

Republic of the Philippines

Department of Education

Region I SCHOOLS DIVISION OFFICE OF PANGASINAN II

Canarvacanan, Binalonan

2 May 2024

DIVISION MEMORANDUM NO. 337 s. 2024

DOWNLOADING OF FUNDS TO SCHOOLS FOR THE IMPLEMENTATION OF THE SCHOOL-LEVEL WRITESHOP ON THE DEVELOPMENT AND/OR ENHANCEMENT OF CONTIGENCY 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 1day INSET session.







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- The conduct of the said school-level writeshop shall start on July 1-30, 2024. The 3. following Contingency Plans are expected to be accomplished:
 - a. Contingency Plan for EARTHQUAKE
 - b. Contingency Plan for TYPHOON
 - c. Contingency Plan for FLOODING
- 4. To ensure consistency in all Contingency Plans, it is recommended that DepEd field offices and schools use the provided Contingency Planning templates and Contingency through: Planning Guidebook. This accessed resources be https://bit/DepEdConPlanReferences.
- The District DRRM Coordinators are responsible for consolidating and submitting 5. copies of the developed and/or enhanced Contingency Plans to the Division DRRM office once all schools have already completed their Contingency Plan writeshop. Also, a narrative report and photo documentation shall be submitted as part of the accomplishment of the activity. A separate office memorandum shall be issued on the details of the submission.
- Furthermore, the liquidation of the downloaded funds shall be in accordance to the existing guidelines/ processes on the liquidation of school MOOE.
- Should there be any clarification on this issuance, you may coordinate with Mr. 7. Manuel Jodick C. Pulga, Project Development Officer II, DRRM.

For your information and guidance.

VIVIAN LUZ S. PAGATPATAN, CESO VI Assistant Schools Division Superintendent OIC, Office of the Schools Division Superintendent

Encl.: As stated Reference: None

To be indicated in the Perpetual Index Under the following subjects:

> CONTINGENCY PLANNING DRRM

SAFETY EDUCATION

SGOD/MJCP/Memo_DownloadingOfFundsForSchoolLevelConPlanWriteshop M-____/May 2, 2024







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