



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

June 2, 2025

DIVISION MEMORANDUM
No. *42* , s. 2025

**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. This Office, through the School Governance & Operations Division (SGOD)-DRRM Unit announces the "Guidelines for the Submission of School Contingency Plan".
2. All schools are mandated to submit the hard copy of the school contingency plan/s by June 20, 2025, through the records unit to receive a Certificate of Compliance from the DRRM Unit.

Attention to: Paula S. Meneses
DRRM Unit

3. All school heads are requested to coordinate with their respective Municipal DRRM Officers and other partners to ensure the following:
 - a. Clarity and Comprehensiveness
 - b. Structure and Organization
 - c. Communication Strategy
 - d. Continuity of Learning
 - e. Testing & Drills
 - f. Stakeholder Involvement
 - g. Documentation and Review



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

4. For more information, all concerned may contact the SGOD-DRRM Division Focal Person, Paula S. Meneses through drdm.pampanga@deped.gov.ph / 0932-185-1240, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
5. Immediate dissemination of this Memorandum is earnestly desired.

ROMEO M. ALIP, PhD CESO V
Schools Division Superintendent

18

000000053879

