



November 7, 2018

DIVISION MEMORANDUM

No. 767 s. 2018

DIVISION CONTINGENCY PLANNING WORKSHOP

TO : Assistant Schools Division Superintendents
SGOD and CID Chiefs, Education Program Supervisors/Division Coordinators
Section Heads / Education Programs Specialists
Public Schools District Supervisors/Districts-In-Charge
Public Elementary and Secondary School Heads

1. The Schools Division of Negros Oriental through the Division Disaster Risk Reduction and Management (DRRM) will conduct a 3-Day Division Contingency Planning Workshop on November 15-17, 2018 at Melania's Garden Hotel & Resort, Tanjay City, Negros Oriental.
2. The objectives of this training are as follows:
 - Explain the DRR Policies, Legal Basis and the DRR Concepts especially those pertaining to the education sector;
 - Identify different Hazards in schools through School Risk Assessment;
 - Create a consolidated Hazard Risk Map; and
 - Create a functional Contingency Plans in every Hazards identified in districts.
3. See attached list for the participants of this training.
4. Participants are advised **TO BRING LAPTOP AND EXTENSION CORD** to be used for the workshop phase.
5. Trainers, Facilitators and members of each committees shall be at the venue a day before the training for a coordination meeting.
6. Teacher-participants must leave activities for the class to do while attending the seminar and school heads must see to it that another teacher can handle the class.
7. Participating teachers are entitled to Service Credits and Compensatory Overtime Credits (COC) for Non-teaching personnel as provided in DepEd Order No. 53 s. 2003 entitled, "Updated Guidelines on Grant of Vacation Service Credits to Teachers".
8. Travelling and other incidental expenses of the participants shall be chargeable against school MOOE/local funds while meals, snacks and accommodation will be charged against Provincial Peace and Order Council (PPOC) Funds all subject to the usual accounting rules and guidelines.
9. The schedule of meals are as follows:

	FIRST MEAL	LAST MEAL
Trainers / Facilitators / Committee Members	Dinner – November 14, 2018	PM snacks - November 17, 2018
Training Participants	AM snacks - November 15, 2018	

10. For more information and concerns, you may contact **Mr. Joseph R. Gemina** at 09279651919 (Globe) or email at joseph.gemina@deped.gov.ph
11. For immediate dissemination and compliance.

