC, Action Officer
Engr. Hilton T. Hernandez	-	PRRFWC-PAGASA, Chief
Ms. Rowena M. Flores	-	PRC Pampanga, OIC-Administrator
Dir. Myra B. Moral-Soriano	-	DILG Pampanga, Provincial Director
PCol Levi Hope B. Basilio	-	PNP-PPO, Provincial Director
FSupt Romeo A. Pepito, Jr	-	BFP Pampanga, Provincial Fire Director
Dir. Elenita R. Ordonio	-	DTI Pampanga, Provincial Director
Mr. Paolo R. Cruz, Ph.D.	-	NFA Pampanga, OIC-Branch Manager
Mr. Raul G. Sarmiento	-	DepEd, DRRM Division Coordinator
Engr. Jose Leonel L. Castro	-	PPDO, Officer-in-Charge
Ms. Ruth Tantengco	-	GAD, Provincial Focal Person
Dr. Renely P. Tungol	-	Provincial Consultant for Public Health
Ms. Wilmie R. Nichols	-	PMTIC, Action Officer
Mr. Jimmy S. Manilic	-	OPA, Officer-in-Charge
Dr. Augusto S. Baluyut, Jr.	-	PVET, Provincial Veterinarian
Mr. Joel P. Mapiles	-	Provincial Information Officer
Ms. Mary Lou C. Espaltero	-	MIS, Unit Head
Mr. Hector V. Aguilar	-	PAMAWD, General Manager
Ms. Proleta N. Gomez	-	CONCERN Inc., Executive Director
Mr. Frane Richard Olalia	-	His Life City Church, Response Team Head
1 st Lt Sherwin Momo	-	Philippine Army, Operations Officer
Ms. Carmela Jane F. Villar	-	PIA Region III, Information & Admin. Officer
Engr. Michael Torres	-	DPWH 1st District Eng'ng, Engineer II
Engr. Cecil Lawrence Cruz	-	DPWH 2nd District Eng'ng, Assistant Provincial Engineer
Engr. Nikko D. Angeles	-	DPWH 3rd District Eng'ng, Engineer II
Engr. Wilfredo A. Manaili	-	PEO, Assistant Provincial Engineer
Ms. Irene Marie Villar	-	PG-ENRO, Environmental Planner
Ms. Fe Y. Manarang	-	PSWD, Assistant PSWD Officer
Ms. Maria Eliza Rey Y. Muñoz	-	PHO, Administrative Officer
Mr. Emmanuel Quioic	-	PBO, Supervising Administrative Officer

"KALIGTASAN AY NASA KAMAY MO, MAGING HANDA MASANG FILIPINO"

RESOLUTION NO. 02-S-2023

A RESOLUTION APPROVING THE UPDATED CONTINGENCY PLAN FOR HYDROMETEOROLOGICAL HAZARDS WITH EREID INTEGRATION, UPDATED CONTINGENCY PLAN FOR EARTHQUAKES WITH EREID INTEGRATION, AND UPDATED CONTINGENCY PLAN FOR VOLCANIC ERUPTION AND HAZARDS WITH EREID INTEGRATION OF THE PROVINCE OF PAMPANGA, RESPECTIVELY, AND RECOMMENDING THE SAME FOR THE ADOPTION OF THE SANGGUNIANG PANLALAWIGAN

WHEREAS, the Contingency Plan for Hydrometeorological Hazards and the Contingency Plan for Earthquakes of the province were approved by the Pampanga Provincial Disaster Risk Reduction and Management Council (PDRRMC) last CY 2020 to incorporate public health emergency measures in light of the health hazards that may be posed by the COVID-19 pandemic during worst-case scenarios;

WHEREAS, the revised plans were subsequently adopted by the Sangguniang Lalawigan of the Province by virtue of Sangguniang Panlalawigan Resolution no. 6514;

WHEREAS, the Department of Interior and Local Government (DILG) issued new guidelines in the comprehensive integration of Emerging and Re-emerging Infectious Diseases (EREID) through a guidebook entitled *"EREID Protocols into LGU Contingency Plans"*, which was also approved by the Regional Disaster Risk Reduction and Management Council through Resolution No. 02 s. 2023;

WHEREAS, the PDRRMC deemed it necessary to update its existing Contingency Plans for Hydrometeorological Hazards and for Earthquake, respectively, in order to effectively incorporate EREID Concerns by following the above mentioned guidebook issued by the DILG.

