



Republic of the Philippines
Department of Education
CARAGA REGION



07 September 2020

REGIONAL MEMORANDUM

No. 368, s. 2020

To: SCHOOL DIVISION SUPERINTENDENTS
This Region

**TWO-DAY REGIONAL WEBINAR ON CONTINGENCY PLANNING FOR DIVISION,
DISTRICT AND SCHOOL DRRM AND HEALTH COORDINATORS**

1. In relation to the recently issued OUA Memo-00-0620-0022 which provides guidance to regions and divisions to utilize funds allocated for the Development and Enhancement of Contingency Plans of Regions and Divisions, a **two-day Regional Webinar on Contingency Planning** will be conducted for the Division and School DRRM and Health Coordinators on **September 10-11, 2020** via Google Meet platform.

2. To join, access the link: <https://forms.gle/jTQa1ZLeqso4zfPz8> for the registration. The links to the Google Meet are as follows:

Date/Time	Google Meet Links
September 10, 2020 9:00am-5:00pm	meet.google.com/nmw-qgpj-wyo
September 11, 2020 9:00-5:00pm	meet.google.com/cgs-hgrd-jxj

3. The speakers and break-out facilitators are the Division DRRM Coordinators, to wit:

Jamel I. Sacar	-	Agusan del Norte
Carlito S. Reyes	-	Agusan del Sur
Gilbert E. Cubillas, Jr.	-	Bayugan City
Mario L. Lesiguez	-	Bislig City
Emilio B. Makiling, Jr.	-	Butuan City
Japheth K. Salar	-	Cabadbaran City
Rex E. Rojas	-	Dinagat Islands
Catherine B. Landao	-	Siargao Island
Johnmark L. Gorgonio	-	Surigao City
Gilde M. Erazo	-	Surigao del Norte
Rufino T. Reyes	-	Surigao del Sur
Orland M. Villarica	-	Tandag City



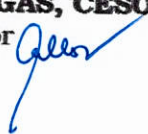
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2020-09-8680

Document Control No:
DepEdRO13-REC-013/R3/02-18-2020

4. The PowerPoint presentations and other materials were already e-mailed to the respective coordinators in advance.
5. Enclosed herewith are program of activities and breakdown of participants per SDOs from the districts and schools and among the DRRM and Health Coordinators provided that the number of participants per SDO is followed.
6. Be also informed that after the regional webinar, the SDOs are required to conduct the same to schools in team-up with the trained district coordinators. The output of all the participants must be sent to their respective division coordinators at the end of the day.
7. During the break-out sessions, division facilitators shall direct their respective participants to the Google Link of their own to effectively manage inquiries and clarifications simultaneously. Issues and concerns of the participants shall also be documented by the facilitators especially if it concerns the action of the RO and CO.
8. Should there be other concerns, contact the organizer thru mobile phone no. 0910-472-3654 or e-mail at: megnon.beldad@deped.gov.ph.
7. For immediate dissemination.


FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director 

Encls.: As stated
Reference: OUA Memo-00-0620-0022
To be indicated in the Perpetual Index
under the following subjects:
CONTINGENCY PLANNING DRRM

ESS/mpb
09/04/2020

Enclosure: Breakdown of Participants per SDO

Regional Webinar-Series on Contingency Planning

September 10-11, 2020 via Google Meet

No. of Participants per SDO

Division Office	No. of Slots			Total
	CO/RO/SDOs	District	Schools	
CO/Regional Offices	2	0	0	2
Agusan del Norte	1	8	7	16
Agusan del Sur	1	8	7	16
Bayugan City	1	5	5	11
Bislig City	1	4	5	10
Butuan City	1	5	5	11
Cabadbaran City	1	4	5	10
Dinagat	1	4	5	10
Siargao	1	5	5	11
Surigao City	1	5	5	11
Surigao del Norte	1	8	7	16
Surigao del Sur	1	8	7	16
Tandag City	1	4	5	10

*Maximum of 150 participants to manage

*Private Schools may also be given slots to join the webinar

*Pre-registration is done via Google Sheets for attendance purposes

*Strategically, SDOs may opt to interchange the slots between the Districts and Schools as may see fit considering the conduct of the roll-out webinar to non-participating schools

*Resource Speakers need to find a substitute when unavailable to present the topics

*Honorarium to substitute speakers (district/schools) may be considered but shall be shouldered by the SDOs if with prior arrangement

*Certificate of Participation for the SDOs shall be facilitated by the RO if requested. The SDOs shall then facilitate their participants' certificates if requested.

*Evaluation shall be conducted at the end of the activity (via RO QAME once office's resumed)

WEBINAR-SERIES ON SDRRM CONTINGENCY PLANNING
for Division and District DRRM Coordinators
September 10-11, 2020 via Google Meet Platform