WILFREDA D. BONGALOS, Ph. D., CESO V
Schools Division Superintendent

09 NOV 2018

LIST OF PARTICIPANTS

Division Contingency Planning Workshop

	NAME	SCHOOL
Amlan	1. MARIJEAN L.DOMOCOL	ANHS-JUGNO CAMPUS
	2. APRIL MARIE G.ZERNA	MARTIN C.BENJAMIN MEMORIAL ES
Ayungon	3. WHELAN A. LOBRIDO	AYUNGON NHS
	4. FLAVIO B. JUMAWAN	CAROL AN ELEM. SCH
Bacong	5. SAMANTHA LOUISE TANO	CALANGAG ES
	6. FELIX DEPERALTA	CALANGAG ES
	7. MARY GRACE CARO	ISUGAN ES
Bindoy	8. CHRISTINE ANNE H. CALIBO	CAMUDLAS ES
	9. ARJAY PALAGTIW	CAPIPINES ES
	10. JOEREN E. BABOR	CAMPULAY ES
Canlaon	11. ELIZER G. ENCARNACION	BUDLASAN HS
	12. MAM JEANETTE J. ANERO	PULA HIGH SCHOOL
Dauin	13. LENITH MORADOS	MAGSAYSAY ES
	14. EDWARD ALANANO	FROILAN ALABAT AMHS
	15. EDGAR C. ALAGA	BAGACAY ES
Jimalalud	16. ROSELYN GAUDAN	MAMBAID ES
	17. JOGENE ARCABO	OWACAN HS
	18. JOEL MATU-OG	YLI ES
La Libertad	19. ROLLYN SABAC	ELE ES
	20. FE PANCHO	BIGAA ES
	21. ROGEN S. HEMODO	LA LIBERTAD CS
Mabinay	22. JAMES A. MAGHARI	LANOT ES
	23. SIDNEY VAILOCES	DON BENEDICTO P. TMHS
Manjuyod	24. WENDIL B. PACULANANG	CAMPUYO ES
	25. EL DE BRANDO S. LIM	CAMPUYO ES
	26. ELMAR C. KADUSALE	SAN ISIDRO ES
NOHS	27. ANTONIO R. JAMON	NOHS
	28. VICENTE MONGCOPA	NOHS
	29. RONALD G TOLENTINO	NOHS
San Jose	30. JACKELYN L. SUMNDAD	SRA. ASCION ES
	31. PELAGIO LIGO	TAPON NORTE ES
	32. MERIAM C. BAIAC	CRISOSTOMO O. RETES ES
Siaton	33. ASTERIO P. BADON	TAYAK ES
	34. GAUDIOSO G. GAITERA JR.	PACIENTE CESAR G. CABRERA HS
	35. URVITO L. GADINGAN	FELIPE TAYKO MS
	36. JOSEPHINE N. JAMANDRON	SIATON SCIENCE HS
	37. REONELL SELARDE	MA. MACAHIG MEMORIAL HS
Sibulan	38. MARLON T. VILLALUZ	MASLOG E/S
	39. EMMA RUTH C. MUNAR	MAGATAS ES
	40. ARNOLD E. CABATO	TUBIGON HS
Sta. Catalina	41. ELY N. CHAVEZ	MANGGOLOD ES
	42. MARIA ROVIE G. ELECTONA	STA. CATALINA CES
	43. JOAN R. GEROMO	CZWWHS
	44. JONHREY LEGARA	BAGO-BAGO ES
Tayasan	45. PAUL JONAS B. SIBALA	NABILOG ES
	46. PERFECTO A. GONZAGA JR	ILAYA-TAYASAN ES
	47. YAKAL O. LUZURIAGA	MATUOG ES
	48. EUNICO BUAGAS	TAYASAN NHS -MATAUTA

Valencia	49. JEMUEL NOEL O. QUITOY	VIVMES
	50. EDWARD B. TAN	BONBONG ES
	51. RETCHIE ANN QUITOY	PULANGBATO ES
Zamboangita	52. JOSEPH ROY T. ALCORIZA	MAYABON E/S
	53. JESSON REX B. TUBIO	MALONGCAY E/S
	54. CHRISTINE A. ELUMIR	CALANGO E/S

Trainers / Facilitators:

- | | |
|-----------------------------------|-----------------|
| 1) Mary Ann G. Saing | Masulog ES |
| 2) Nemillo E. Garsula | Bae ES |
| 3) Jeofredo C. Dayuday Jr. | Danao ES |
| 4) Aldrin T. Yaeso | San Jose CS |
| 5) Josela Marie Baldomero | Calangag ES |
| 6) Jeofredo C. Dayuday Jr. | Danao ES |
| 7) Merlinda R. Beltran | Nalundan ES |
| 8) Benjie B. Epis | Nasipit ES |
| 9) Joseph R. Gemina | Division Office |
| 10) Elmar L. Cabrera | Division Office |

Committees

Documentation

- **Glyndel D. Pastor**, Ayungon NHS
- **Ruby Ann L. Hisoler**, Balugo HS
- **Jan Rey A. Gaitera**, LLMES

Tech Support/Support Staff

- **Herson Taghap**, Lamigan ES
- **Stephen Cañada**, Tambo NHS

Medics

- **Brent John D. Trasmonte**, Division Office
- **Kennith C. Misamis**, Division Office