NOW, THEREFORE, upon motion which was seconded, be it;

RESOLVED AS IT HEREBY RESOLVED to approve the Updated Contingency Plan for Hydrometeorological Hazards with EREID Integration, Updated Contingency Plan for Earthquakes with EREID Integration, and Updated Contingency Plan for Volcanic Eruption and Hazards with EREID Integration of the Province of Pampanga, respectively, and recommending the same for the adoption of the Sangguniang Panlalawigan.

UNANIMOUSLY APPROVED.


Date: 19 May 2023

I hereby certify the correctness of this resolution.



RESOLUTION

Certified Correct:


ANGELINA S. BLANCO
Head, PDRRMO


ENGR. OLIMPIO M. PANGAN
Provincial Engineer

ENGR. WILSON O. LEJARDE
Action Officer, NTC Region III

HON. RENATO L. MUTUC
Board Member, Liga ng mga Barangay President


MR. RAUL G. SARMIENTO
DRRM Division Coordinator, DepEd Pampanga

LT COL RONNEL B DELA CRUZ
701B,71D, Philippine Army

ENGR. ALMER C. MIRANDA
District Engineer, 1st Eng'g District

ENGR. ARLEEN D. BELTRAN
District Engineer, 3rd Eng'g District


DIR. WILLIAM L. BELTRAN
Regional Director, PIA Region III

ENGR. JOSE LEDNEL L. CASTRO
Officer-in-Charge, PPDG


PIUS MARIANO A. PEPITO, JR.
Provincial Fire Marshal, BFP Pampanga


MS. ELIZABETH E. BAYBAYAN
PSWD Officer

MS. TERRY DAVID-CARLOS
President, PAMCHAM


MR. JIMMY S. MANLICOG
Officer-in-Charge, OPA

DIR. EDUARDO C. DE GUZMAN
Regional Director, LTO Region III

MR. PAOLO R. CRUZ, Ph.D.
OIC-Provincial Manager, NFA


MS. ELENITA R. ORDONIO
Provincial Director, DTI Pampanga

MS. ROWENA M. FLORES
OIC-Administrator, Philippine Red Cross
Pampanga-Angeles City Chapter

ENGR. GREGORIO D. AUDEA, JR.
District Engineer, 2nd Eng'g District

DIR. MYRA B. MORAL-SORIANO
Provincial Director, DILG

MR. ESTEBAN MASAGCA
Executive Director, PDRRN Inc.

DR. AUGUSTO S. BALUYUT, JR.
Provincial Veterinarian, PVET


PICOL LEVI HERBE B. BASILIO
Provincial Director, Pampanga PNP-PPO

MS. RIMA K. BONDOC
Provincial Budget Officer

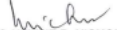
ENGR. ARTHUR F. PUNSALAN
Provincial ENRO, PG-ENRO

ENGR. HECTOR V. AGUILAR
General Manager, PAMAWD

MS. PROLETA N. GOMEZ
Executive Director, Concern Inc.


ENGR. HILTON T. HERNANDO
Chief, PRFFWC-PAGASA


DR. ZENON PONCE
Provincial Health Officer, PHO


MS. WILMIE R. NICHOLS
Action Officer, PMTC

HON. GABRIEL MOSHE T. LACSON
Board Member, SK President

MR. JOEL P. MAPILES
OIC, Provincial Information Officer

MR. FRANE RICHARD OLALIA
His Life City Church


ATTY. CHARLIE G. CHUA
Provincial Administrator


MR. FRANCIS V. MASLOG
Officer-in-Charge, PGSO


MS. ESTRELITA MANLUTAC
President, Provincial Federation of BHWs

MS. TERESITA CHUA
Filipino-Chinese Chamber of Commerce

MR. CHRISTIAN B. DAVID
President, PAGASA Youth Association


MS. MA LENI S. RABINO
NCW Provincial President


MS. RUTH TANTENGCO
Focal Person, GAD


MS. MARY LOU ESPALTERO
Unit Head, MIS

DR. RENELY P. TUNGOL
Provincial Consultant for Public Health

HON. LILIA G. PINEDA
Vice Governor and Vice Chairperson PDRRMC

Approved:


