



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

November 30, 2023

DIVISION MEMORANDUM

No. **560**, s. 2023

ENHANCEMENT OF SCHOOL CONTINGENCY PLAN WORKSHOP

To: **OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/Principals-In-Charge of the District
District/School Disaster Risk Reduction Management Coordinators
All Others Concerned**

1. In compliance with Republic Act No. 10121 Philippine Disaster Reduction and Management Act, the Division of Aklan will be conducting an **Enhancement of School Contingency Plan Workshop** at Boracay Tropics, Boracay Island, Malay, Aklan.
2. This activity aims to:
 - a. equip and capacitate the District and School DRRM Coordinators in crafting their DRRM Plan.
 - b. revise the district and school hazard-specific contingency plans; and,
 - c. promote safer schools in the Division of Aklan.
3. These are the schedules of the conduct of the said activity:

| Date | Participants | No of Participants | Venue |
|-----------------|--|---------------------------|---|
| Dec. 6-10, 2023 | Altavas, Batan, Balete, Kalibo I, Kalibo II, Lezo, Madalag | 144 | Boracay Tropics, Boracay Island, Malay, Aklan |
| Jan 22-26, 2024 | Ibajay East, Ibajay West, Malinao, Banga, Malay, Buruanga | 135 | Boracay Tropics, Boracay Island, Malay, Aklan |
| Jan 27-31, 2024 | New Washington, Tangalan, Numancia, Makato, Nabas, Libacao | 130 | Boracay Tropics, Boracay Island, Malay, Aklan |

4. Attached are list of participants and training matrix for the said activity.



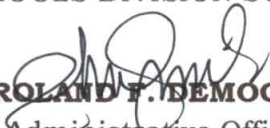
Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

5. Participants are advised to bring a soft copy of the hazard-specific contingency plans of the school/district, a laptop, an extension cord, and a flash drive.
6. This activity must be compliant with the **no disruption of classes policy** based on DepEd Order No. 09, s. 2005. Classes of all teacher participants shall shift to the distance learning modality available in school.
7. 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.
8. Expenses incurred in the conduct of this activity shall be charged against the DRRM Downloaded Fund, School Maintenance and Other Operating Expenses (MOOE) fund, and other local funds subject to usual government accounting and auditing rules and regulations.
9. Compensatory time off (CTO) shall be given as applicable to those involved in the activity as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No 2, s. 2004 or Non-Monetary Remuneration for Overtime Service Rendered while teaching personnel are entitled to Service Credit.
10. Immediate dissemination and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


ROLAND F. DEMOCRITO
Administrative Officer V
In charge of the Division

Enclosure: As stated
To be indicated in the Perpetual Index
Under the following subjects:

PLANS SCHOOLS SEMINARS TRAINING PROGRAM

CIU



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



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

Enclosure No. 1. To Division Memo No. 560, s. 2023

ENHANCEMENT OF SCHOOL CONTINGENCY PLAN WORKSHOP
List of Participants and Training Staff

| Batch | District | No of Participants |
|---------|----------------|--------------------|
| Batch 1 | Altavas | 23 |
| | Batan | 26 |
| | Balete | 18 |
| | Madalag | 32 |
| | Kalibo I | 10 |
| | Kalibo II | 11 |
| | Lezo | 9 |
| Batch 2 | Ibajay East | 19 |
| | Ibajay West | 19 |
| | Malinao | 27 |
| | Banga | 30 |
| | Malay | 16 |
| | Buruanga | 16 |
| Batch 3 | New Washington | 19 |
| | Tangalan | 15 |
| | Numancia | 13 |
| | Makato | 19 |
| | Nabas | 23 |
| | Libacao | 33 |

Training Staff and Consultants

| Name | Position/Designation | Station |
|-------------------------------|---------------------------|---------------------|
| Charlie I. Ureta | OIC, EPS-SGOD/PDO-II | Division Office |
| Ar. Mar Bien Gregory G. Parel | SEPS | Division Office |
| June R. Patricio | SEPS | Division Office |
| Leila L. Pamati-an | SEPS | Division Office |
| Apple Gay M Oquendo | EPSt II | Division Office |
| John C. Marciales | EPSt II | Division Office |
| Melky B. Arboleda | PDO I | Division Office |
| Mariel Isturis | ADAs II | Division Office |
| John Rey Maagma | ADA VI | Division Office |
| Maribeth Baldonado | Division DRRM Coordinator | Roxas City Division |
| Glenn Sabido | Division DRRM Coordinator | Iloilo Division |
| Glenda Marie Botin | Division DRRM Coordinator | Capiz Division |
| Wendyl Mae N. Villaprudente | Regional DRRM Coordinator | Regional Office VI |



