DIVISION MEMORANDUM
No. 04 S. 2018

CONTINGENCY PLANNING, ORIENTATION AND CAPACITY BUILDING ON THE DRRM REMAINING MODULES OF SCHOOL HEADS AND SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) COORDINATORS

OIC – Assistant Schools Division Superintendent
Public Schools District Supervisors
OIC – Chief Curriculum Implementation Division
OIC – Chief Schools Governance and Operations Division
All Elementary and Secondary School Heads
School DRRM Coordinators
All Others Concerned

1. The National Disaster Risk Reduction and Management Council thru Republic Act (RA) No. 10121 entitled The Philippine Disaster Risk Reduction and Management Act of 2010, mandates all national 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. DepEd Order No. 50, s.2011 entitled Creation of Disaster Risk Reduction and Management Office (DRRMO), mandates the said office to initiate and spearhead the establishment of mechanisms which prepare, guarantee protection and increase resiliency of the Department of Education (DepEd) constituents in the face of disaster and to institutionalize the culture of safety at all levels, to systematize protection of education investments and to ensure continued delivery of quality education services.

The Division Disaster Risk Reduction and Management (DDRRM) will capacitate School DRRM Coordinators on Contingency Planning. Contingency planning aims to prepare the Area of Responsibility of the SDRRM to an emergency and its potential humanitarian impact. Developing a contingency plan involves making decisions in advance about management of human and financial resources, coordination and communications procedures, and being aware of a range of technical and logistical responses. Such planning is a management tool, involving all sectors, which can help ensure timely and effective provision of humanitarian aid to those most in need when a disaster occurs. Time spent in the contingency planning equals time saved when a disaster occurs. To mitigate and reduce the impact of disasters to DepEd teaching/non-teaching personnel/staff, learners and properties and to ensure the capacity to response to hazards, the schools division will conduct a four-day training on CONTINGENCY PLANNING, ORIENTATION AND CAPACITY BUILDING ON THE DRRM REMAINING MODULES OF SCHOOL HEADS AND SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) COORDINATORS on September 11-14, 2018 at Bagong Nayon II Elementary School, Brgy. San Isidro, Antipolo City.

2. The training aims to:
   1. To be able to understand the importance of crafting a contingency plan;
   2. To capacitate SDRRM Coordinators on crafting Contingency Plans;
   3. To prepares schools against emergency and its potential impacts;
   4. To Craft and develop a contingency plan for different types of hazards;

3. Participants to this training are the School Heads for day 1 and 2 and School DRRM Coordinators for Day 3 - 4. They are requested to bring school data like enrolment, number of school buildings,
and the likes. Provide also hazard maps of the barangay where the school is located in digital copies and also laptop.

4. A registration fee of Php 50.00 will cover expenses for training kits and training materials and other incidental expenses charged to School/Local Funds.

5. Attached herewith are the following enclosures for your reference;
   Enclosure 1 – Training Matrix
   Enclosure 2 – Working Committees
   Enclosure 3 – Programme

6. Widest dissemination and participation of all concerned to this activity is enjoined.

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent
<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1 (Sep 11)</th>
<th>Day 2 (Sep 12)</th>
<th>Day 3 (Sep 13)</th>
<th>Day 4 (Sep 14)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 – 8:00</td>
<td>Registration</td>
<td>Registration</td>
<td>Registration</td>
<td>Registration</td>
</tr>
<tr>
<td>8:00 – 8:30</td>
<td>Opening Program</td>
<td>MOL</td>
<td>MOL</td>
<td>MOL</td>
</tr>
</tbody>
</table>
| 8:30 – 9:00  | Expectation Setting/Training Objectives/Schedule/Workshop Agreements | Contingency Planning Template | Understanding Peace and Conflict | PFA Module 3
|              |                |                | Mr. Ronald Mendoza | Ms. Jane Templonuevo |
| 9:00 – 9:30  | Health Break   | Health Break   | Health Break     | Health Break   |
| 9:30 – 12:00 | Education in Emergencies | Contingency Planning Workshop | Camp Management Guidelines | PFA Module 4
|              |                |                | Mr. Michel Bravo | Mr. Noel Merino |
| 12:00 – 1:00 | Lunch          | Lunch          | Lunch           | Lunch          |
| 1:00 – 3:00  | Inclusive and Child Centered DRRM | Presentation of Outputs (1 per District) | PFA Module 1
|              |                |                | Mr. Noel Merino | Practicum PFA |
| 3:00 – 3:30  | Health Break   |                | Health Break    | Health Break   |
| 3:30 – 5:00  | Introduction to Contingency Planning |                | PFA Module 2
|              |                |                | Salvador Waniwan | Closing Program |
**EXECUTIVE COMMITTEE**