HON. DENNIS G. PINEDA
Governor and Chairperson, PDRRMC



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Chapter I: Background

Introduction

**Hazard
Analysis**

**Hazard
to Plan for**

Scenario

Chapter I: Background

Introduction

**Hazard
Analysis**

**Hazard
to Plan for**

Scenario

A. Introduction

Write a narrative to describe the overall profile of the LGU/ agency/ office/ organization. Refer to existing relevant sources in coming up with the narrative.

COMMON SOURCES FOR CP NARRATIVES

Documentation of history of the LGU/ agency/ office/ organization
Ecological profile
Maps (hazard, risk, base, administrative, political, etc.)
Disaggregated data on population and resources
Situation reports and statistics
Disaster and crisis advisories
Historical data/ records on past disasters or crises
DRRM and CM updates and trends
Community Based Management Information System (CBMS) for LGUs
Other existing plans related to DRRM and CM such as comprehensive land use plan (CLUP), DRRM plan, etc.

Chapter I: Background

Introduction

**Hazard
Analysis**

**Hazard
to Plan for**

Scenario

- 1. History**
- 2. Geographic Location**
- 3. Topography and slope**
- 4. Political subdivision and land area**
- 5. Demographic trends**
- 6. Agriculture and industry**
- 7. Climate**
- 8. Soil Characteristic and forest land**
- 9. River System**

Chapter I: Background

Introduction

**Hazard
Analysis**

**Hazard
to Plan for**

Scenario

CP Form 2: Anatomy of the Hazard

HAZARD TO PLAN FOR			
ROOT CAUSES	EARLY WARNING SIGNS	TRIGGERING FACTORS	EXISTING MITIGATING MEASURES

Chapter I: Background

Introduction

Hazard
Analysis

Hazard
to Plan for

Scenario

CP Form 3A: Scenario Generation for Natural Hazard

PARTICULARS (CAN BE CUSTOMIZED)	BAD	WORSE	WORST
General Description of Event			
No. of Affected Individuals			
No. of Dead			
No. of Injured			
No. of Missing			
EFFECTS			
Communication			
Power/ Electricity			
Transportation			
Environment			
Response Capabilities			
Government Trust			
Others_____			
Others_____			
Others_____			

Chapter I: Background

Introduction

Hazard
Analysis

Hazard
to Plan for

Scenario

CP Form 3B: Scenario Generation for Human-Induced Hazard

PARTICULARS (CAN BE CUSTOMIZED)	MOST LIKELY (NORMAL ACTIVITIES)	BEST (WITH COUNTER-MEASURES)	WORST
General Description of Event			
No. of Affected Individuals			
No. of Dead			
No. of Injured			
No. of Missing			
EFFECTS			
Communication			
Power/ Electricity			
Transportation			
Environment			
Response Capabilities			
Government Trust			
Others_____			
Others_____			
Others_____			

Chapter I: Background

Introduction

**Hazard
Analysis**

**Hazard
to Plan for**

Scenario

CP Form 4A: Affected Population

AREA/ LOCATION	NO. OF INDIVIDUALS AFFECTED	DISPLACED POPULATION (FOR LOCAL GOVERNMENT UNITS ONLY)		
		NO. OF INDIVIDUALS INSIDE EVACUATION CENTERS	NO. OF INDIVIDUALS OUTSIDE EVACUATION CENTERS	REASONS FOR DISPLACEMENT
TOTAL				

Chapter II: Goal and Objectives

Goal

Objectives

Chapter II: Goal and Objectives

Goal

Objectives

Overall goal or the end state that a CP aims to achieve



Photo credit: Google Images

Chapter II: Goal and Objectives

Goal

Objectives

General objectives
to achieve the
desired goal



Photo credit: Google Images

Chapter II: Goal and Objectives

Goal

Objectives

SMARTER OBJECTIVES

S – pecific	: clearly stated
M – easurable	: quantifiable
A – ttainable	: can be achieved
R – ealistic	: resembles real life
T – ime bound	: with particular a period of time
E – xtending	: can be continued and replicated
R – ewarding	: generates fulfillment

