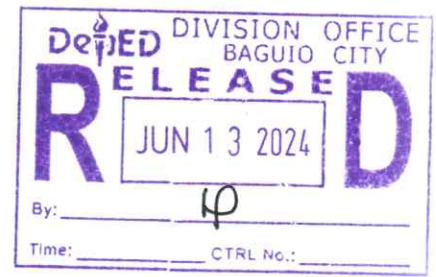




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



11 June 2024

**DIVISION MEMORANDUM**

No. **330-2024**

**CONFIRMATION OF PARTICIPANTS TO THE SCHOOLS AND DIVISION  
OFFICE CONTINGENCY PLAN WRITESHOP**

To: Chief Education Supervisors  
Public Schools District Supervisors  
Public School Heads  
School DRRM Coordinators  
All Others Concerned

1. Pursuant to Republic Act (RA) No. 10121, titled the Philippine Disaster Risk Reduction and Management Act of 2010, all national government agencies are mandated to: a) institutionalize policies, structures, coordination mechanisms, and programs; b) spearhead the establishment of mechanisms which prepare guarantee protection; c) increase resiliency of the Department of Education constituents in the face of disaster; d) institutionalize the culture of safety at all levels; e) systematize protection of education investments; and f) ensure continued delivery of quality education services.
2. In this regard, the Schools Division Office of Baguio City, through the Schools Governance and Operations Division, will be conducting a three-day live-in writeshop from June 25 to 28, 2024, at a venue to be announced in a separate memorandum.
3. This activity aims to review and update the Contingency Plan of all schools and the Schools Division Office.
4. All participants listed in Annex A for this activity are required to confirm their participation through this link: <https://bit.ly/ConPlanConfirm> on or before **June 19, 2024 (5:00PM)**.
5. Moreover, participants from the schools and the Schools Division Office are required to bring their laptops and extension wires together with the softcopy of their contingency plans for the activity.
6. For queries or clarifications, please contact Mr. Cliftone K. Bangse-il, Division DRRM Coordinator through [cliftone.bangseil@deped.gov.ph](mailto:cliftone.bangseil@deped.gov.ph).
7. Immediate dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent

SGOD/SMN/DRRM/ckb



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DepEd Tayo Baguio City <https://depedpines.com>



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**ANNEX A**

**LIST OF PARTICIPANTS**

<b>Division Quick Response and Recovery Team (QRRT)</b>	
<i>Ref.: Division Memorandum No. 174-2024</i>	
1	Soraya T. Faculo PhD, CESO VI
2	Carmel F. Meris
3	Niño M. Tibangay
4	Juliet C. Sannad
5	Cliftone K. Bangse-il
6	Nieves D. Ebanio
7	Jerry C. Ymson
8	Harris G. Dizon Jr.
9	Vima G. Cadungog
10	Jordan Gas-ib
11	Atty. Annette L. Doyaoen
12	Arlene Awing, MD
13	Juliet D. Piok
14	Francisco C. Copsiyan

**1 Representative per School**

- 67 Schools
- All schools are required to send a representative for the above-mentioned activity.



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ANNEX B

ACTIVITY MATRIX

<b>DATE and TIME</b>	<b>TOPIC OUTLINE</b>
<b>Day 0 – Arrival</b>	
5:00PM – 7:00PM	Registration of Participants
7:00PM – 9:00PM	Dinner
<b>Day 1</b>	
6:30AM - 8:00AM	BREAKFAST
8:01AM – 9:00AM	Preliminaries
9:01 – 10:00AM	Hazards, Risks, and Disasters
10:01 – 10:15AM	SNACK
10:16 – 11:00AM	Orientation on the Contingency Planning Process
11:01AM – 12:00NN	Chapter 1: Background
12:01 – 1:00PM	LUNCH
1:01 – 2:00PM	Chapter 1 continuation
2:01 – 3:00PM	Workshop
3:01 – 3:15	SNACK
3:16 – 4:00PM	Chapter 2: Goal and Objectives
4:01 – 6:00PM	Workshop
<b>Day 2</b>	
6:30AM - 8:00AM	BREAKFAST
8:01AM – 8:30AM	Preliminaries
8:31 – 9:30AM	Chapter III: Response Arrangements
9:31 – 10:00AM	SNACK
10:01 – 12:00NN	Workshop
12:01 – 1:00PM	LUNCH
1:01 – 2:00PM	Workshop Continuation
2:01 – 3:00PM	Chapter IV: Activation, Deactivation, and Non-activation
3:01 – 3:15	SNACK
3:16 – 6:00PM	Workshop
5:01 – 6:00PM	Module 6 Workshop





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<b>DATE and TIME</b>	<b>TOPIC OUTLINE</b>
<b>DAY 3</b>	
6:30AM - 8:00AM	BREAKFAST
8:01AM – 8:30AM	Preliminaries
8:31AM – 10:00AM	Finalization of PSCP
10:01AM – 10:15AM	SNACK
10:16AM – 12:00NN	Presentation of Final Output
12:01 – 1:00PM	LUNCH
1:01PM – 2:30PM	Incorporation of Suggestions / Recommendations and submission of final output
2:31PM – 3:00PM	Closing Program
3:01PM Onwards	Snacks & Homebound