Chairperson: Dr. Rommel C. Bautista, CESO V  
Schools Division Superintendent

Vice-Chairperson: Dr. Gloria C. Roque  
OIC - Asst. SDS

Members:  
Mr. Lito A. Palomar – OIC Chief CID  
Mr. Anselmo C. Celeste Jr. – OIC Chief SGOD  
Dr. Jonathan P. Domingo EPS SGOD  
Noel C. Merfio – PDO II DRRM

**TECHNICAL WORKING COMMITTEE**

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>IN-CHARGE</th>
<th>TERMS OF REFERENCES</th>
</tr>
</thead>
</table>
| Registration/Supply and Materials| Mr. Raymond P. Villaraza  
DRRM BN2 ES                                                                 | - In-charge of attendance  
- Ensures that participants are registered  
- Prepares registration/Attendance sheets during the training |
| Program, Invitation and Certificates | Dr. Rowena B. Sison  
And Selected Teachers of BNIINHS                                                                 | - Prepares certificates and programs and facilitates its distribution  
- Facilitates the conduct of the opening program;  
- Provides the EMCEE |
| Documentation                    | Nova B. Siguera                                                           | - Documents event for the rollout and submit narrative and pictorial report          |
| Physical Arrangement and Stage Decoration/ICT | Dr. Fely B. Aminoso and Selected Teachers of BN2ES | - Prepare backdrop, tarpaulin and other decoration to be used during the rollout  
- Flag, Plants, ETC.... |
| Health, Food and Refreshments    | Arline Dulin  
Salvador Q. Waniwan                                                        | - Oversees foods to be served for meals and snacks and ensures that all attendees were able to have their share of the food.  
- Oversees the health conditions of participants making sure that all are in tip-top shape |
| Monitoring and Evaluation        | Mrs. Flordeliza O. Mendiola  
Ms. Rita Edillo                                                             | - Monitor the conduct of the training  
- Administer monitoring and evaluation tool |
<table>
<thead>
<tr>
<th>Opening Programme</th>
<th>Closing Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I  Registration</td>
<td>Pilipinas Kong Mahal  Mr. Wes Dela Cruz</td>
</tr>
<tr>
<td>Part II  Opening Program</td>
<td>Prayer  Mr. Jayson Ubina</td>
</tr>
<tr>
<td>Philippine National Anthem  Mr. Rizalvy Pineda</td>
<td>Impression  Ms. Nova Silguera</td>
</tr>
<tr>
<td>Prayer  Mr. Salvador Waniwan</td>
<td>Challenge  Dr. Rommel Bautista</td>
</tr>
<tr>
<td>CALABARZON March  Mr. Erwin Acorda</td>
<td>Acceptance of Challenge  Mr. Igmedeo Villanueva</td>
</tr>
<tr>
<td>Mabuhay Rizal Antipolo Hymn</td>
<td>Awarding of Certificates  Dr. Rommel Bautista Dr. Gloria Roque Mr. Anselmo Celeste</td>
</tr>
<tr>
<td>Welcome Remarks  Dr. Fely B. Aminoso</td>
<td>Closing Remarks  Mr. Jonathan Domingo</td>
</tr>
<tr>
<td>Inspirational Message  Dr. Rommel C. Bautista</td>
<td>Presentation of Participants  Ms. Arline Dulin</td>
</tr>
<tr>
<td>Statement of Purpose  Mr. Noel C. Meriño</td>
<td>Part III TRAINING PROPER</td>
</tr>
</tbody>
</table>

Ms. Rita Edillo
EMCEE