



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

March 21, 2025

DIVISION MEMORANDUM

No. **161**, s. 2025

**ADDENDUM/CORRIGENDUM TO 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. Relative to the Division Memorandum No. 112, s. 2025 titled “**Division-Level Enhancement/Development of School Contingency Plan for Typhoon and Flood Writeshop (Batch 2 and Batch 3)**” on March 24-28, 2025, at Boracay Tropics Resort Hotel, Boracay Island, Malay, Aklan.
2. This activity aims to:
 - a. equip and capacitate School DRRM Coordinators in crafting their DRRM Plan.
 - b. craft/update school hazard-specific contingency plans; and,
 - c. 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:
 - a. Pre-registration: All participants must pre-register and confirm their attendance using the link (link) no later than March 22, 2025. Late registration is strictly not encouraged as this may affect the event logistics preparations.
 - b. 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.
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

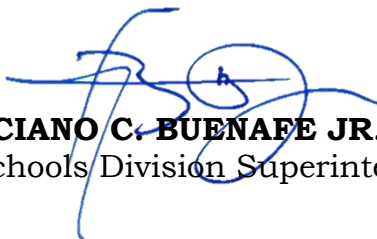


Población, Numancia, Aklan
Tel/Fax No. (265 3740 1 265 3741 1 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



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

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. 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
Tel/Fax No. (265 3740 1 265 3741 1 265 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. **161** s. 2025

**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	8
Balete	4
Banga	12
Batan	9
Buruanga	4
Ibajay East	6
Ibajay West	6
Libacao	20
Madalag	14
Makato	7
Malay	4
Malinao	10
Nabas	7
New Washington	6
Tangalan	5



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

Enclosure No. 2 To Division Memo No. **161** s. 2025

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

LEILA L. PAMATI-AN
Senior Education Program Specialist

JEXER O. REYES
School Principal I

Monitoring and Evaluation

Souvenir Program and Attendance

JOHN C. MARCIALES
Education Program Specialist II

DENOR D. TORRES
Technical Support Assistant II

RENNETH Z. VILLORENTE
Head Teacher II

Documentation

ICT

APPLE GAY M. OQUENDO
Education Program Specialist II

NELMAR C. CARAGA
Administrative Assistant II

LEINEL BRIAN M. FRANCISCO
Contract of Service

Medical Support

JOSE MATT ANTHONY A. SEVILLA
Nurse II



Población, Numancia, Aklan
Tel/Fax No. (265 3740 1 265 3741 1 265 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. 3 To Division Memo No. **161** s. 2025

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	Renneth Z. Villorente Head Teacher II
	Setting of Expectations	Charlie I. Ureta 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 – 10:15 AM	Strengthening Comprehensive School Safety Toolkit Implementation	John C. Marciales Education Program Specialist II
9:45- 10:00 AM	HEALTH BREAK	
10:15-12:00 NN	Student Led-Watching and Hazard Mapping: Key to DRRM Best Practices	Apple Gay M. Oquendo Education Program Specialist II
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 1:15 PM	MOL	Assigned District
1:15 – 4:15 PM	DO 022, s. 2024 – Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies. Rapid Assessment of Damages (RADAR) App	Jexer O. Reyes School Principal I



Población, Numancia, Aklan
Tel/Fax No. (265 3740 1 265 3741 1 265 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

3:15-3:30 PM	HEALTH BREAK	
4:15 – 5:00 PM	<p>Introduction of Offline RADaR Template</p> <p>Simulation of answering Offline RADaR Template Suspension in Schools During Disasters and Emergencies.</p>	<p>Michael Angelo T. Garcia Project Development Officer II</p>
Day 3: March 26, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 9:00 AM	Presentation of Templates	<p>John C. Marciales Education Program Specialist II</p>
9:00 – 10:00 AM	<p>Background</p> <p>A. Introduction</p> <p>B. Hazard Analysis</p> <p>C. Hazard to Plan for</p>	<p>Michael Angelo T. Garcia Program Development Officer II</p>
10:00 – 10:15 AM	HEALTH BREAK	
10:15 – 11:00 AM	<p>CHAPTER I</p> <p>A. Scenario</p> <ul style="list-style-type: none"> . CP form 3A . CP form 3B . CP form 4A.1 . CP form 4A.2 . CP form 4B.1 <p>B. . CP form 4B.2</p>	<p>Charlie I. Ureta Education Program Supervisor</p>
11:00 – 12:00 NN	Writeshop and Presentation of Output	<p>Charlie I. Ureta Education Program Supervisor</p>
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 1:30 PM	MOL	Assigned District
1:30 – 3:00 PM	<p>CHAPTER II</p> <p>A. Goal</p> <p>B. General Objectives</p>	<p>Michael Angelo T. Garcia Program Development Officer II</p>
3:00 – 3:15 PM	HEALTH BREAK	
3:15 – 5:00 PM	Writeshop and Presentation of Output	<p>Michael Angelo T. Garcia Project Development Officer II</p> <p>Apple Gay M. Oquendo Education Program Specialist II</p> <p>John C. Marciales Education Program Specialist II</p>
Day 4 – March 27, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 9:30 AM	<p>CHAPTER III</p> <p>A. RESPONSE</p> <ul style="list-style-type: none"> . CP Form 6 . CP Form 7 . CP Form 8 . CP Form 9 	<p>Michael Angelo T. Garcia</p>



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

	Emergency Operations Center	
9:30 – 9:45 AM	HEALTH BREAK	
9:45 – 12:00 NN	Writeshop and Presentation of Output	<p style="text-align: center;">Michael Angelo T. Garcia Project Development Officer II</p> <p style="text-align: center;">Jexer O. Reyes School Principal I</p> <p style="text-align: center;">Joven I. Iledan School Principal I</p>
12:00 – 1:00 PM	LUNCH BREAK	
1:00 – 1:15 PM	MOL	Assigned District
1:15 – 3:15 PM	CHAPTER IV B. Activation C. Non-Activation D. Annexes	Churchill C. Gumboc Head Teacher I
3:15-3:30 PM	HEALTH BREAK	
3:30 – 5:00 PM	Writeshop and Presentation of Output	<p style="text-align: center;">Michael Angelo T. Garcia Project Development Officer II</p> <p style="text-align: center;">Jexer O. Reyes School Principal I</p> <p style="text-align: center;">Joven I. Iledan School Principal I</p> <p style="text-align: center;">Churchill C. Gumboc Head Teacher I</p>
Day 5: March 28, 2025		
8:00 – 8:30 AM	MOL	Assigned District
8:30 – 10:00 AM	Submission and Critiquing of Outputs	<p style="text-align: center;">Michael Angelo T. Garcia Project Development Officer II</p> <p style="text-align: center;">Jexer O. Reyes School Principal I</p> <p style="text-align: center;">Joven I. Iledan School Principal I</p> <p style="text-align: center;">Churchill C. Gumboc Head Teacher I</p>
10:00 – 12:00 NN	Closing Program	Participants
12:00 – 5:00 PM	Home Sweet Home	Participants