Chapter III: Response Arrangements

**Response
Clusters**

**Emergency
Operations
Center**

**Incident
Command
System**

Interoperability

Chapter III: Response Arrangements

**Response
Clusters**

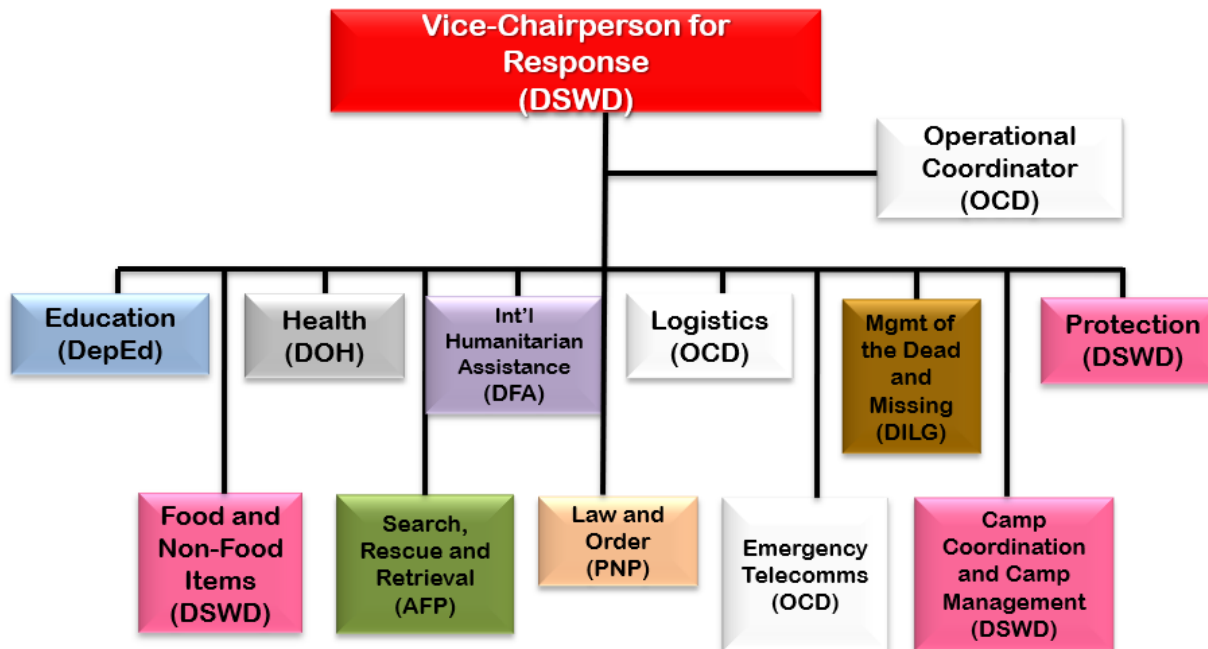
**Emergency
Operations
Center**

**Incident
Command
System**

Interoperability

Response Clusters

(Based on National Disaster Response Plan)



Chapter III: Response Arrangements

Response Clusters

Emergency Operations Center

Incident Command System

Interoperability

CP Form 8: Resource Projection

RESPONSE CLUSTER						
RESOURCE	NEED	HAVE	GAPS (NEED - HAVE)	ACTIVITIES/ SOURCES TO FILL THE GAPS	COST ESTIMATES (FILL-UP ONLY WHEN APPROPRIATE)	SOURCE OF FUNDS (FILL-UP ONLY WHEN APPROPRIATE)
TOTAL						

