



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

January 11, 2024

DIVISION MEMORANDUM

No. **023** , s. 2023

**GUIDELINES FOR THE SUBMISSION OF SCHOOL  
CONTINGENCY PLAN WITH A SIGNED RESOLUTION**

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 Plan with a signed resolution.
2. The deadline for submission of the school contingency plan with a signed resolution is January 19, 2024.
3. Below are the guidelines for the submission of school contingency plan with a signed resolution:
  - A. The cluster and district DRRM coordinators shall collect the soft copy of the school contingency plan with a signed resolution in pdf format.
  - B. The cluster and district DRRM coordinators shall create a google drive folder and upload all the school contingency plans with resolution, then the google drive folder's link shall be shared to [paula.meneses@deped.gov.ph](mailto:paula.meneses@deped.gov.ph). (File name per school contingency plan is the school name) (Google drive folder's name: District or Cluster name\_CP2024).



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

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:

District/Cluster Name: \_\_\_\_\_  
 District/Cluster DRRM Coordinator: \_\_\_\_\_  
 Active Contact Number: \_\_\_\_\_  
 DepEd Email: \_\_\_\_\_

No.	Name of School	With a Signed Resolution (Yes/No)	Rank 1 Hazard	Specific Scenario
1.				
2.				

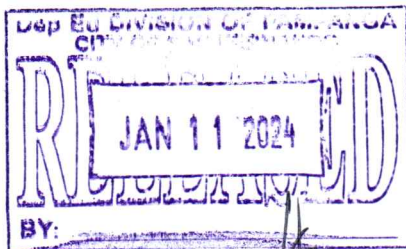
Noted by:

Signature Over Printed Name  
 Public Schools District Supervisor

D. After sharing the google drive folder, the cluster and district DRRM coordinators shall fill up this form: <https://shorturl.at/krx23> to complete the submission.

- Attached herewith is the required format per school contingency plan with a signed resolution.
- For or more information, all concerned may contact the SGOD-DRRM Division Focal Person, Paula S. Meneses through [paula.meneses@deped.gov.ph](mailto: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.

