



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

November 13, 2024

**DIVISION MEMORANDUM**

No. 210, s. 2024

**CAPACITY BUILDING ON THE DEVELOPMENT / ENHANCEMENT OF THE  
DIVISION AND SCHOOLS CONTINGENCY PLAN (CP)**

**TO :** Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Concerned Division Personnel  
All Others Concerned

1. Pursuant to Regional Memorandum No. 393 s. 2024 re: Implementation of the Contingency Plan (CP) and Public Service Continuity Plan (PSCP) Workshop for Schools Division Offices, this Office, through the School Governance and Operations Division (SGOD) hereby informs the field of the scheduled **CAPACITY BUILDING ON THE DEVELOPMENT / ENHANCEMENT OF THE DIVISION AND SCHOOLS CONTINGENCY PLAN (CP)** on **December 16-19, 2024, 8:00am-5:00 pm, at the venue to be announced.**

2. As per Republic Act (RA 10121) known as the Philippine Disaster Risk Reduction Management Act of 2010, the Contingency Plan is one of the known mechanisms that we can use in hazard-specific concerns. It is used to establish preparedness and arrange response priorities before a certain disaster. Contingency planning works well with other DRRM tools to help ensure the achievement of safer, adaptive, and disaster-resilient communities towards sustainable development.

3. The activity aims to enhance preparedness and responsiveness to potential emergencies or unforeseen events that may affect the normal operations of the division office and schools; identify and prioritize key areas



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of concern ensuring the continuity of essential functions during times of crises; establish clear communication channels and protocols for disseminating information and updates during contingency situations; and train personnel on emergency response procedures and protocols, including evacuation plans, first aid, and other relevant skills.

4. The participants of the above-mentioned activity are the 128 School Heads, 22 Division Personnel, and 10 Learning Facilitators with the Technical Working Group. Participants are advised to bring working laptop, extension wire and copy of the school Contingency Plan if available.


5. To ensure consistency in all Contingency Plans, it is recommended that DepEd field offices and schools use the provided Contingency Planning template and Contingency Planning Guidebook. The resources can be accessed through:

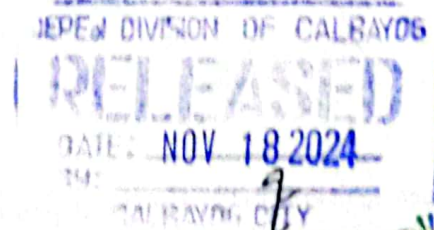
<https://bit.ly/DepEdConPlanreferences>

6. Expenses incurred relative to the conduct of the activity shall be charged to DRRM-DRRP Funds subject to the existing accounting and auditing rules and regulation. Transportation and other expense incurred for this event will be charged against the local funds or school MOOE subject to existing accounting and auditing rules and regulations.

7. The participants will be granted service credits or CTO as stipulated under CSC Circular No. 09, s. 1988, stating that those who travel or render services on holidays, weekends, and summer breaks shall be entitled to avail service credits or CTO, equivalent to eight (8) hours per day, whichever is available.

8. For the information and guidance of all concerned.

  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
Asst. OIC-Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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