Chapter III: Response Arrangements

**Response
Clusters**

**Emergency
Operations
Center**

**Incident
Command
System**

Interoperability

CP Form 9: Resource Gap Summary

RESPONSE CLUSTER	TOTAL RESOURCE GAPS	TOTAL COST ESTIMATES
TOTAL		

Chapter III: Response Arrangements

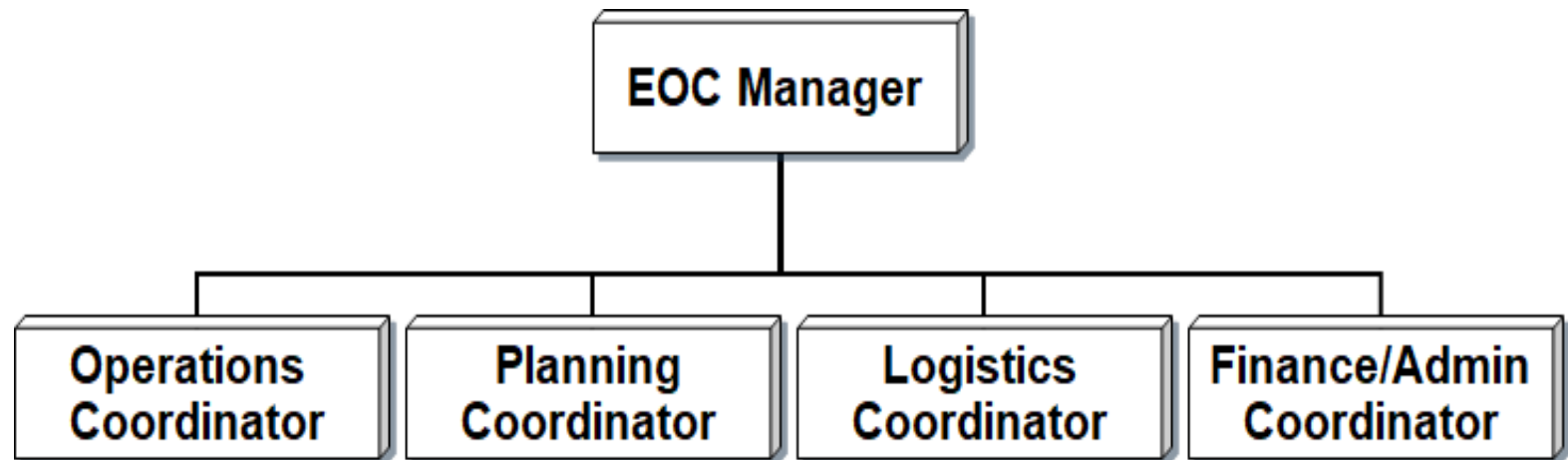
**Response
Clusters**

**Emergency
Operations
Center**

**Incident
Command
System**

Interoperability

**EOC Management Team:
Composed of personnel manning the EOC**



Chapter III: Response Arrangements

**Response
Clusters**

**Emergency
Operations
Center**

**Incident
Command
System**

Interoperability

CP Form 10: Emergency Operations Center

LOCATION			
CONTACT INFORMATION			
Primary		Alternate	
Landline:		Satellite Phone:	
Mobile:		Radio Frequency:	
Email Address:		Others:	
Social Media:			
Others:			
EOC MANAGEMENT TEAM			
POSITION <small>(CUSTOMIZE AS APPROPRIATE)</small>	NAMES AND AGENCY/ OFFICE/ ORGANIZATION <small>(PRIMARY AND ALTERNATE)</small>	CONTACT INFORMATION <small>(PRIMARY AND ALTERNATE)</small>	
EOC Manager			
Operations Coordinator			
Planning Coordinator			
Logistics Coordinator			
Finance/ Admin Coordinator			
Others_____			
Others_____			
Others_____			