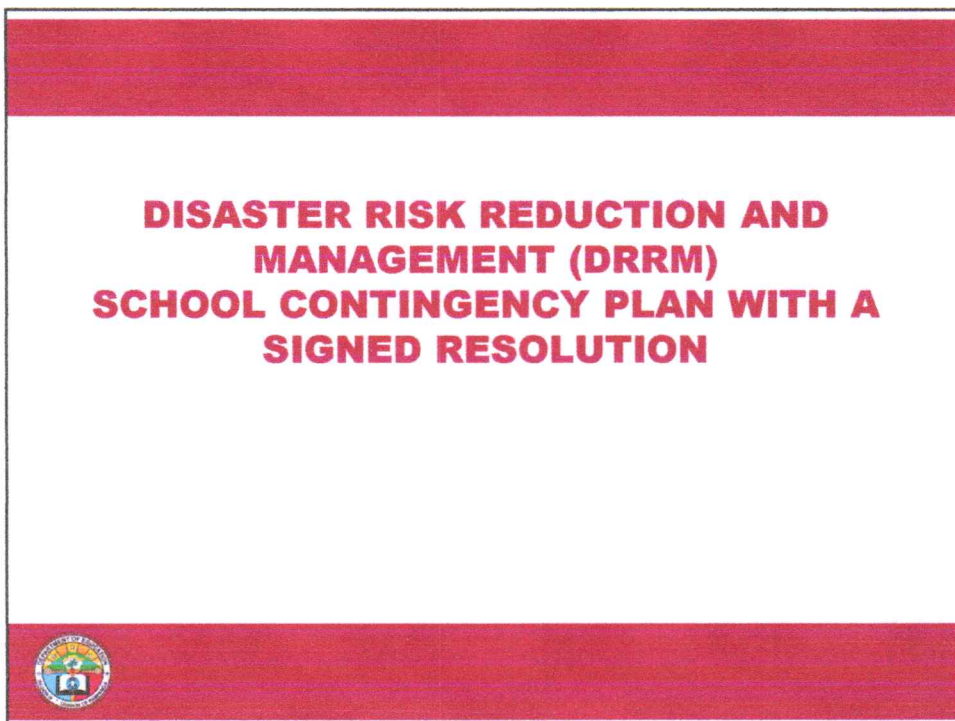
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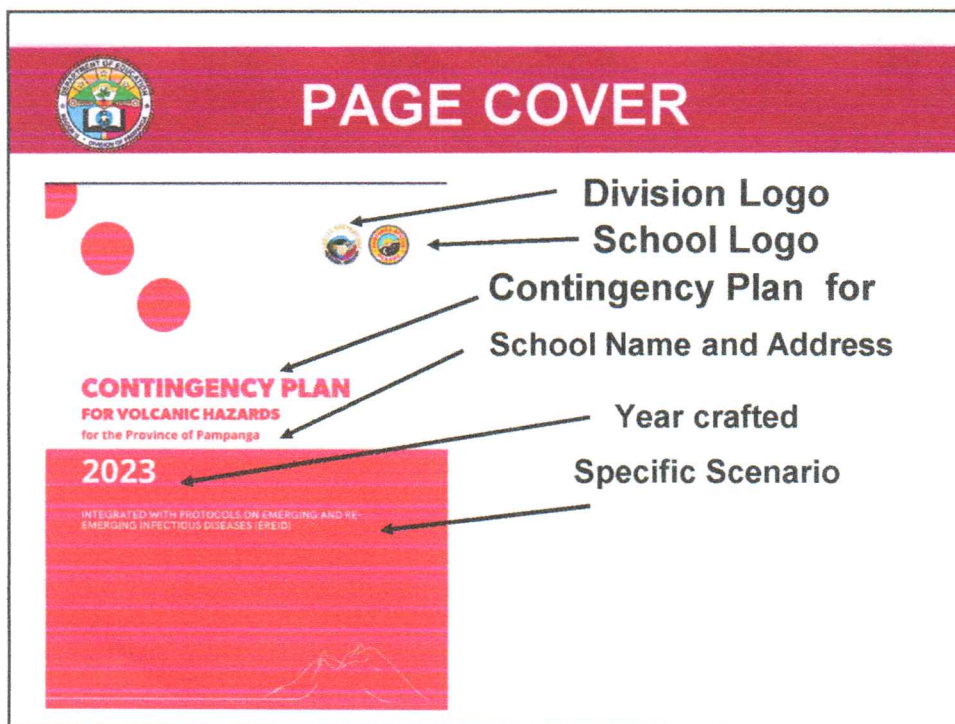
**ROMEO M. ALIP, PhD CESO V**  
 Schools Division Superintendent







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# RESOLUTION

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Ador. Officer, PAMPANG

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**HON. GONZALES PANGA**  
Governor and 2nd Deputy Governor, PAMPANG

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# Chapter I: Background

Introduction	Hazard Analysis	Hazard to Plan for	Scenario
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## 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.

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## 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**

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## Chapter I: Background

Introduction
Hazard Analysis
Hazard to Plan for
Scenario

CP Form 1: Hazard Analysis

HAZARD	PROBABILITY		IMPACT		AVERAGE $\frac{\text{PROBABILITY} + \text{IMPACT}}{2}$	RANK
	RATE	REMARKS	RATE	REMARKS		

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## 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

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## 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			
<b>EFFECTS</b>			
Communication			
Power/ Electricity			
Transportation			
Environment			
Response Capabilities			
Government Trust			
Others _____			
Others _____			
Others _____			

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## 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			
<b>EFFECTS</b>			
Communication			
Power/ Electricity			
Transportation			
Environment			
Response Capabilities			
Government Trust			
Others _____			
Others _____			
Others _____			

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## Chapter II: Goal and Objectives

Goal	Objectives
------	------------

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## Chapter II: Goal and Objectives

Goal	Objectives
------	------------

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




Photo credit: Google Images

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## Chapter II: Goal and Objectives