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



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

Enclosure No. 2. To Division Memo No. 560, s. 2023

ENHANCEMENT OF SCHOOL CONTINGENCY PLAN WORKSHOP
 Training Matrix

| Day 1 – December 6, 2023 | | |
|--------------------------|---|---|
| Time | Activity | Person In-charge |
| 8:00-12:00 NN | Travel Time | Participants |
| 12:00 – 2:00 PM | Registration | Committee on Registration |
| 2:00-3:00 PM | Preliminaries National Anthem Prayer Aklan Hymn | Pre-recorded Video |
| | Welcome Message | Michael T. Rapiz Chief Education Supervisor – SGOD |
| | House Rules | John C. Marciales <i>Education Program Specialist II</i> |
| | Presentation of Participants | Charlie I. Ureta <i>OIC, EPS – SGOD/PDO II</i> |
| | Setting of Expectations | <i>Leila L. Pamati-an</i> <i>Senior Education Program Specialist</i> |
| 3:00-5:00 PM | Mental Health and Psychosocial Support Activities | Apple Gay M. Oquendo <i>Education Program Specialist II</i> |
| Day 2: December 7, 2023 | | |
| 8:00 – 8:30 AM | MOL | Assigned District |
| 8:30 – 9:30 AM | Preparedness Measures in Schools | Charlie I. Ureta <i>OIC, EPS – SGOD/PDO II</i> |
| 9:30 – 9:45 AM | HEALTH BREAK | |
| 9:45 – 12:00 NN | Understanding Contingency Planning and the Hazards in Schools | Maribeth Baldonado Division DRRM Coordinator Roxas City Division |
| 12:00 – 1:00 PM | LUNCH BREAK | |
| 1:00 – 1:15 PM | MOL | Assigned District |



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



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

| | | |
|--------------------------------|---|---|
| 1:15 – 3:15 PM | Strengthening Comprehensive School Safety Toolkit Implementation | Glenn Sabido Division DRRM Coordinator Iloilo Division |
| 3:15-3:30 PM | HEALTH BREAK | |
| 3:30 – 5:00 PM | Student Led-Watching and Hazard Mapping: Key to DRRM Best Practices | Glenda Marie Botin Division DRRM Coordinator Capiz Division |
| Day 3: December 8, 2023 | | |
| 8:00 – 8:30 AM | MOL | Assigned District |
| 8:30 – 9:00 AM | Presentation of Templates | John C. Marciales <i>Education Program Specialist II</i> |
| 9:00 – 10:00 AM | Background A. Introduction B. Hazard Analysis C. Hazard to Plan for | Charlie I. Ureta <i>OIC, EPS – SGOD/PDO II</i> |
| 10:00 – 10:15 AM | HEALTH BREAK | |
| 10:15 – 11:00 AM | CHAPTER I A. Scenario . CP form 3A . CP form 3B . CP form 4A.1 . CP form 4A.2 . CP form 4B.1 . CP form 4B.2 B. . CP form 4B.2 | Charlie I. Ureta <i>OIC, EPS – SGOD/PDO II</i> |
| 11:00 – 12:00 NN | Writeshop and Presentation of Output | Wendyl Mae Villaprudente <i>Regional DRRM Coordinator</i> |
| 12:00 – 1:00 PM | LUNCH BREAK | |
| 1:00 – 1:30 PM | MOL | Melky B. Arboleda <i>Project Development Officer I</i> |
| 1:30 – 3:00 PM | CHAPTER II A. Goal B. General Objectives | Charlie I. Ureta <i>OIC, EPS – SGOD/PDO II</i> |
| 3:00 – 3:15 PM | HEALTH BREAK | |
| 3:15 – 5:00 PM | Writeshop and Presentation of Output | Wendyl Mae Villaprudente <i>Regional DRRM Coordinator</i> |
| Day 4 –December 9, 2023 | | |
| 8:00 – 8:30 AM | MOL | Melky B. Arboleda <i>Project Development Officer I</i> |



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



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

| | | |
|---------------------------------|---|--|
| 8:30 – 9:30 AM | CHAPTER III A. RESPONSE . CP Form 6 . CP Form 7 . CP Form 8 . CP Form 9 Emergency Operations Center | Charlie I. Ureta <i>OIC, EPS – SGOD/PDO II</i> |
| 9:30 – 9:45 AM | HEALTH BREAK | |
| 9:45 – 12:00 NN | Writeshop and Presentation of Output | Wendyl Mae Villaprudente <i>Regional DRRM Coordinator</i> |
| 12:00 – 1:00 PM | LUNCH BREAK | |
| 1:00 – 1:15 PM | MOL | Melky B. Arboleda <i>Project Development Officer I</i> |
| 1:15 – 3:15 PM | CHAPTER IV B. Activation C. Non-Activation D. Annexes | Charlie I. Ureta <i>OIC, EPS – SGOD/PDO II</i> |
| 3:15-3:30 PM | HEALTH BREAK | |
| 3:30 – 5:00 PM | Writeshop and Presentation of Output | Wendyl Mae Villaprudente <i>Regional DRRM Coordinator</i> |
| Day 5: December 10, 2023 | | |
| 8:00 – 8:30 AM | MOL | Melky B. Arboleda <i>Project Development Officer I</i> |
| 8:30 – 10:00 AM | Submission and Critiquing of Outputs | Wendyl Mae Villaprudente <i>Regional DRRM Coordinator</i> |
| 10:00 – 12:00 NN | Closing Program | Participants |
| 12:00 – 5:00 PM | Home Sweet Home | Participants |