



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan

2 May 2024

DIVISION MEMORANDUM
NO. 227 s. 2024

**DOWNLOADING OF FUNDS TO SCHOOLS FOR THE IMPLEMENTATION OF THE
SCHOOL-LEVEL WRITESHOP ON THE DEVELOPMENT AND/OR ENHANCEMENT OF
CONTINGENCY PLANS**

TO: Assistant Schools Division Superintendents
Chief Education Supervisors
All Public Schools District Supervisors
All Public Secondary and Elementary School Heads, Assistant Principals, OIC's
All District Disaster Risk Reduction and Management (DRRM) Coordinators
All Secondary and Elementary School Disaster Risk Reduction and Management (DRRM) Coordinators
All Others Concerned

1. In reference to the issued **DepEd Memorandum OUOPS No. 2023-04, Titled Guidelines on the Utilization and Reporting of the FY 2023 Disaster Preparedness and Response Program (DPRP) Funds**, which provide fund support from the approved FY 2023 DPRP funds for the implementation of Disaster Preparedness-related Programs, Projects and Activities (PPAs) and Response Interventions in all Regions and Divisions of the Department of Education (DepEd) except for the Bangsamoro Autonomous Region for Muslim Mindanao (BARMM), to wit;

Annex B : Implementing Guidelines of the FY 2023 Disaster Preparedness and Response Program Funds for the Development and/ or Enhancement of Contingency Plans (CP) in DepEd Field Offices and Schools

2. **The School Division Office shall download the funds to ALL schools for the implementation of the School-Level Writeshop on the Development and/ or Enhancement of Contingency Plans amounting to Six Thousand Pesos Only (6,000.00) in consideration of the following:**

- a. The school-level writeshop shall include at least six (6) participants, including the School Heads, School DRRM Coordinators, and other member of the School DRRM Team.
- b. Each participant of the school-level writeshop is allotted Php 1,000.00 to cover morning and afternoon snacks, lunch and workshop materials.
- c. The schools may involve additional participants for the school-level writeshop but expenses shall not exceed the allotted Php 6,000.00.
- d. For small schools and/or clustered schools with the same School Heads and with less than six (6) personnel, the schools are given prerogative to explore ways in conducting the school-level writeshop such as but not limited to organizing a 1-day INSET session.



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