TRAINING MATRIX

DAY 1 (November 15, 2018)		
TIME	TOPICS	RESOURCE SPEAKER/ FACILITATOR
7:30 – 8:30	Arrival of Participants/Registration	Committee in Charge
8:30 – 9:30	Preliminaries:	
	National Anthem	
	Invocation/Prayer	
	Welcome Message	
	Introduction of Participants	
	Rationale	
	House Rules & Safety Tips/Expectation Setting/Getting to know you	
9:30 – 12:00	Topic 1: DRRM Legal Basis The Philippine Disaster Risk Reduction & Management (DRRM) Act of 2010 (RA 10121) RA 9155 or the Governance of Basic Education Act of 2001	ALDRIN T. YAESO District DRRM Coordinator, San Jose
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Topic 2: School Risk Assessment	JOSELA MARIE BALDOMERO District DRRM Coordinator, Bacong
3:00 – 3:45	ENERGIZER/SNACK BREAK	
3:45 – 5:00	Topic 3: Hazard Vulnerability Capacity Assessment (HVCA)	BENJIE B. EPIS School Head, Nasipit ES
DAY 2 (November 16, 2018)		
7:30 – 8:30	MOL	
8:30 – 10:00	Topic 4: 4.1 Camp Management & Camp Coordination	JEOFREDO C. DAYUDAY JR. District DRRM Coordinator, Bindoy 2
	4.2 School Safety Concepts	LIGAYA D. BAROTE District DRRM Coordinator, Sibulan 1
10:00-10:20	ENERGIZER/SNACK BREAK	
10:20-12:00	Topic 5: SCHOOL DRRM BOOKLET 1& 2	MERLINDA R. BELTRAN District DRRM Coordinator, Bindoy 2
12:00-1:00	LUNCH BREAK	
1:00 -2:30	Topic 6: Resource Mobilization	NEMILLO E. GARSULA District DRRM Coordinator, Jimalalud
2:30-2:35	ENERGIZER/SNACK BREAK	
2:35-5:00	Topic 7.1: Contingency Planning	ALDRIN T. YAESO District DRRM Coordinator, San Jose
DAY 3 (November 17, 2018)		
7:30 – 8:30	MOL	
8:30 – 10:30	Topic 7.2: CONTINGENCY PLANNING: (4) Thematic Areas approach (Prevention and Mitigation, Preparedness, Response, Recovery and Rehabilitation); an application in schools Disaster Risk Reduction and Management Organizational Structure.	JOSEPH R. GEMINA Project Development Officer II - DRRM
10:30-12:00	PRESENTATION OF OUTPUTS OF CONTINGENCY PLANNING	Participants
12:00-1:00	LUNCH BREAK	
1:00 – 3:00	CONTINUATION: PRESENTATION OF OUTPUTS	Participants
3:00 – 5:00	Closing Program & Awarding of Certificates	
	National Anthem	
	Invocation/Prayer	
	Insights/Sharing	Participants
	HOMEWARD BOUND	
5:00 – 5:30	Evaluation/Sharing – for Trainers/Facilitators	Trainers/Facilitators

Key Areas for Preparedness	Details	Capacities	Gaps/Vulnerabilities	Measures to strengthen capacities or address gaps/vulnerabilities	Timeline
	9. Twinning of schools for teacher-volunteers for deployment in the affected schools that need additional <u>volunteers</u>				
	10. LGUs preposition additional Temporary Learning Spaces (TLS)				
Drills	1. Regular conduct of drills				
	2. Existence of protocols – command system, evacuation route, safe place, family reunification				
	3. Coordination with and participation of parents, relevant agencies and partners during drills				
Fund Sources					

Key Areas for Preparedness	Details	Capacities	Gaps/Vulnerabilities	Measures to strengthen capacities or address gaps/vulnerabilities	Timeline
Support for Schools used as Evacuation Centers	1. Sign memorandum of agreement (MOA) between LGU and school on the use of schools as evacuation center including the roles and responsibilities of both institutions;				
	2. Repair, maintenance and replacement of schools identified as evacuation center by the LGU				
	3. Resumption Strategies including assessment of readiness of the schools				
	4. Establish functional referral pathways to respond to child protection concerns using the existing PNP and DSWD operational				
	8. Feedback mechanism to report gaps in the delivery of services, grievances and other needs to improve education interventions				

Key Areas for Preparedness	Details	Capacities	Gaps/Vulnerabilities	Measures to strengthen capacities or address gaps/vulnerabilities	Timeline
	2. Buffer stocks for learning materials				
	3. Alternative Delivery Modes				
	4. Psychosocial Support				
	5. Emergency School Feeding				
	6. Learner's Kits				
	7. Teacher's Kits				
	8. Hygiene kits				
	9. Provision of Water Sanitation and Hygiene services				
	10. Updated disaggregated data on learners and master list of students in school and alternative learning schools (ALS)				
	11. Clean up drives				
	12. Sign memorandum of agreement (MOA) with private enterprises for emergency purchase				

