



October 15, 2018

**DIVISION MEMORANDUM**

No. 75, s. 2018

To: Assistant Schools Division Superintendent  
Division Chiefs  
Unit Heads  
Public Secondary and Elementary School Heads  
All Others Concerned

**CONDUCT OF DRRM CONTINGENCY PLAN FOR THE BIG ONE WORKSHOP**

1. Per DepEd Order No. 55, s. 2007 entitled "Prioritizing the Mainstreaming of Disaster Risk Reduction and Management in the School System & Implementation of Program and Projects Relative Therefor" which mandates the development and implementation of a Safe School Program, this Office will undertake the rollout on Contingency Planning for the Big One Workshop for all 53 Public School DRRM focal persons on October 22-24, 2018, from 8 am – 5pm at San Jose Del Monte National High School.
2. Participants should bring their hard and soft copy of School's OP Extraction Tool, which is required during the training.
3. Enclosure No. 1 contains the Workshop Matrix while the List of Trainers and TWGs with their assigned tasks is in Enclosure No. 2.
4. Provisions for meals and snacks shall be charged against DRRM GAA FY 2018 while transportation and other related expenses shall be charged against local school/canteen / canteen funds.
5. Immediate dissemination of this Memorandum to all concerned is enjoined

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent


**WORKSHOP MATRIX**

Indicative Program for Contingency Planning for the Big One Workshop  
October 22 – 24, 2018

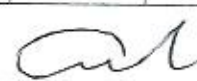
Activities		Time per Activity (Minutes)	Time Schedule
<b>Day 1: October 22, 2018</b>			
Registration (Dr. Noel Burce – EpS II / HRD)		30	7:30 AM – 8:00 AM
Opening Program (Merlita D. Ynciong – SEPS / SMN)		30	8:00 AM - 8:30 AM
Preliminaries (Conrado O. Abraham – EpS II / SMN)		30	8:30 AM – 9:00 AM
Presentation of Districts' Accomplishment Reports (2015-2018)  (Manuel T. Caliboso – PDO II, Division DRRMS Focal Person)	1. Presentation of DRRM-SDO / DRRM School Districts  Accomplishment Report (Audio Video Presentation or Slide/Power Point Presentation from CY 2015 – Present)	60	9:00 AM – 10:00 AM
	HEALTH BREAK	15	10:00 AM – 10:15 AM
	2. Continuation of Presentation	105	10:15 AM – 12:00 NN
LUNCH		60	12:00 NN – 1:00 PM
Ice breaker		10	1:00 PM – 1:10 PM
Contingency Planning  (Bambi Cortez – Division DRRM President, SPNHS )	1. Overview	20	1:10 PM - 1:30 PM
	2. Background and its Important	90	1:30 PM - 3:00 PM
	HEALTH BREAK	15	3:00 PM – 3:15 PM
	3. Legal Bases	60	3:15 PM – 4:15 PM
	4. Elements of CP (Group Output)	45	4:15 PM – 5:00 PM
<b>Day 2: October 23, 2018</b>			
Recapulation / MOL		15	8:00 AM - 8:15 AM
Earthquake Hazards and the Valley Fault System  (Mark Arjay C. Salonga – SDRRM Coordinator, Ricafort E/S)	1. Earthquake Related Hazards	60	8:15 AM - 9:15 AM
	2. Geological Hazards	45	9:15 AM – 10:00 AM
	HEALTH BREAK	15	10:00 AM -10:15 AM

National Contingency Planning for 7.2 Magnitude Earthquake  (Aaron M. De Leon – SDRRM Coordinator, SJDMENTS)	1. Response / Scenarios'	45	10:15 AM -11:00 AM
	2. Activation / Deactivation Guidelines	60	11:00 AM – 12:00 AM
LUNCH		60	12:00 NN -1:00 PM
Icebreaker		10	1:00 PM - 1:10 PM
Contingency Planning for Basic Education  (Conrado O. Abraham – EpS II / SMN)	1. Steps in contingency planning for Basic Education	60	1:10 PM - 2:10 PM
	2. Draft Contingency Plan (Group Output)	50	2:10 PM – 3:00 PM
Health Break		15	3:00 PM - 3:15 PM
Camp Management Guidelines for Department of Education  (Darlan R. Grageda, Jr. – PSDS, District 9)	1. Emergency Evacuation	45	3:15 PM- 4:00 PM
	2. Policy Instrument	30	4:00 PM – 4:30 PM
	3. Special Protection for Children in Emergency Situation	30	4:30 PM – 5:00 PM
<b>Day 3: October 24, 2018 - Friday</b>			
Recapulation / Icebreaker		15	8:00 AM - 8:15 AM
RA 10821  (Dr. Noel B. Burce – EpS II / HRD)	Emergency Relief and Protection for Children	105	8:15 AM – 10:00 AM
	SDRRM MANUAL in Relation to DRRM Modules		
Health Break		15	10:00 AM - 10:15 AM
Emergency School Feeding During Emergencies  (Merlita D. Ynciong, SEPS / SMN)	Armed Conflict and Disaster Situations	105	10:15 AM – 12:00 NN
	Health Related concerns		
Lunch Break		60	12:00 NN - 1:00 PM
Icebreaker		15	1:00 PM – 1:15 PM
WASH in School  (Manuel T. Caliboso – PDO II, Division DRRMS Focal Person )	Key Components and Goals of WASH in School	60	1:15 PM - 2:15 PM
	WINS in Post Disaster Needs Assessment in Education Sector	45	2:15 PM – 3:00 PM
Health Break		15	3:00 PM - 3:15 PM
Disaster Management Planning  (Cristina T. Santaiago – Principal II, Kakawate NHS)	Steps and Procedures During and After Disaster	105	3:15 PM - 5:00 PM
	Skills Required to Performs the Steps and Procedures		
	Submission of Output		