Chapter III: Response Arrangements

**Response
Clusters**

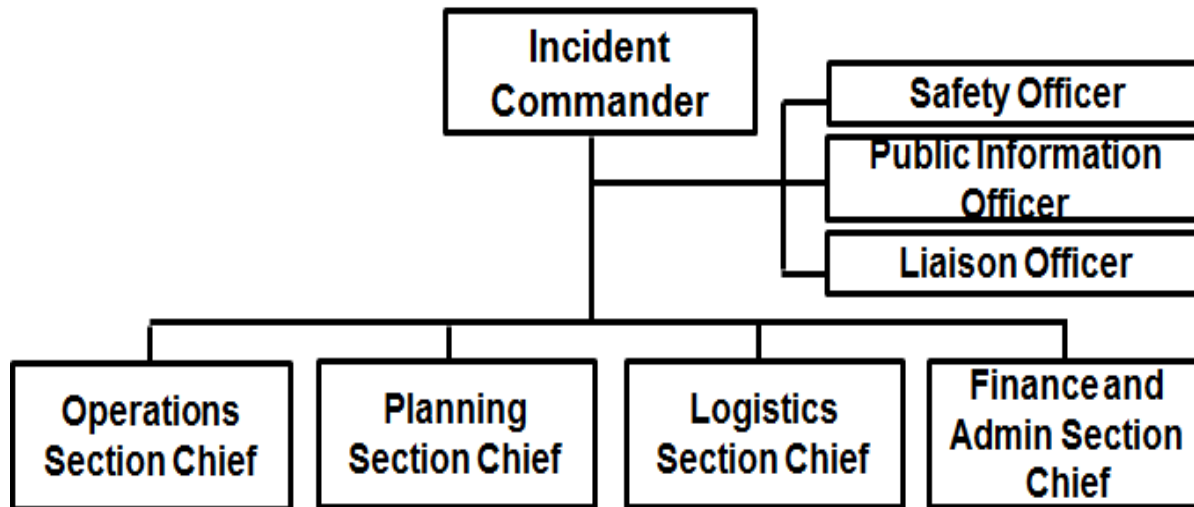
**Emergency
Operations
Center**

**Incident
Command
System**

Interoperability

Incident Management Team (IMT):

Team of experts to lead ICS implementation



Chapter III: Response Arrangements

**Response
Clusters**

**Emergency
Operations
Center**

**Incident
Command
System**

Interoperability

CP Form 11: Incident Command System

ICS FACILITIES		
FACILITIES <small>(CUSTOMIZE AS APPROPRIATE)</small>	LOCATIONS	
Incident Command Post		
Staging Area		
Base		
Camp		
Helispot		
Helibase		
Others _____		
Others _____		
Others _____		
INCIDENT MANAGEMENT TEAM		
POSITION <small>(CUSTOMIZE AS APPROPRIATE)</small>	NAMES AND AGENCY/ OFFICE/ ORGANIZATION <small>(PRIMARY AND ALTERNATE)</small>	CONTACT INFORMATION <small>(PRIMARY AND ALTERNATE)</small>
Incident Commander		
Public Information Officer		
Liaison Officer		
Safety Officer		
Operations Section Chief		
Planning Section Chief		
Logistics Section Chief		
Finance/Admin Section Chief		
Others _____		
Others _____		
Others _____		

Chapter III: Response Arrangements

**Response
Clusters**

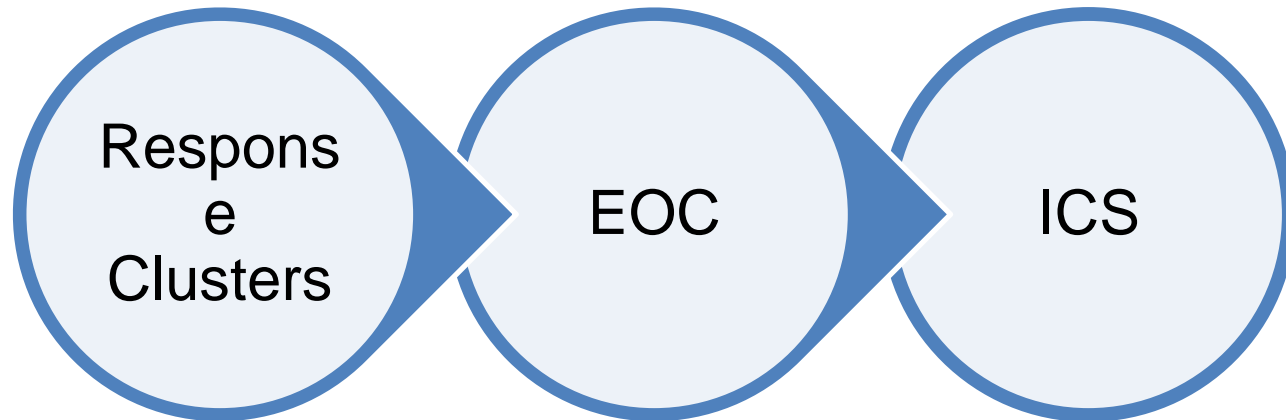
**Emergency
Operations
Center**

**Incident
Command
System**

Interoperability

Interoperability:

