



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

JUN 28 2024

DIVISION MEMORANDUM

No. **371**, s. 2024

**ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 324, S. 2024 TITLED
“CORRIGENDUM TO DIVISION MEMORANDUM NO. 283, S. 2024 TITLED 2024
DIVISION CONTINGENCY PLAN TRAINING SCHOOL-LEVEL)”**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and
Integrated Schools
District and School DRRM Coordinators
All Others concerned

1. In reference to Division Memorandum No. 324, s. 2024 titled “Corrigendum to Division Memorandum No. 283, s. 2024 titled “2024 Division Contingency Plan Training (School-Level)”, please be informed that the **Training Matrix** and the **List of Training Team** are attached as Enclosure 2 and 3, respectively.
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Enclosure: As stated
To be indicated in the Perpetual Index
under the following subjects:

#DRRM

#safety

#preparedness

#2024conplan

#school-level



Address: Banica, Roxas City
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Enclosure 2 – 2024 Contingency Plan Training (School-Level)

TRAINING MATRIX

Day 1

8:00-9:30	Arrival of Participants
9:30-10:00	Preliminaries
10:00-10:15	Health Break
10:15-11:00	Administrative Announcements Pre-Test
11:00-12:00	Review of Basic DRRM Concepts
12:00-1:00	LUNCH BREAK
1:00-3:00	Module 1: Introduction to CP
3:00-3:15	Health Break
3:15-5:15	Module 2: CP Factors
5:15-5:30	Daily Course Evaluation

Day 2

8:00-8:30	MOL
8:30-12:00	Module 3: CP Process Session 1 <ul style="list-style-type: none">• Workshop 1: Hazard Identification• Workshop 2: Developing Chapter I(Background)
12:00-1:00	LUNCHBREAK
1:00-5:00	Session 2 <ul style="list-style-type: none">• Workshop 3: Developing Chapter II (Goal and Objectives)• Workshop 4: Cluster Identification
5:00-5:15	Daily Course Evaluation



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Enclosure 3 – 2024 Contingency Plan Training (School-Level)

LIST OF TRAINING TEAM

Number of Program Manager, Trainers/Facilitators and Secretariat	Number of Training Days	Number of Training Hours
1 Program Manager 6 Trainers/Facilitators 11 Secretariat	4	32

Management Team, Quality Assurers and Facilitators

Roles	Persons Involved
Program Manager	Glenda Marie B. Botin JD PDO II- DRRM

Resource Persons, Facilitators, and TWG

Name	Resource Persons
Judy Grace C. Pelaez MPA 5 Members of the PDRRM Office Glenda Marie B. Botin JD.MPA	LDRRMO IV PDO II- DRRM

Technical Working Group

Jhean Mae Grace Lingco Yzarda Claudette Ballera Jamie Rose Magsila Jerry Mosquite Mary Grace Atinon Formosa Rabe Romar Jaravelo	PDO I PDO I EPS II(HRTD) EPS II(M&E) ADAS SEPS (SocMob)
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QAME

Ronald Dile	SEPS- SMME
Immaculada J. Amores PhD	SEPS- HRTD
2 Nurses	Health



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Day 3

9:00-9:30	MOL
9:30-12:00	Part 2 Workshop 5: Cluster Implementation Plan
12:00-1:00	LUNCHBREAK
1:00-5:00	Session 3 <ul style="list-style-type: none">• Workshop 6: Developing Chapter III (Coordination, Command and Control) Chapter IV (Activation, Deactivation and Non-Activation))• Workshop 7: Working Group
5:00-5:15	Daily Course Evaluation

Day 4

8:30-9:00	MOL
9:00-12:00	Module 3: CP Process
12:00-1:00	LUNCHBREAK
1:00-4:00	Open Forum Ways Forward Post-Exam Training Course Evaluation
5:00	End of Training