Key Areas for Preparedness	Details	Capacities	Gaps/Vulnerabilities	Measures to strengthen capacities or address gaps/vulnerabilities	Timeline
Monitoring	1. Monitoring of preparedness/contingency plan of school				
	2. Monitoring of hazard situation, including communicating with school officials, district/division office				
	3. Monitoring RADaR completion, validation and submission to Central Office				
	4. Monitoring of implementation of support for learning continuity				
	5. Tracking of Learners and personnel				
	6. Transportation				
Convergence	1. Interface among offices within the school				
	2. Existence of SDRRM Team				
	3. Command System				
	4. Twinning with other schools				
Support for Learning Continuity	1. Implement and monitor Temporary Learning Spaces (TLS)				

School: _____

Key Areas for Preparedness	Details	Capacities	Gaps/Vulnerabilities	Measures to strengthen capacities or address gaps/vulnerabilities	Timeline
Risk Understanding	1. Understanding of Hazards and its characteristics				
	2. Conduct of Risk Assessment	Ex. Student led school watching and hazard mapping; hazard maps of LGUs	hazard maps are not updated and are not understood by all	Conduct bi annual SLWHM, posting of hazard maps in conspicuous places in the school	1 st quarter SY 2019
	3. Planning and undertaking actions based on risk				
Contingency Plan and Dissemination	1. Contingency Plan				
	2. IEC				
Communication	1. Understanding of advisory including warning signals				
	2. Understanding and implementation of DO 21 s.2015				
	3. Equipment				
Coordination	1. Division Office				
	2. P/M/CDRRMC				
	3. LGUs				
	4. Partners				
	5. DepEd CO				

WS 3 - Action Response

Workshop 3 - Action Response						
	Guide	<p>1. Analyze/prioritize top hazards based on your historical and baseline data.</p> <p>2. Cluster hazards that connect with each other. (e.g. typhoon + flooding + landslides; earthquakes + landslides + fires + tsunami)</p> <p>3. Do this worksheet for each of the clustered hazards, prioritizing the one the school is at most risk of.</p>	Notes on identifying hazard-specific timing	<p>Before</p> <ul style="list-style-type: none"> -Tropical Cyclone before entering PAR -When HRW, GFA and/or Yellow Alerts are issued 	<p>During</p> <ul style="list-style-type: none"> -Entrance of Tropical Cyclone in PAR - When updates from HRW and GFA are issued and/or when Orange and Red Alerts are issued 	<p>After</p> <ul style="list-style-type: none"> -After Tropical Cyclone exits local area - 24 hours after onset of floods
School: _____						
Hazard: _____						

Timeline	Response Actions
Before	
During	
After	
0-24 hours	
24-48 hours	
72 hours	
96 hours	
5-10 days	

WS 2- Resource M1

Workshop 2 - Resource Mapping & Planning						
School: _____						
Hazard: _____						
Human Resources						
Human Resources	Capacity <i>(certifications, skills, etc.)</i>	No. of staff/person s available	Projected Needs <i>(e.g. training needs)</i> <i>Write N/A if not needed</i>		Possible sources of funding <i>(MOOE, SEF, Local DRRM Fund, Partners, etc)</i>	Timeline
			No. of staff needing training	Cost for Training		
Internal <i>(e.g. GCs, Teachers, Staff, etc.)</i>						
External Resources <i>(e.g. Partners, PNP, BFA etc.)</i>						
Equipment						
Equipment/Supplies <i>(e.g. fire extinguishers, body board, siren, comms radio)</i>	Condition <i>(e.g. fully functional, nearing expiry, etc.)</i>	Units available	Projected Needs		Possible sources of funding <i>(MOOE, SEF, Local DRRM Fund, Partners,</i>	Timeline
			Units Needed	Unit Cost		

Attachment 2 - Partners

PARTNERS	SPECIFIC ROLE/SUPPORT OF PARTNER	LOCATION	CONTACT PERSON/NUMBER	REMARKS