Goal

Objectives

General objectives  
to achieve the  
desired goal



Photo credit: Google Images

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## 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

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## Chapter III: Response Arrangements

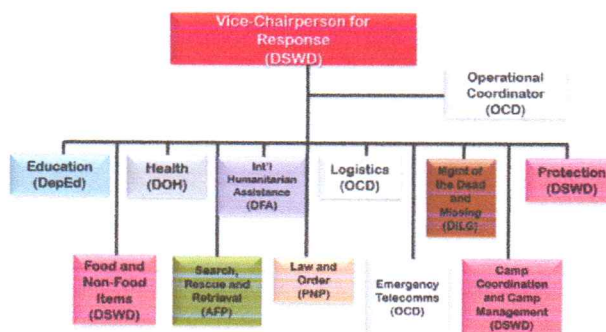
Response Clusters	Emergency Operations Center	Incident Command System	Interoperability
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## Chapter III: Response Arrangements

Response Clusters	Emergency Operations Center	Incident Command System	Interoperability
-------------------	-----------------------------	-------------------------	------------------

### Response Clusters (Based on National Disaster Response Plan)



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## Chapter III: Response Arrangements

<b>Response Clusters</b>	Emergency Operations Center	Incident Command System	Interoperability
--------------------------	-----------------------------	-------------------------	------------------

CP Form 5: Cluster Identification

RESPONSE CLUSTER	AGENCIES/OFFICES INVOLVED (NUMBER OF FIELDS CAN BE INCREASED OR REDUCED)						LEAD AGENCY/OFFICE

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## Chapter III: Response Arrangements

<b>Response Clusters</b>	Emergency Operations Center	Incident Command System	Interoperability
--------------------------	-----------------------------	-------------------------	------------------

CP Form 6: Response Activities

RESPONSE CLUSTER	RESPONSE ACTIVITIES	RESPONSIBLE AGENCIES/OFFICES
TIMEFRAME		
D ____		
D ____		
D ____		
D ____		
D ____		
D ____		
D ____		
D ____		
D ____		
D ____		

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## Chapter III: Response Arrangements

<b>Response Clusters</b>	Emergency Operations Center	Incident Command System	Interoperability
--------------------------	-----------------------------	-------------------------	------------------

CP Form 7: Resource Inventory

RESPONSE CLUSTER			
AGENCY/OFFICE	RESOURCE	QUANTITY	REMARKS

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## Chapter III: Response Arrangements

<b>Response Clusters</b>	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)
<b>TOTAL</b>						

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## 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		

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## Chapter III: Response Arrangements

Response Clusters

**Emergency Operations Center**

Incident Command System

Interoperability

EOC Management Team:  
Composed of personnel manning the EOC

```

graph TD
    EOCManager[EOC Manager] --- OC[Operations Coordinator]
    EOCManager --- PC[Planning Coordinator]
    EOCManager --- LC[Logistics Coordinator]
    EOCManager --- FAC[Finance/Admin Coordinator]
            
```

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# Chapter III: Response Arrangements

Response Clusters    **Emergency Operations Center**    Incident Command System    Interoperability

CP Form 10: Emergency Operations Center

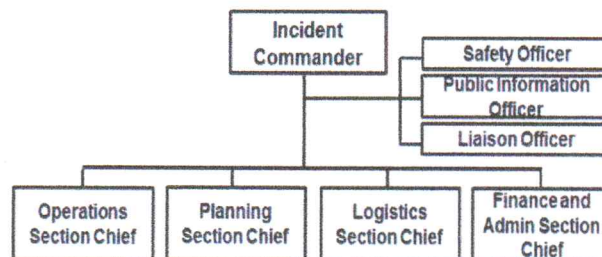
LOCATION		
CONTACT INFORMATION		
Primary		Alternate
Landline:		Satellite Phone:
Mobile:		Radio Frequency:
Email Address:		Others:
Social Media:		
Others:		
EOC MANAGEMENT TEAM		
POSITION (CUSTOMIZE AS APPROPRIATE)	NAMES AND AGENCY/ OFFICE/ ORGANIZATION (PRIMARY AND ALTERNATE)	CONTACT INFORMATION (PRIMARY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

