



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

March 7, 2025

DIVISION MEMORANDUM

No. 112, s. 2025

**DIVISION-LEVEL ENHANCEMENT/DEVELOPMENT OF SCHOOL CONTINGENCY
PLAN FOR TYPHOON AND FLOOD WRITESHOP (BATCH 2 and BATCH 3)**

To: OIC, Officer-in-Charge, 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 Elementary/Integrated/Secondary Schools
District DRRM Coordinators
All Others Concerned

1. In compliance with Republic Act No. 10121 Philippine Disaster Reduction and Management Act, in line with this, the Schools Division Office (SDO) of Aklan will host the **Division-Level Enhancement/Development of School Contingency Plan for Typhoon and Flood Writeshop**. The Schedule of the activities are as follows:

Batch	No. of Participants	Date	Venue
Batch 2	126	March 10-14, 2025	Boracay Tropics Resort Hotel
Batch 3	127	March 24-28, 2025	Boracay Tropics Resort Hotel

2. This activity aims to:
- equip and capacitate the District and School DRRM Coordinators in crafting their DRRM Plan.
 - revise the district and school hazard-specific contingency plans; and
 - promote safer schools in the Division of Aklan.**
3. Participants should be non-teaching DepEd personnel holding permanent positions. If the School DRRM Coordinator is unable to attend due to conflict of schedule, he/she must designate a representative. If the substitute is a permanent teaching staff member from DepEd, the teacher must obtain permission from their respective school heads and ensure that their class schedules are adjusted or a substitute teacher is assigned to prevent any disruption to classes.
4. Participants are reminded of the following:
- Pre-registration:** All participants must pre-register and confirm their attendance using the link (<https://forms.office.com/r/0emN852uuA>) no later than March 7, 2025. Late registration is strictly not encouraged as this may affect the event logistics preparations.
 - Required Materials:** Participants must bring individual laptops, extension cords, soft copy of the previous school year's Typhoon and Flooding Contingency Plan and other equipment for crafting their schools' Contingency Plans.



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5. Please refer to the following enclosures:

Enclosure No. 1: List of Allotted Slots of Participants for each District

Enclosure No. 2: List of Training Staff and Consultant

Enclosure No. 3: Matrix/Indicative Program

6. All expenses relative to this activity shall be charged against DRRM downloaded fund, School Maintenance and Other Operating Expenses (MOOE), local funds or other available funds subject to the usual accounting and auditing rules and regulations.

7. The Technical Working Group 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.

8. Widest dissemination of and compliance with this memorandum is desired.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects:

CALAMITY

ORGANIZATION

TRAINING PROGRAM

WORKSHOP

MATG/ddt



Población, Numancia, Aklan

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Enclosure No. 1 To Division Memo No. 112 s. 2025

**DIVISION-LEVEL ENHANCEMENT/DEVELOPMENT OF SCHOOL CONTINGENCY
PLAN FOR TYPHOON AND FLOOD WRITESHOP (BATCH 2)**

Number of Participants per District

District	Number of Participants
Altavas	7
Balete	6
Banga	9
Batan	9
Buruanga	5
Ibajay East	7
Ibajay West	7
Kalibo I	4
Kalibo II	5
Lezo	5
Libacao	6
Madalag	9
Makato	8
Malay	4
Malinao	9
Nabas	7
New Washington	7
Numancia	7
Tangalan	5
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**DIVISION-LEVEL ENHANCEMENT/DEVELOPMENT OF SCHOOL CONTINGENCY
PLAN FOR TYPHOON AND FLOOD WRITESHOP (BATCH 3)**

Number of Participants per District

District	Number of Participants
Altavas	9
Balete	5
Banga	13
Batan	9
Buruanga	4
Ibajay East	6
Ibajay West	6
Libacao	20
Madalag	16
Makato	7
Malay	4
Malinao	10
Nabas	8
New Washington	6
Tangalan	4
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Enclosure No. 2 To Division Memo No. 112 s. 2025

**DIVISION-LEVEL ENHANCEMENT/DEVELOPMENT OF SCHOOL CONTINGENCY
PLAN FOR TYPHOON AND FLOOD WRITESHOP (Batch 2 and Batch 3)**

