



Republic of the Philippines
Department of Education

Region I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

SDO ALAMINOS
RELEASED
2024-01-08
RECORDS UNIT

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2024-004

TO : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division (CID)
Chief, School Governance and Operations Division (SGOD)
Heads of Public Elementary and Secondary Schools
All Others Concerned

SUBJECT : **DOWNLOADING OF FUNDS FOR THE SCHOOL-LEVEL WRITESHOP ON THE DEVELOPMENT OR ENHANCEMENT OF EXISTING SCHOOL CONTINGENCY PLAN**

FROM : Office of the Schools Division Superintendent

DATE : January 3, 2024

1. The Department of Education annually conducts contingency planning to ensure effective preparation and response to disasters and emergencies and address the vulnerabilities of the education sector to ensure the continuous delivery of equitable education amidst natural and human-induced hazards.
2. Relative to OUPS Memorandum No. 2023-04-6762 entitled Guidelines on the Utilization and Reporting of the FY 2023 Disaster Preparedness and Response Program (DPRP) Funds which is intended to implement and to monitor Disaster Preparedness-related programs, projects & activities and Response Interventions under the Disaster Risk Reduction and Management Services (DRRMS), support for the school-level writeshop on the development and/or enhancement of existing school contingency plan will be downloaded to all public elementary and secondary schools 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 members 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.

With hundred reasons to serve!



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan
Telephone Number: (075) 205 - 0644
Website: depedalaminoscity.com
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- d. The conduct of the one-day school-level writeshop would be during the INSET week from January 24-26 & 29-30, 2024. Please refer to DepEd Order No. 022 s. 2023.
 - e. All downloaded funds would be subject to existing accounting and auditing rules and regulations.
3. All contingency plans shall follow the contingency planning templates and guidebook. These resources are accessible through: <https://bit.ly/DepEdConPlanReferences>. Submission of the enhanced school contingency plan and after-the-activity report will be on or before February 29, 2024.
 4. For any concern and clarification, please inform Mr. Bjorn M. Cruz, the Division Disaster Risk Reduction and Management Coordinator thru this email: bjorn.cruz@deped.gov.ph and contact no.: 09178831113.
 5. For your information, guidance and compliance.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

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