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# Chapter III: Response Arrangements

Response Clusters    Emergency Operations Center    **Incident Command System**    Interoperability

**Incident Management Team (IMT):**  
Team of experts to lead ICS implementation

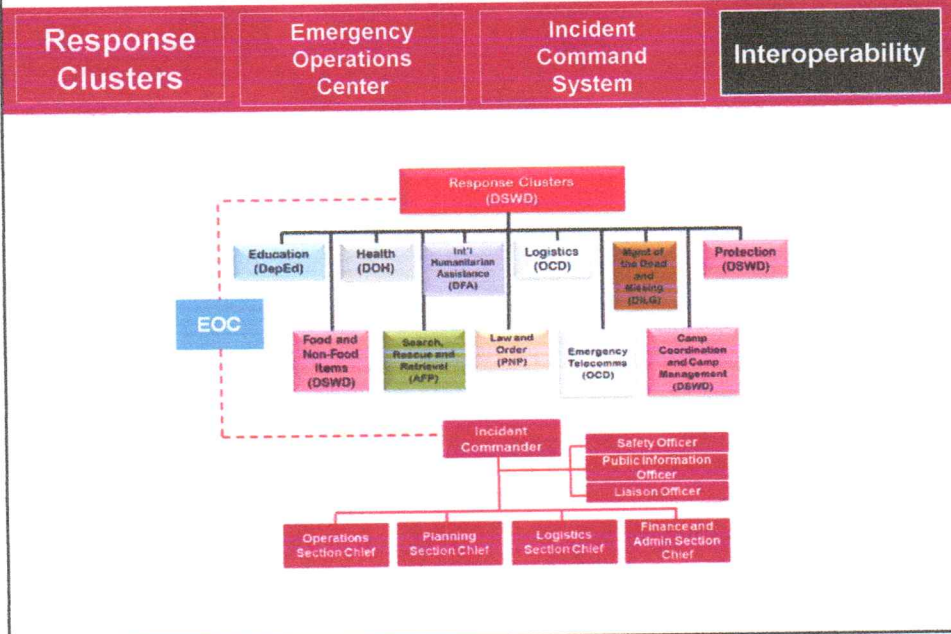


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# Chapter III: Response Arrangements