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
School Governance Operation Division

CHARLIE I. URETA
Education Program Supervisor

Working Committee

MICHAEL ANGELO T. GARCIA
Project Developer Officer II
Chairperson

Program Committee

CHARLIE I. URETA
Education Program Supervisor

Monitoring and Evaluation

JOHN C. MARCIALES
Education Program Specialist II

Documentation

DARREN N. NAELGAS
Education Program Supervisor

LEINEL BRIAN M. FRANCISCO
Contract of Service

Medical Support

RENATO I. ILIN
Nurse II

LEILA L. PAMATI-AN
Senior Education Program Specialist

Souvenir Program and Attendance

DENOR D. TORRES
Technical Support Assistant II

ICT

MARK ZONIO
Administrative Assistant III



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Enclosure No. 3 To Division Memo No. 112 s. 2025

Training Matrix for Batch 2

Day 1 – March 10, 2025		
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	Feliciano C. Buenafe Jr. Schools Division Superintendent
	House Rules	John C. Marciales Education Program Specialist II
	Presentation of Participants	Denor D. Torres Technical Support Assistant II
	Setting of Expectations	Dr. Darren N. Naelgas Education Program Supervisor
3:00-5:00 PM	DepEd School DRRM Coordinator Duties and Responsibilities	Michael Angelo T. Garcia Project Development Officer II
Day 2: March 11, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 9:45 AM	Rapid Assessment of Damages (RADAR) App	Jexer O. Reyes School Principal I
9:45- 10:00 AM	HEALTH BREAK	
10:00-11:00 AM	Introduction of Offline RADaR Template	Michael Angelo T. Garcia Project Development Officer II
11:00-12:00 NN	Simulation of answering Offline RADaR Template	
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 1:15 PM	MOL	Assigned District
1:15 – 3:15 PM	Strengthening Comprehensive School Safety Toolkit Implementation	John C. Marciales Education Program Specialist II
3:15-3:30 PM	HEALTH BREAK	
3:30 – 5:00 PM	Student Led-Watching and Hazard Mapping: Key to DRRM Best Practices	Jenzen Z. Rubi School Principal I
Day 3: March 12, 2025		
8:00 – 8:30 AM	MOL	Assigned District



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8:30 – 9:00 AM	Presentation of Templates	John C. Marciales Education Program Specialist II
9:00 – 10:00 AM	Background A. Introduction B. Hazard Analysis C. Hazard to Plan for	Dr. Darren N. Naelgas Education Program Supervisor
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 B. . CP form 4B.2	Charlie I. Ureta Education Program Supervisor
11:00 – 12:00 NN	Writeshop and Presentation of Output	
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 1:30 PM	MOL	Assigned District
1:30 – 3:00 PM	CHAPTER II A. Goal B. General Objectives	Dr. Darren N. Naelgas Education Program Supervisor
3:00 – 3:15 PM	HEALTH BREAK	
3:15 – 5:00 PM	Writeshop and Presentation of Output	Michael Angelo T. Garcia Project Development Officer II Dr. Darren N. Naelgas Education Program Supervisor John C. Marciales Education Program Specialist II
Day 4 – March 13, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 9:30 AM	CHAPTER III A. RESPONSE . CP Form 6 . CP Form 7 . CP Form 8 . CP Form 9 Emergency Operations Center	Dr. Darren N. Naelgas Education Program Supervisor
9:30 – 9:45 AM	HEALTH BREAK	
9:45 – 12:00 NN	Writeshop and Presentation of Output	Michael Angelo T. Garcia Project Development Officer II Dr. Darren N. Naelgas Education Program Supervisor John C. Marciales Education Program Specialist II
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 1:15 PM	MOL	Assigned District
1:15 – 3:15 PM	CHAPTER IV B. Activation	Churchill C. Gumboc Head Teacher I



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	C. Non-Activation D. Annexes	
3:15-3:30 PM	HEALTH BREAK	
3:30 – 5:00 PM	Writeshop and Presentation of Output	Michael Angelo T. Garcia Project Development Officer II Dr. Darren N. Naelgas Education Program Supervisor John C. Marciales Education Program Specialist II
Day 5: March 14, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 10:00 AM	Submission and Critiquing of Outputs	Michael Angelo T. Garcia Project Development Officer II Dr. Darren N. Naelgas Education Program Supervisor John C. Marciales Education Program Specialist II
10:00 – 12:00 NN	Closing Program	Participants
12:00 – 5:00 PM	Home Sweet Home	Participants



