



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 23, 2021

DIVISION MEMORANDUM

No. 374, s. 2021

CONDUCT OF CONTINGENCY PLANNING WORKSHOP FOR EARTHQUAKE

**To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary/Integrated/Secondary Schools
District Disaster Risk Reduction Management Coordinators
District ICT Coordinators
All others concerned**

1. To promote safer schools in the Division of Aklan, there will be a **Contingency Planning Workshop** for Earthquake on October 6-8, 2021 via google meet. The link will be sent 30 minutes prior to the start of the activity to the DepEd Aklan DRRM Coordinators Group Chat. This activity aims to equip and capacitate the districts and schools in formulating their contingency plan for Earthquake.
2. The participants are the Division DRRM Officer and three others from every district (District DRRM Coordinator, 1 school DRRM Coordinator and 1 District ICT coordinator for technical assistance).
3. Participants are advised to be in the school or district office where there is strong internet connection. Also, participants in the field are advised to bring laptop, extension cord, pocket Wi-Fi or any available internet modem and flash drive during the conduct of the workshop.
4. Participants must observe health and safety protocols for the whole duration of the activity.



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

5. Attached is the training matrix.
6. ***“It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development interventions on the account of age school, gender, civil status, disability, religion or other similar factors/personal circumstances that can counter to principles of equal opportunity.”***
7. Expenses incurred in the conduct of this activity shall be charged against DRRM Downloaded Fund and other local funds subject to usual government accounting and auditing rules and regulations
8. Immediate dissemination and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

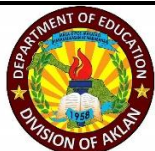
Enclosures : As stated
To be indicated in the Perpetual Index
under the following subjects:

CALAMITY

PROGRAM

PLANS

CIU



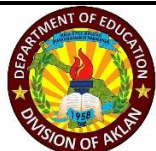
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CONTINGENCY PLANNING WORKSHOP FOR EARTHQUAKE
October 6-8, 2021
 Training Matrix

Day 1 – October 6, 2021		
Time	Activity	Person In-charge
8:00 – 9:00 am	Preliminaries National Anthem Prayer Aklan Hymn	Pre-recorded Video
	Welcome Message	Miguel Mac D. Aposin EdD, CESO V Schools Division Superintendent
	Netiquette	Master of Ceremony
9:00 – 9:30 am	Expectation Setting and Heart Contract	Master of Ceremony
9:30 – 10:30 am	Contingency Planning for Basic Education	Analyn C. Perez District DRRM Coordinator
10:30 – 12:00 noon	Memoranda on Earthquake Safety	Jose Darren Andres District DRRM Coordinator
12:00 – 1:00 pm	LUNCH BREAK	
1:00 – 1:30 pm	MOL	Assigned District
1:30 – 2:00 pm	Presentation of Templates	Charlie I. Ureta PDO-II
2:00 – 5:00 pm	Workshop Proper: • Background & Profile • Objectives	Participants
	Presentation of Outputs	
Day 2 – October 7, 2021		
8:00 – 8:30 am	MOL	Assigned District
8:30 – 12:00 noon	Workshop: • Hazards, • Disaster Impacts and Vulnerable • Contingency Measures and Strengths	Participants
	Presentation of Outputs	
12:00 – 1:00 pm	LUNCH BREAK	
1:00 – 1:30 pm	MOL	Assigned District
1:30 – 5:00 pm	Workshop: • Gaps and Measures • Available Resources • Implementing Partners	Participants
	Presentation of Output	



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Day 3 – October 8, 2021		
8:00 – 8:30 am	MOL	Assigned District
8:30 – 12:00 noon	Workshop: Hazards, Disaster Impacts and Vulnerable Contingency Measures and Strengths	Participants
	Presentation of Outputs	
12:00 – 1:00 pm	LUNCH BREAK	
1:00 – 1:30 pm	MOL	Participants
1:30– 4:30 pm	Workshop: <ul style="list-style-type: none"> • Preparedness Measures • Disaster Preparedness and Mitigation and Preparedness Program 	Participants
	Presentation of Output	
4:30 – 5:00 pm	Closing	Charlie I. Ureta PDO-II