Prepared by:

  
**MANUEL T. CALIBOSO**  
 PDO-II

Reviewed by:

  
**ESPERANZA DIAZ-CRUZ**  
 SGOD Chief

**Title** : Contingency Planning for the Big One Workshop

**Implementation Date** : October 22 – 24, 2018

**Venue** : San Jose Del Monte national High School

**Recipients** : 53 Public School DRRM Coordinators

**Source of Fund** : GAA FY – 2018

**Implementer** : SGOD – Disaster Risk Reduction and Management Service

TECHNICAL WORKING GROUP			
1.	MANUEL T. CALIBOSO Division DRRM Focal Person	Project Development Officer II	<ul style="list-style-type: none"> <li>➤ Resource Speaker</li> <li>➤ Content Facilitator</li> <li>➤ Logistics</li> <li>➤ Proponent</li> </ul>
2.	MANUEL P. DELA CRUZ HRD Unit Head	Senior Education Program Specialist	<ul style="list-style-type: none"> <li>➤ Documentation - Training</li> <li>➤ Data Management - Training</li> </ul>
3.	Dr. NOEL B. BURCE HRD	Education Program Specialist II	<ul style="list-style-type: none"> <li>➤ Resource Speaker</li> <li>➤ Logistics</li> <li>➤ Training Support</li> <li>➤ Registration / Attendance</li> </ul>
4.	MERLITA D. YNCIONG SMN Unit Head	Senior Education Program Specialist	<ul style="list-style-type: none"> <li>➤ Resource Speaker</li> <li>➤ Opening Program</li> </ul>
5.	CONRADO O. ABRAHAM SMN	Education Program Specialist II	<ul style="list-style-type: none"> <li>➤ Resource Speaker</li> <li>➤ Logistics</li> <li>➤ Preliminaries</li> <li>➤ Registration / Attendance</li> </ul>
6.	DARLAN R. GRAGEDA, Jr. CID – District 9, Supervisor	Public School District Supervisor	<ul style="list-style-type: none"> <li>➤ Resource Speaker</li> </ul>
7.	MARGIE M. DURO Youth Formation Officer	Project Development Officer I	<ul style="list-style-type: none"> <li>➤ Training Support</li> <li>➤ Registration / Attendance</li> </ul>
8.	ROBESA R. HILARIO SMME Unit Head	Senior Education Program Specialist	<ul style="list-style-type: none"> <li>➤ QUAME</li> <li>➤ Training Evaluation</li> </ul>
9.	URCESIO O. SEPE SMME	Education Program Specialist II	<ul style="list-style-type: none"> <li>➤ QUAME</li> <li>➤ Encoder</li> <li>➤ Training Stat Presenter</li> </ul>
10.	CRISTINA T. SANTIAGO	Principal II, Kakawate NHS	<ul style="list-style-type: none"> <li>➤ Resource Speaker</li> </ul>
11.	BAMBIE R. CORTEZ	DRRM Division President 2018-2019	<ul style="list-style-type: none"> <li>➤ Resource Speaker</li> </ul>
12.	AARON M. DE LEON	SDRRM Coordinator, SJDMENTS	<ul style="list-style-type: none"> <li>➤ Resource Speaker</li> <li>➤ Host / Emcee</li> <li>➤ Training Support</li> </ul>
13.	MARK ARJAY C. SALONGA	SDRRM Coordinator, Ricafort ES	<ul style="list-style-type: none"> <li>➤ Resource Speaker</li> <li>➤ Training Support</li> </ul>