



Republic of the Philippines  
**Department of Education**  
Region I  
Schools Division Office  
San Carlos City, Pangasinan



**DIVISION MEMORANDUM**  
DM-2023- 441

**APPROVED**  
FOR TRANSMISSION

TO: **Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
School DRRM Coordinators (Elem, JHS & SHS)  
All Others Concerned**

**DENNIS DONALD L. DURIA**  
ADMINISTRATIVE OFFICER V  
DATE: 12.5.2023

FROM: **SHEILA MARIE A. PRIMICIAS, Ed.D, CESO VI**  
**Assistant Schools Division Superintendent**  
**Officer-in-Charge**  
**Office of the Schools Division Superintendent**

SUBJECT: **WRITESHOP ON OFFICE AND SCHOOL CONTINGENCY PLANS**

DATE: **December 5, 2023**

**PARTICULARS**

1. Under Republic Act 10121 (Philippine Disaster Risk Reduction and Management Act of 2010) in Rule 6, Section 4.3, the Provincial, City and Municipal DRRMOs or BDRRMCs, in coordination with concerned national agencies and instrumentalities, shall facilitate and support risk assessments and contingency planning activities at the local level.
2. 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. In this connection, the School DRRM Coordinators (Elem, JHS & SHS) and the identified Schools Division Office Personnel (OSDS, CID & SGOD) are required to attend and participate in the "Writeshop on Office and School Contingency Plans" on **December 11, 12 & 13, 2023** from **8:00 AM - 5:00 PM** at **567 Resort and Events Place, Binmaley, Pangasinan.**



Address: Roxas Blvd., San Carlos City, Pangasinan  
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4. The list of Schools Division Office Personnel are as follows:

CARACAS, ARTHUS S. JR.	NAVAL, VERONICA A.
DELOS SANTOS, ALDWIN M.	NAVARRO, LEAH S.
DEOLA, WILFREDO R.	NICOLAS, DONNY C.
DULAY, RAY PHILIP EMMANUEL B.	PADLAN, VIRGILIO M.
DULAY, SHIELA C.	PARAS, JOEY E.
ERESTINGCOL, TORIBIO L. II	PARONABLE, VANGELINE A.
ESTRADA, CHRISTIAN EMMET P.	POYAOAN, ROSHIR ANN G.
JARILLO, MARITES C.	RESNGIT, BENJAMIN M. JR.
LACABA, SYLYN C.	RESNGIT, RESNARD S.
MOSE, SHAIRA MAE A.	SIAPNO, LIWAWA D.

5. The activity aims to coordinate the preparation, implementation, monitoring, and evaluation of DRRM plans, programs, projects, and activities on disaster preparedness and response; to ensure an integrated approach in disaster preparedness and response, and deliver easily accessible assistance programs to affected communities; and to establish a calibrated disaster mobilization system, including a pre-disaster risk assessment as a decision-making tool, in coordination with relevant agencies.
6. All the participants are required to bring their own LAPTOP to accomplish the contingency planning forms, and submit their respective outputs after the writeshop.
7. Immediate dissemination of this memorandum is desired.