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Training Matrix for Batch 3

Day 1 – March 24, 2025		
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	Feliciano C. Buenafe Jr. Schools Division Superintendent
	House Rules	John C. Marciales Education Program Specialist II
	Presentation of Participants	Denor D. Torres Technical Support Assistant II
	Setting of Expectations	Dr. Darren N. Naelgas Education Program Supervisor
3:00-5:00 PM	DepEd School DRRM Coordinator Duties and Responsibilities	Michael Angelo T. Garcia Project Development Officer II
Day 2: March 25, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 9:45 AM	Rapid Assessment of Damages (RADAR) App	Jexer O. Reyes School Principal I
9:45- 10:00 AM	HEALTH BREAK	
10:00-11:00 AM	Introduction of Offline RADaR Template	Michael Angelo T. Garcia Project Development Officer II
11:00-12:00 NN	Simulation of answering Offline RADaR Template	Michael Angelo T. Garcia Project Development Officer II
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 1:15 PM	MOL	Assigned District
1:15 – 3:15 PM	Strengthening Comprehensive School Safety Toolkit Implementation	John C. Marciales Education Program Specialist II
3:15-3:30 PM	HEALTH BREAK	
3:30 – 5:00 PM	Student Led-Watching and Hazard Mapping: Key to DRRM Best Practices	Jenzen Z. Rubi School Principal I
Day 3: March 26, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 9:00 AM	Presentation of Templates	John C. Marciales Education Program Specialist II



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9:00 – 10:00 AM	Background D. Introduction E. Hazard Analysis F. Hazard to Plan for	Dr. Darren N. Naelgas Education Program Supervisor
10:00 – 10:15 AM	HEALTH BREAK	
10:15 – 11:00 AM	CHAPTER I C. Scenario . CP form 3A . CP form 3B . CP form 4A.1 . CP form 4A.2 . CP form 4B.1 D. . CP form 4B.2	Charlie I. Ureta Education Program Supervisor
11:00 – 12:00 NN	Writeshop and Presentation of Output	Charlie I. Ureta Education Program Supervisor
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 1:30 PM	MOL	Assigned District
1:30 – 3:00 PM	CHAPTER II C. Goal D. General Objectives	Dr. Darren N. Naelgas Education Program Supervisor
3:00 – 3:15 PM	HEALTH BREAK	
3:15 – 5:00 PM	Writeshop and Presentation of Output	Michael Angelo T. Garcia Project Development Officer II Dr. Darren N. Naelgas Education Program Supervisor John C. Marciales Education Program Specialist II
Day 4 – March 27, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 9:30 AM	CHAPTER III E. RESPONSE . CP Form 6 . CP Form 7 . CP Form 8 . CP Form 9 Emergency Operations Center	Dr. Darren N. Naelgas Education Program Supervisor
9:30 – 9:45 AM	HEALTH BREAK	
9:45 – 12:00 NN	Writeshop and Presentation of Output	Michael Angelo T. Garcia Project Development Officer II Dr. Darren N. Naelgas Education Program Supervisor John C. Marciales Education Program Specialist II
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 1:15 PM	MOL	Assigned District
1:15 – 3:15 PM	CHAPTER IV F. Activation G. Non-Activation H. Annexes	Churchill C. Gumboc Head Teacher I



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3:15-3:30 PM	HEALTH BREAK	
3:30 – 5:00 PM	Writeshop and Presentation of Output	Michael Angelo T. Garcia Project Development Officer II Dr. Darren N. Naelgas Education Program Supervisor John C. Marciales Education Program Specialist II
Day 5: March 28, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 10:00 AM	Submission and Critiquing of Outputs	Michael Angelo T. Garcia Project Development Officer II Dr. Darren N. Naelgas Education Program Supervisor John C. Marciales Education Program Specialist II
10:00 – 12:00 NN	Closing Program	Participants
12:00 – 5:00 PM	Home Sweet Home	Participants