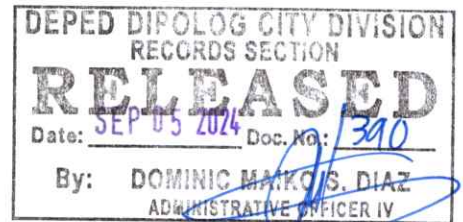




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



September 04, 2024

DIVISION MEMORANDUM
No. 390, s. 2024

**SERIES OF WORKSHOP AND WRITESHOP ON SCHOOLS CONTINGENCY PLAN
CUM DRRM COORDINATION MEETING**


To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL ELEMENTARY SCHOOL HEADS
ALL SECONDARY SCHOOL HEADS
ALL SCHOOL DRRM COORDINATORS/DESIGNATE
ALL ALTERNATE SCHOOL DRRM COORDINATORS/DESIGNATE
ALL LOCAL SCHOOL BOARD NON-TEACHING PERSONNEL
CONCERNED DIVISION PERSONNEL
All Other Concerned

1. Relative to Division Advisory No. 050, s.2024, the Workshop and Writeshop on Schools Contingency Plan was postponed due to pending implementation of pre-requisite activities. Moreover, Division Memo No. 218, s.2024, the 1st Series or Batch of Workshop and Writeshop on Schools Contingency Plan was scheduled on June 04 to 07, 2024.
2. To ensure completeness of the Contingency Plans to the applicable hazards for each school, this division shall conduct another series of **Workshop and Writeshop on Schools Contingency Plan cum DRRM Coordination Meeting** on **September 10 to 13, 2024** at **DepEd Dipolog Training Center**, Miputak, Dipolog City.
3. Participants to this activity are the following:
 - a. **School DRRM Coordinators (Main and Alternate)**
 - b. **Project Development Officer I (School-Based)**
 - c. **LSB Non-Teaching Personnel**
 - d. **Administrative Officers II**
4. Furthermore, participants are required to bring the following:
 - a. Laptop
 - b. School Profile
 - c. School Disaggregated Population Data for SY21-22, SY22-23, SY23-24 (i.e. male, female, learners, teaching and non-teaching personnel)



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- d. Current SY24-25 School Disaggregated Population per Grade Level (i.e. Indigenous People, Muslim, and Physically Challenged Persons or PWD)
 - e. National School Building Inventory (NSBI) Report
 - f. Property Inventory List or Report
 - g. Handheld Radio and its Accessories
 - h. DRRM Binder Folder
 - i. Contingency Plans (As of May 2024)
5. For any questions and/or clarifications, you may contact ALAN D. CHIU, Division DRRM Coordinator, 0907-054-7070.
6. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: none

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

Schools

DRRM

Contingency Plan

ADC/20240904-DM-ConPlan-Batch2
September 04, 2024

