



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

October 14, 2024

DIVISION MEMORANDUM

No. 480, s. 2024

DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLAN

**To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors, Principals-In-Charge of the District,
Head Teacher-in-Charge of the District
Senior/Education Program Specialists
Heads of Public and Private Elementary/Integrated/Secondary Schools
All Others Concerned**

1. The Philippines is exposed to both natural and human-induced hazards. These include hydrometeorological hazards such as tropical cyclones which bring flooding and landslides as secondary hazards, bomb threat and armed conflicts, and geological hazards such as earthquakes and volcanic eruptions.
2. For this reason, the Department of Education (DepEd) conducts an annual contingency planning to ensure effective preparation and response to disasters and/or emergencies. This is crucial in addressing the vulnerabilities of the education sector and ensuring the continuous delivery of equitable education amidst natural and human-induced hazards.
3. With this the Schools Division Office (SDO) of Aklan will be conducting our Enhancement and Development of Contingency Plan on October 24-27, 2024, at Boracay Tropics Resort Hotel, Boracay, Malay, Aklan. Each unit/section of the must be represented in the Contingency Planning Writeshop. This includes representatives from the Office of the Schools Division Superintendent (SDS) Assistant Schools Division Superintendent (ASDS).
4. Participants are requested to bring a laptop, extension wire and to confirm their attendance using the link no later than October 23, 2024.

<https://forms.office.com/r/r52BVAKXKj>



Población, Numancia, Aklan
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- 5.* Please refer to Enclosure No. 1 for the personnel under different offices who will participate and Enclosure No. 2 for the training matrix/indicative program, Enclosure No. 3 for the Steering and Working Committee.
6. All expenses relative to this activity shall be charged against DRRM downloaded fund, local funds or other available funds subject to the usual accounting and auditing rules and regulations.
7. The participants are entitled to Service Credits for their services rendered during weekend but not to exceed 15 days per year in accordance with DO. No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to teachers. On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) for their services rendered during weekends and holidays as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
7. Widest dissemination of and compliance with this memorandum is desired.


FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

CALAMITY ORGANIZATION TRAINING PROGRAM WORKSHOP

/matg



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Enclosure No. 1 to DIVISION MEMORANDUM No. 480, s. 2024

LIST OF PARTICIPANTS

| OSDS | OCID | OSGOD |
|---|--|--|
| FELICIANO C. BUENAFE JR. Schools Division Superintendent | Dr. DOBIE P. PAROHINOG Chief Education Supervisor, CID | MICHAEL T. RAPIZ Chief Education Supervisor, SGOD |
| Dr. RAMON D. PARAS JR. Assistant Schools Division Superintendent | Dr. EDELYN T. BIRAY Education Program Supervisor | CHARLIE I. URETA Education Program Supervisor |
| Atty. EDRON T. BULLO JR. Legal Officer III | MARTH S. TROPA Education Program Supervisor | Ar. MAR BIEN GREGORY G. PAREL Senior Education Program Specialist |
| ROLAND F. DEMOCRITO Administrative Officer V | Dr. DARREN N. NAELGAS Education Program Supervisor | JUNE R. PATRICIO Senior Education Program Specialist |
| ANN RAYSHELLE L. NADUA Administrative Officer V | Dr. APOLONIO C. PAYBA Public Schools District Supervisor | LEILA L. PAMATI-AN Senior Education Program Specialist |
| MA. CHARO I. CARILLO Administrative Officer IV | | Eng. MELJAN I. TORRES Engineer III |
| MARISSA A. JIZMUNDO Accountant III | | MILGIE C. VILLAREAL Planning Officer III |
| | | JOHN C. MARCIALES Education Program Specialist II |
| | | JOHN REY G. MAAGMA Education Program Specialist II |
| | | APPLE GAY M. OQUENDO Education Program Specialist II |
| | | MICHAEL ANGELO T. GARCIA Project Development Officer II |
| | | DENOR D. TORRES Technical Assistant II, DRRM |



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Enclosure No. 2 to DIVISION MEMORANDUM No. 480, s. 2024