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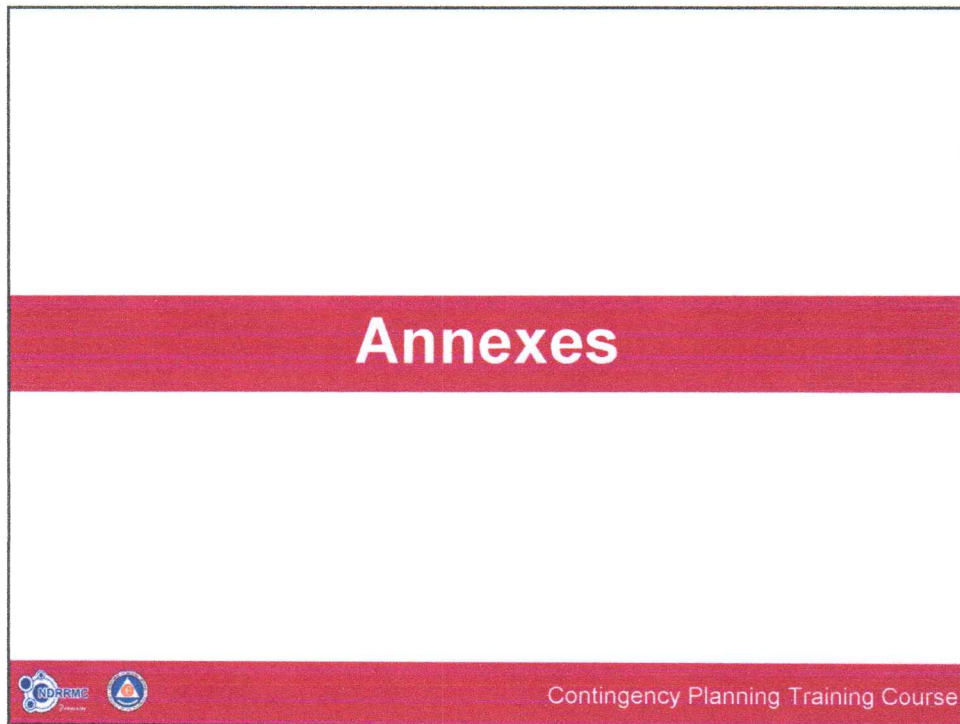
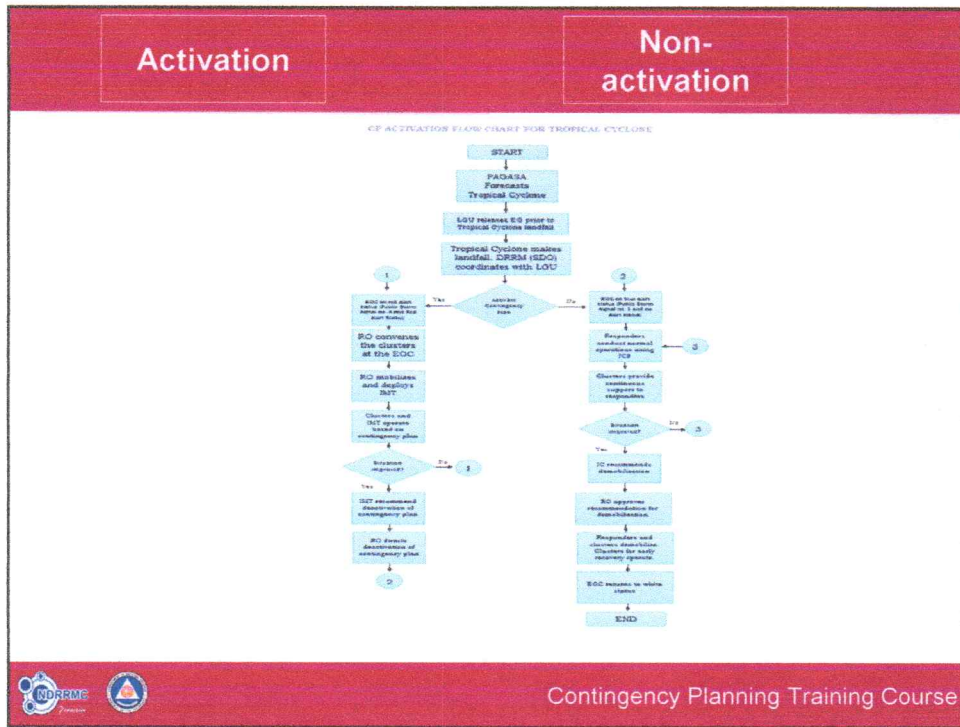
# Chapter IV: Activation

Activation

Non-activation



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## Working Group

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



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## Describe the following:

Purpose

Duties and  
Responsibilities

Composition/  
Members



Contingency Planning Training Course

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## 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, 2024



# Post-Activities

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## Endorse the Plan

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

Contingency Planning Training Course

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## “Living” Document

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

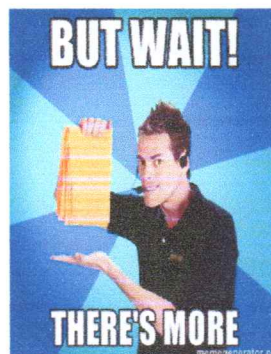


Photo credit: Google Images



Contingency Planning Training Course

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## Test, Update and Improve the Plan



Contingency Planning Training Course

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## CP Quick Guide

**CONTINGENCY**

**P** PREDICT THE HAZARD.

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

**A** ADDRESS THE NEEDS.

**N** NEVER STOP!

