



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

11 OCT 2024

DIVISION MEMORANDUM

No. **625** s. 2024

FINALIZATION OF THE 2024 SCHOOL CONTINGENCY PLAN

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

1. A contingency plan is the organization's course of action designed to help it respond effectively or prepare for an incident that may happen in the future. To realize this objective, this office is set to hold a *Finalization of the 2024 School Contingency Plans* that was scheduled on October 8 & 9, 2024. However, due to administrative concerns, it will be conducted on **October 22, 2024, Tuesday** for Batch 1 and **October 23, 2024, Wednesday** for Batch 2. The venue of said activity will be at Maribert Inland Resort, Lantangan, Pontevedra, Capiz.
2. Participants to this activity are the School Disaster Risk Reduction and Management Coordinators who could be the school heads or other school non-teaching personnel. The Allocation of Participants per batch is attached as **"Annex A"**.
3. Expenses relative to the conduct of this activity shall be charged against the Disaster Preparedness and Response Program fund while the travel expenses of the participants are chargeable against the School MOOE, both subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is 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 | | #finalization |



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Annex **"A"**
ALLOCATION OF PARTICIPANTS PER BATCH

Batch 1

October 22, 2024 (Tuesday)

| District | Number of Schools |
|---------------|-------------------|
| Cuartero | 24 |
| Dao | 23 |
| Dumalag | 22 |
| Dumarao | 38 |
| Jamindan | 34 |
| Mambusao East | 20 |
| Mambusao West | 15 |
| Tapaz East | 37 |
| Tapaz West | 26 |
| TOTAL | 239 |

Batch 2

October 23, 2024 (Wednesday)

| District | Number of Schools |
|--------------|-------------------|
| Pilar | 29 |
| Pres. Roxas | 20 |
| Maayon | 36 |
| Panitan | 27 |
| Panay | 32 |
| Pontevedra | 22 |
| Ivisan | 17 |
| Sapian | 24 |
| Sigma | 24 |
| Capiz NHS | 1 |
| TOTAL | 232 |