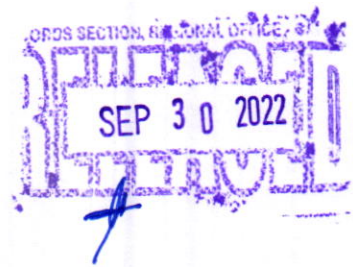




Republic of the Philippines
Department of Education
 CARAGA REGION



September 29, 2022

REGIONAL MEMORANDUM
 No. 0854, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
 This region

**UPDATES FOR THE THREE-DAY WRITESHOP ON CONTINGENCY PLANNING
 AND PUBLIC SERVICE CONTINUITY PLANNING FOR SDOs**

1. To ensure that all participants are able to attend and have ample time for the pre-work activities, this office informs all the SDOs that the 3-day Writeshop on Contingency Planning (CP) and Public Service Continuity Planning (PSCP) for SDO DRRM Coordinators is moved on **October 12-14, 2022**, to be held at Balanghais Hotel and Convention Center, Brgy. Doongan, Butuan City.
2. As requisites, all participants shall prepare data relevant to the CP/PSCP and shall draft initial input to the plans prior to the actual writeshop. The CPs/PSCPs shall focus on Typhoon and/or Earthquake scenarios which are the most common hazards in the Caraga Region. Templates, references and other materials to be used for the formulation of CP/PSCP are stored in the Google Drive Link: <https://bit.ly/3LPr9SX> for easy access.
3. The organizer shall provide full meals, snacks, and accommodation for the participants on day 1&2, while only breakfast and lunch shall be prepared for day 3 (last day). The workshop shall have the following program outline:

Date/Time	Session	Persons Responsible
Day 1: 8:30am	Registration/Opening Program	Assigned SDO DRRMC
9:30am	Introduction on Contingency Planning (templates, references, etc.)	Megnon P. Beldad, PDO II DRRM Regional Coordinator
10:30am	Writeshop 1: Writeshop on Contingency Planning for Typhoon and/or Earthquake	Participants
12:00pm	Lunch Break	
1:00pm	Continuation of Writeshop on Contingency Planning	Participants
4:30pm	End of day 1/Dinner	
Day 2: 8:30am	Recap of writeshop progress	Assigned SDO DRRMC
9:00am	Introduction on Public Service Continuity Planning (templates, references, etc.)	Megnon P. Beldad, PDO II DRRM Regional Coordinator



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<i>Date/Time</i>	<i>Session</i>	<i>Persons Responsible</i>
10:00am	Writeshop 2: Public Service Continuity Planning for Education Sector	Participants
12:00pm	Lunchbreak	
1:00pm	Continuation of Writeshop 2	Participants
4:30pm	End of day 2/Dinner	
Day 3: 8:30am	Recap of writeshop progress	Assigned SDO DRRMC
9:00am	Presentation and critiquing of sample draft CP	Participants
10:00am	Presentation and critiquing of sample draft PSCP	Participants
11:00am	Closing program - Ways forward	Megnon P. Beldad, PDO II DRRM Regional Coordinator
12:00pm	Lunch/Home sweet home	

4. The editable and SDS-approved versions of the SDO CPs/PSCPs are expected to be submitted/uploaded on October 28, 2022, thru the same Google Drive link as provided above. SDO DRRM Coordinators are also encouraged to start scheduling the series of orientation on the enhanced/improved CP and PSCP templates to all their schools the soonest possible.

5. Reimbursement of travel expenses, per diem, and other expenses of the participants shall be charged against their local funds subject to the usual accounting and auditing rules and regulations.

6. For immediate dissemination.


MA. GEMMA MERCADO LEDESMA
 Director IV

Encl/s.: NONE

Reference/s: NONE

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

CONTINGENCY PLAN

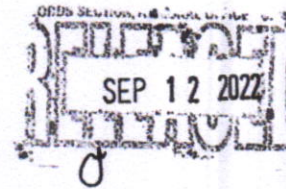
DRRM

PSCP

ESS/mpb
09/29/2022



Republic of the Philippines
Department of Education
CARAGA REGION



September 9, 2022

REGIONAL MEMORANDUM
No. 0180, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**THREE-DAY WRITESHOP ON THE ENHANCEMENT OF CONTINGENCY
PLAN AND PUBLIC SERVICE CONTINUITY PLAN FOR SDOs-CUM-
3RD QUARTER DRRM COORDINATION MEETING AND
FIELD MONITORING**

1. This office informs the Schools Division Offices that the Three-day Writeshop on the Enhancement of Contingency Plan and Public Service Continuity Plan for SDO DRRM Coordinators shall be moved from its initial plan on September 21-23, 2022, to **October 3-5, 2022**.
2. The writeshop shall be participated by all twelve (12) Division DRRM Coordinators and one (1) additional participant from SDOs Agusan del Sur and Surigao del Sur, preferably knowledgeable on BE-PSCP. The activity shall be held in Butuan City with the specific venue to be communicated thru an advisory once finalized.
3. To maximize time, the DRRM Coordinators shall also attend the 3rd Quarter DRRM Coordination Meeting-cum-Field Technical Assistance and Monitoring on **October 6-7, 2022**, to be hosted by SDOs Agusan del Norte and Butuan City.
4. Participants of the meeting are required to present updated status of fund utilization of all downloaded funds using the CO-prescribed monitoring report template as well as catch-up plans for the remaining quarter. Attached herewith are the reporting templates for reference.
5. The Division Engineers of SDOs Agusan del Norte and Butuan City are also requested to join during the field monitoring. The schedule matrix and schools to be visited shall be planned by the host SDOs, to consider schools with challenges on disaster preparedness and issues on classroom repair/construction.
6. Expenses incurred during the field monitoring shall be charged against the DRRM Program Support Funds (PSF) of the host divisions to include food, lodging and vehicle rental/fuel. Reimbursements of travel expenses of the participants shall be charged against their respective local funds.
7. The host SDOs are reminded that the visit must not disrupt the ongoing classes. Hence, only the School Head and the School DRRM Coordinator are expected to attend in the technical sharing session along with the DRRM Coordinators and Engineers. As much as possible, maximum of only one (1) hour shall be allotted per school.



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2022-09-11813
Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

8. Should there be any concerns, your staff may contact Ms. Megnon P. Beldad, Regional DRRM Coordinator, thru her email address: megnon.beldad@deped.gov.ph.

9. For information and dissemination.


MA. GEMMA MERCADO LEDESMA
Director IV 

Encl/s.: FUND SUPPORT MONITORING TEMPLATES

Reference/s: NONE

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

DRRM PLANS

QUARTERLY DRRM MEETING

ESS/mpb
09/09/2022