Harmonization of the response arrangements



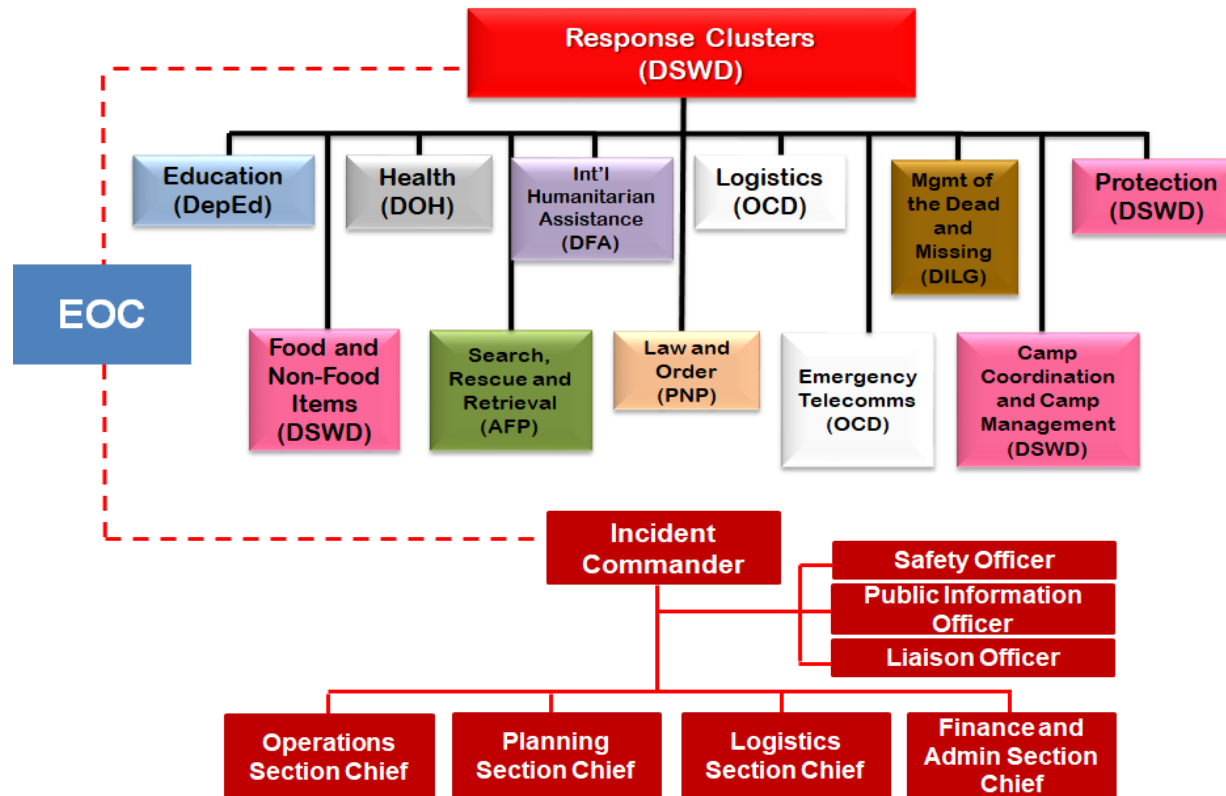
Chapter III: Response Arrangements

Response Clusters

Emergency Operations Center

Incident Command System

Interoperability



Chapter IV: Activation

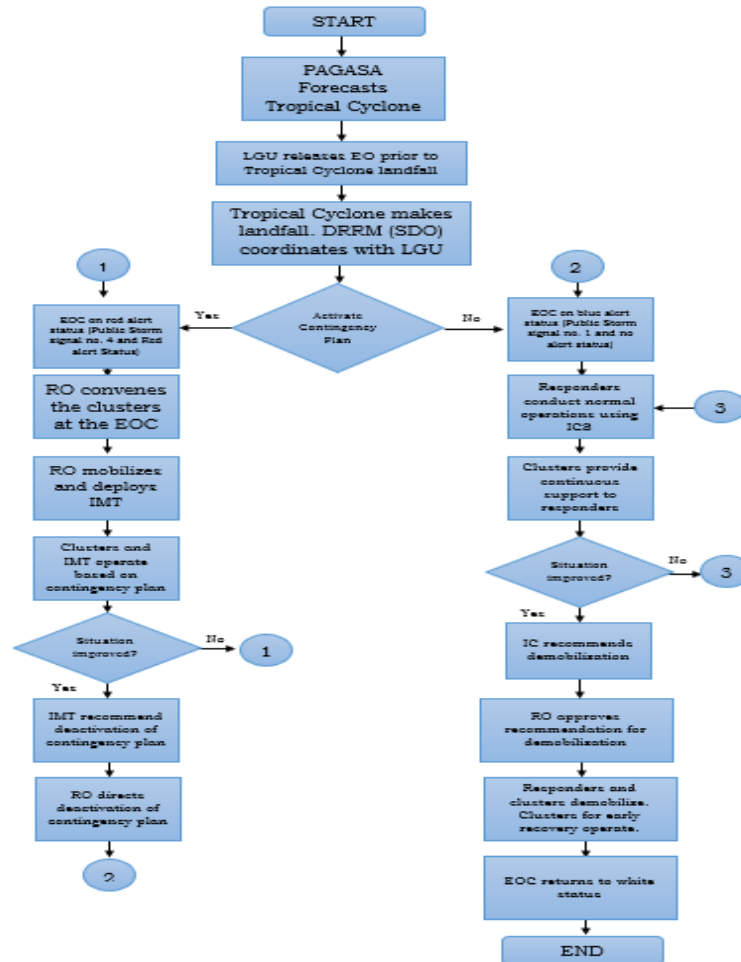
Activation

**Non-
activation**

Activation

Non-activation

CP ACTIVATION FLOW CHART FOR TROPICAL CYCLONE



Annexes

Working Group

- Overall responsible for the completion of the CP
- Initiates the conduct of follow-through activities



Photo credit: Google Images

Describe the following:

Purpose

Duties and
Responsibilities

Composition/
Members

Members of the Working Group

MEMBERS	DUTIES AND RESPONSIBILITIES
Head	Overall in- charge
Facilitator	Leads the discussions
Secretariat	Documents and writes the plan
Cluster Representatives	Complete the plan of the assigned cluster

MEMBERS	OPR
Lead	
Facilitator	
Secretariat	
Cluster Representative	
Cluster Representative	
Cluster Representative	
Cluster Representative	
Cluster Representative	
Cluster Representative	
Cluster Representative	

Other Annexes

- Maps
- Relevant reports
- Directories
- List of relevant policies and guidelines
- Others

Technical Specifications

- **A4 PAPER SIZE**
- **MARGIN 1.5” LEFT, 1” RIGHT, TOP, AND BOTTOM**
- **FONT SIZE- 11**
- **FONT- BOOKMAN OLD STYLE**
- **PDF FORMAT**
- **SUBMISSION DATE:**
 - (MEMORANDA WILL BE RELEASED)**
 - CP Draft 2 (Without Resolution) – December 29, 2023**
Link through the District DRRM Coordinators
 - Final Submission (With Resolution) – January 19, 2023**

Post-Activities

Endorse the Plan

A CP should be supplemented by an official issuance that the plan has been approved by the authorities



“Living” Document

The Working Group shall subject the plan for continuous testing, evaluation, updating and improvement.



Photo credit: Google Images

Test, Update and Improve the Plan



CP Quick Guide

CONTINGENCY

P **PREDICT THE HAZARD.**

L **LOOK-OUT FOR THE WORST-CASE**

A **ADDRESS THE NEEDS.**

N **NEVER STOP!**