PROGRAM OF ACTIVITIES

Date/Time	Activities/Sessions	Resource Speakers/Facilitators
September 8, 2020		
9:00-10:00am	Opening Amenity ▪ National Anthem ▪ Prayer ▪ Welcome Message ▪ Introduction of Participants ▪ Expectations Setting ▪ Objectives of the Training ▪ Expected Output ▪ House Rules ▪ Setting the Mood	AVP by Japheth K. Salar, PDO II Cabadbaran City Division RD Francis Cesar B. Bringas, CESO IV Megnon P. Beldad, PDO II Regional Office
10:01-10:30am	Promoting Child Protection Amidst CoVID-19	Catherine B. Landao, PDO II Siargao Island Division
10:31-11:00am	Introduction to Contingency Planning	Megnon P. Beldad, PDO II Regional Office
11:01-11:30am	Contingency Plan Writeshop (DISCUSSION) ❖ Objectives ❖ Impacts ❖ Scenarios	Gilbert I. Cubillas, EPS II Bayugan City Division
11:31-1:00pm	<i>Break Time</i>	
1:01-2:00pm	Contingency Plan Writeshop (PROPER) - Participants divided into Break-out Sessions	SDO DRRM Coordinators
2:01-3:00pm	Contingency Plan Writeshop (DISCUSSION) ❖ Activation, Deactivation, and Non-Activation ❖ Coordination	Megnon P. Beldad, PDO II Regional Office
2:31-4:00pm	Contingency Plan Writeshop (PROPER) - Participants divided into Break-out Sessions	SDO DRRM Coordinators
4:01-4:30pm	Wrap-Up and End of Day 1	Megnon P. Beldad, PDO II Regional Office
September 9, 2020		
9:00-9:30am	Opening Prayer ▪ Management of Learning/Recap ▪ Energizer ▪ Open Forum	AVP by Rex E. Rojas, PDO II Dinagat Islands Division
9:31-11:00am	Contingency Plan Writeshop (DISCUSSION) ❖ Command and Control ❖ Response and Early Recovery Measures ❖ Preparedness Measures	Emilio B. Makiling, Jr., PDO II Butuan City Division Rufino T. Reyes, SEPS I Surigao del Sur Division Jamel I. Sacar, PDO II

Date/Time	Activities/Sessions	Resource Speakers/Facilitators
11:00-12:00pm	Contingency Plan Writeshop (PROPER) - Participants divided into Break-out Sessions	Agusan del Norte Division SDO DRRM Coordinators
12:01-1:30pm	Break time	
1:31-3:00pm	Presentation of Outputs - Random selection of SDOs to present - At least 3 SDOs	SDO Participants
3:01-4:00pm	Open Forum Announcements/Updates Closing Message	Megnon p. Beldad, PDO II Regional Office Manuel O. Caberte Chief, ESSD

NOTES:

- SDO DRRM Coordinators must open a separate Google Meet Link for the break-out Sessions with the participants to address questions/queries during the Writeshop.
- SDO Coordinators pre-select their participants to join in the webinar such as:
 - District with majority of schools do not have a Contingency Plan
 - District with old CP templates used
 - District that can assist in the conduct of the SDO level-webinars with School DRRM Coordinators as participants
- SDOs will conduct their own webinar-series on Contingency Planning after the RO webinar
- SDOs shall save all the outputs of their own participants
- SDOs shall prepare a tentative schedule of their Contingency Planning to Regional DRRMC and/or other important updates to be included in the announcement on Day 2 closing part.

ROLES:

- SDO DRRMCs shall manage the writeshop during the break-out sessions
- SDO DRRMCs shall take note of the issues and concerns of their participants for inclusion in the Activity Reporting at the RO level
- A preparatory meeting will be conducted on **September 3, 2020** via G-Meet. RO will share the link via g-chat.
- RO DRRM will forward all Contingency Plan templates and other references
- Submit memo and no. of participants per SDO



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0620-0102

MEMORANDUM

18 June 2020

For: Regional Directors
Minister of Basic, Higher, and Technical Education
Schools Division Superintendents
Regional DRRM Coordinators

Subject: DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY
PLANS AMIDST COVID-19 FOR REGIONS

In view of the declaration of the state of public health emergency brought about by the COVID-19 pandemic, and in response to the enactment of the *Bayanihan to Heal as One Act*, the Department of Education (DepEd) through the Disaster Risk Reduction and Management Service (DRRMS) has developed various strategies in the implementation of its programs, projects, and activities to help address the health crisis.

The Office of the Undersecretary for Administration (OUA) thus issued OUA Memo-00-0620-0022, providing guidance to regions and divisions to utilize the funds allocated for the Development and Enhancement of Contingency Plans of Regions and Divisions, taking the pandemic into consideration. An **online Contingency Planning Workshop for Regions** will thus be conducted on **13 to 16 July 2020**.

At the end of the Contingency Planning Workshop, the participants are expected to be able to better support their principals in the development and enhancement of Contingency Plans and shall be equipped to capacitate other DepEd field personnel. They specifically shall be able to:

- Understand and apply the process of formulating Contingency Plans that is responsive to the needs that will arise during worst-case situation;
- Understand and articulate the epidemiological characteristics of COVID-19, identify its impacts, and the appropriate preparedness and response measures for the formulation of Contingency Plan; and
- Devise an appropriate design for cascading the training to other DepEd and school personnel.



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS),
Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support
Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

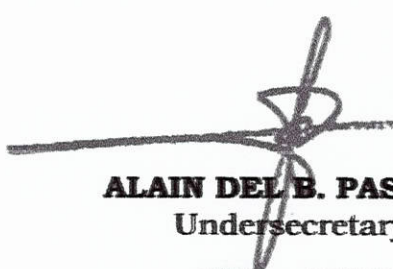
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Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo

Regional DRRM Coordinators shall participate in the online training.

Attached is the indicative program for reference. **Google Meet** will be used for the online training. The google link will be sent via email to confirmed participants.

For confirmation, kindly contact the Disaster Risk Reduction and Management Service via drmo@deped.gov.ph.

For appropriate action.


ALAIN DEL B. PASCUA
Undersecretary




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