



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

July 23, 2025

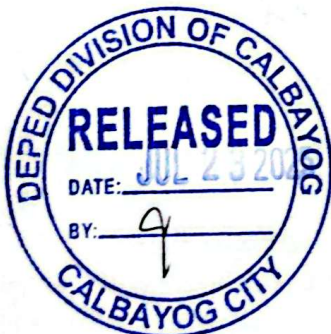
DIVISION MEMORANDUM

No. 336 S. 2025

**CONTINGENCY PLANNING TRAINING OF TRAINORS ON EARTHQUAKE
AND RAIN-INDUCED HAZARDS**

TO : Asst. Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public School District Supervisors
Elementary & Secondary School Heads
All others concerned

1. Attached is the communication letter from the **Provincial Disaster Risk Reduction and Management Office (PDRRMO)** regarding the conduct of the **Contingency Planning Training of Trainors on Earthquake and Rain-Induced Hazards** to be held on **August 4-8, 2025** at **Red Iron Hotel, Calbayog City, Samar**.
2. Due to overlapping official engagements, **Ms. Carren Meryl A. Cabadsan**, Senior Education Program Specialist – Social Mobilization and Networking (SEPS-SMN), will not be able to attend the said training.
3. In her stead, **Ms. Katherine A. Capalis**, Project Development Officer I (PDO I), is hereby designated to represent the Division in the said activity. She is expected to participate actively and fulfill all responsibilities required throughout the duration of the training.
4. All concerned personnel are directed to provide the necessary support and assistance to Ms. Capalis relative to this official engagement.
5. For information and guidance.



MARGARITO A. CADAYONA JR. PhD, CESO VI
OIC-Schools Division Superintendent

For the Schools Division Superintendent

ATTY. RHEA M. PRUDENCIADO-AGUADO
Legal Officer
Officer-In-Charge

S.O. #54 S. 2025

Enclosure: Communication Letter from the PDDDMO



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
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Website: <https://calbayogcity.deped.gov.ph>



22 July 2025

DR. MARGARITO D. CADAYONA JR. CESO VI
OIC - Schools Divisions Superintendent
Department of Education – Calbayog City Division
Province of Samar

ATTN: **MS. CARREN MERYL A. CABADSAN**
SEPS – SMN – SGOD
DepEd Calbayog City Division

Dear Sir,

Greetings!

As provided for in RA 10121, one of the known DRRM mechanisms that we can use as a tool in providing directions concentrated in the response phase after a disaster is Contingency Planning. It is used to establish preparedness measures and arrange response priorities ahead of time prior to a certain disaster. Contingency planning works well together with other DRRM tools to help ensure the achievement of safer, adaptive and disaster-resilient communities towards sustainable development.

Moreover, RDRRMC Resolution No. 06-003 series of 2025, dated June 25, 2025, directs all Local Government Units to formulate Contingency Plans for Earthquake and Rain-Induced Hazards based on worst-case scenarios highlighting evacuation spots.

Considering that the province has 2 cities and 24 municipalities, the current number of trainers trained on Contingency Planning will not suffice the demand for technical assistance from the local government units. Hence, the Provincial Disaster Risk Reduction and Management Office, in partnership with the Office of Civil Defense RO8 and DRAGONS, initiated the conduct of **CONTINGENCY PLANNING TRAINING OF TRAINORS** scheduled this **August 4 – 8, 2025** at **Red Iron Hotel, Calbayog City, Samar**.

With this, we would like to invite **MS. CARREN MERYL A. CABADSAN** to be one of the participants for the above-mentioned activity. He/she will be a good addition to the pool of trainers for the Contingency Planning within the province.

Participants are required to fill-in the confirmation slip at <https://tinyurl.com/ContingencyPlanningTOT> not later than July 25, 2025. For more information, you can contact Engr. Nellie P. Fuentes-Camaya at nelaifuentes@gmail.com or through SMS at 09267037846.

Thank you and best regards!

Respectfully yours,


MANUEL VAN A. TORREVILLAS
Provincial DRRM Officer