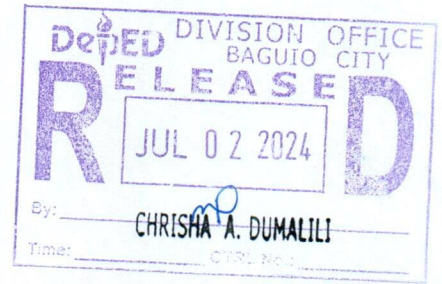




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



**02 July 2024**

**DIVISION MEMORANDUM**

No. **360-2024**

**FINAL LIST OF PARTICIPANTS FOR 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. Relevant to Division Memorandum No. 330-2024 titled "Confirmation of Participants to the Schools and Division Office Contingency Plan Writeshop," and Division Memorandum No. 343-2024 titled "Addendum and Corrigendum to DM No. 330-2024," the final list of participants (listed in Annex A) for the Schools and Division Office Contingency Plan Writeshop, scheduled for July 7-10, 2024, at Puerto de San Juan Beach Resort Hotel, San Juan, La Union, has been confirmed.

2. Below is the schedule of transportation services for ferrying participants to and from the venue. Participants who are unable to come during the scheduled date must arrange their own transportation, which will not be reimbursed.

Departure from SDO Baguio City to Puerto de San Juan Beach Resort Hotel	July 7, 2024
Departure from Puerto de San Juan Beach Resort Hotel to SDO Baguio City	July 10, 2024

3. Confirmed participants who are unable to attend the scheduled activity will be responsible for covering the incurred expenses, except in extreme cases with justifiable reasons. If a participant is unable to attend, they must promptly notify the Division DRRM Coordinator to arrange for a replacement.

4. The following participants shall also serve as the inspectorate team for the whole duration of the activity.

1. Jerry C. Ymson
2. Atty. Annette L. Doyaoen
3. Cliftone K. Bangse-il

5. The Inspectorate team is expected to check the compliance of the supplier with the specifications in the purchase order / contract, ensure that food and facilities are safe and inspect the condition of the premises.

6. Attached herewith is the updated activity matrix.





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7. This will serve as travel authority for ~~the~~ Participants.
8. 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).
9. 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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ANNEX A

	<b>Station / School</b>	<b>Participant</b>
1	Adiwang ES	Cachero, Marife O.
2	Aguinaldo ES	Alban, Robert B.
3	Alfonso Tabora ES	Lagasca, Maria Suzzette S.
4	Apolinario Mabini ES	Guerrero, John B.
5	Baguio Central School	Almonte, Cloudeth L.
6	Baguio City National Science HS	Tongyofen, Lesli N.
7	Baguio City NHS	Wageyen, Floro K.
8	Baguio Country Club Village ES	Lamban, Joey I.
9	Bakakeng ES	Fortea, Apple Joy T.
10	Bakakeng NHS	Ongngad, Aira Mae L.
11	Bonifacio ES	Alban, Aiza B.
12	Camp 7 ES	Calabias, Leah Marie E.
13	Crystal Cave ES	Pasul, Evelyn A.
14	Dominican Mirador ES	Bartolome, Jamie Lou D.
15	Dominican-Mirador NHS	Clifford S. Aridao
16	Don Mariano Marcos ES	Quinto, Alegria Mejia
17	Doña Aurora ES	Rodalyn B. Oaltic
18	Dona Aurora NHS	Bautista, Mary Nadelaine S.
19	Dona Nicasia J. Puyat ES	Quinopez, Jason P.
20	Dontogan ES	Sapalong, Ferdinand S.
21	Elpidio R. Quirino ES	Escobar, Nemhel D.
22	Fairview ES	Tulay, Abegail G.
23	Fort del Pilar ES	Ambaked, Gilford
24	Fort del Pilar NHS	Canyas, Salvador C.
25	Gibraltar ES	Torres, Patricia Veronica B.
26	Guisad Valley NHS	Fagyan, Reid Kurt L.
27	Happy Hollow ES	Cacho, Engelbert A.
28	Happy Hollow NHS	Cacho, Engelbert A.
29	Hillside NHS	Isheen Leva B. Codley
30	Holy Ghost Extension ES	Olba, Omar D.
31	Irisan ES	Eguia, Darryl G.
32	Irisan NHS	Mayanggao, Primo Jr. P.
33	Joaquin Smith NHS	Dumalsin, Paul Ellison S.
34	Jose P. Laurel ES	Garcia, Riza T.
35	Josefa Cariño ES	Eguia, Phoebe F.
36	Kias ES	Sumayao, Flordeluna B.
37	Lindawan ES	Palacio, Ronald M
38	Lindawan NHS	Fedelis, Mark B.
39	Loakan ES	Dela Cruz, Kristel Joy B.
40	Lucban ES	Alingbas, Mel W.
41	Magsaysay ES	Basilan, Elenita A.
42	Magsaysay NHS	Mayaen, Betty M.



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42	Manuel A. Roxas ES	Alo, Reymart A.
43	Manuel L. Quezon ES	Estocapio, Jacqueline L.
44	Mil-an NHS	Santiago, Arianne P.
45	Pacday Quinio ES	Atimpao, Charlie P.
46	Pines City NHS	Godoy Aljetcortez C.
47	Pines City NHS - Senior High	Miguel A. Quiocho
48	Pinget NHS	Mayao, Sherielyn B.
49	Pinsao NHS	Corapan, Jess O.
50	Quezon Hill ES	Sebastian, Sarah Joy Flores
51	Quezon Hill NHS	Gabol, Clyneton Jan M.
52	Quirino Hill ES	Richard M. Daculan
53	Rizal NHS	Atenyao Jr, John P.
54	Roxas NHS	Santos, Rose Ann G.
55	San Carlos Heights ES	Paspasan, Juliet T.
56	San Luis ES	Fagcayang, Fely B.
57	San Vicente ES	Milan, Alice D.
58	San Vicente NHS	Farrong, Gary N.
59	Springhills ES	Garcia, Rachelle D.
	Sto. Tomas ES	Sapalong, Ferdinand S.
60	Sto. Tomas NHS	Tuquero, Queencie Valerie T.
61	Baguio SPED	Louisa W. Pedralvez
62	Rizal ES	Calicdan, Myra Sol M.
63	SDO	Bangse-il, Cliftone K.
64	SDO	Ymson, Jerry C.
65	SDO	Paday-os, Sonny
66	SDO	Cadungog, Vima G.
67	SDO	Menzi, Gerald
68	SDO	Atty. Doyaoen, Annette L.
69	SDO	Dr. Sito, Mary Libeney
70	SDO	Flamiano, Amil
71	SDO	Bugtong, Santiago L.
72	SDO	Gapasin, Rey
73	CDRRMO / Resource Person	Lardizabal, Louie Glenn G.
74	CDRRMO / Resource Person	



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ACTIVITY MATRIX

DATE and TIME	TOPIC OUTLINE
<b>Day 0 – Arrival</b>	
4:00PM – 4:30PM	Registration of Participants
4:31PM – 6:00PM	Opening Program
6:01PM – 7:00PM	Presentation of Submitted Contingency Plan of Schools and Drafted Contingency Plan of SDO Baguio City
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



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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