**ENHANCEMENT AND DEVELOPMENT OF CONTINGENCY PLAN
TRAINING MATRIX/INDICATIVE PROGRAM**

| Day 1: October 24, 2024 | | |
|--------------------------------|---|---|
| Time | Activity | Person In-Charge |
| 8:00- 12:00 NN | Registration and Settling-in | Participants |
| 12:00- 1:00 PM | Lunch Break | |
| 1:00- 2:30 PM | Preliminaries: <ul style="list-style-type: none">• National Anthem• Prayer• Bagong Pilipinas Hymn• Aklan Hymn• Quality Policy Statement | |
| | Presentation of Participants | JOHN C. MARCIALES Education Program Specialist II |
| | Message | FELICIANO C. BUENAFE JR. CESO VI Schools Division Superintendent |
| | House Rules | Ar. MAR BIEN GREGORY G. PAREL Senior Education Program Specialist |
| | Overview and Expectations | MICHAEL ANGELO T. GARCIA Project Development Officer II |
| 2:30- 5:00 PM | INTRODUCTION TO CONTINGENCY PLANNING Part 1 | ORLANDO B. BARACHINA Project Development Officer IV DRRMS - DepEd Central Office |



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| Day 2: October 25, 2024 | | |
|-------------------------|---|---|
| 8:00- 9:30 AM | INTRODUCTION TO CONTINGENCY PLANNING Part 2 | ORLANDO B. BARACHINA Project Development Officer IV |
| 9:30- 9:45 AM | Health Break | |
| 9:45- 12:00 NN | INTRODUCTION TO CONTINGENCY PLANNING Part 2 | ORLANDO B. BARACHINA Project Development Officer IV DRRMS - DepEd Central Office |
| 12:00- 1:00 PM | Lunch Break | |
| 1:00- 3:15 PM | Workshop Proper | All Participants |
| 3:15- 3:30 PM | Health Break | |
| 3:30- 5:00 PM | Workshop Proper | All Participants |



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| Day 3: October 26, 2024 | | |
|--------------------------------|---|------------------|
| 8:00-8:30 AM | Workshop Proper | All Participants |
| 8:30- 9:30 AM | Workshop Proper | All Participants |
| 9:30 AM- 12:00 NN | Workshop Proper | All Participants |
| 12:00 – 1:00 PM | Lunch Break | |
| 1:00 – 5:00 PM | Workshop Proper | All Participants |
| Day 4: October 27, 2024 | | |
| 8:00 – 9:00 AM | Presentation of Output and Ways Forward | |
| 9:00 – 11:00 AM | Closing Program | |
| 11:00- 5:00 PM | Home Sweet Home | Participants |



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Enclosure No. 3 to DIVISION MEMORANDUM No. 480, s. 2024

ENHANCEMENT AND DEVELOPMENT OF CONTINGENCY PLAN

STEERING COMMITTEE

FELICIANO C. BUENAFE Jr., CESO VI
Schools Division Superintendent
Chairperson

RAMON D. PARAS Jr., EdD
Assistant Schools Division Superintendent
Co-chairperson

MICHAEL T. RAPIZ
Chief Education Supervisor, SGOD

Dr. DOBIE P. PAROHINOG
Chief Education Supervisor, CID

WORKING COMMITTEE

MICHAEL ANGELO T. GARCIA
Project Development Officer II
Chairperson

Program Committee
MICHAEL ANGELO T. GARCIA
Project Developer Officer II

M&E/QATAME
JUNE R. PATRICIO
Senior Education Program Specialist
JOHN C. MARCIALES
Education Program Specialist II

Medical Support
Dr. RHOBY M. FERNANDEZ
Medical Officer III

Venue
MAR BIEN GREGORY G. PAREL
Senior Education Program Specialist

Documentation
MA. CHARO I. CARILLO
Administrative Officer IV
KENNELYN LEE C. GARCIA
Administrative Assistant

ICT
CLIMACO A. ESPARTERO III
Administrative Assistant

Souvenir Program and Attendance
DENOR D. TORRES
Technical Assistant II



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