



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

July 29, 2024

**DIVISION MEMORANDUM**  
No. 152, s. 2024

**DIVISION TRAINING/WRITESHOP ON CONTINGENCY PLANNING**

TO : Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
Schools Division Office Top Level Management  
Public Schools District Supervisors  
School Heads  
All others concerned

1. The Department of Education (DepEd) conducts annual contingency planning to ensure effective preparation and response to disasters and/or emergencies. This is crucial in addressing the vulnerabilities of the education sector and ensuring the continuous delivery of equitable education amidst natural and human-induced hazards.
2. The DepEd Disaster Risk Reduction and Management Service (DRRMS) provides funds for the Division office-level writeshop and school-level training to develop and enhance existing division office and school contingency plans.
3. Also, in conformity with DepEd Sorsogon Province's Division Change Plan crafted by Schools Division Superintendent William E. Gando with the Vision: **Total Holistic Education through Vibrant Integrated Linkages with Leaderships, Alliances, Groups and Entities to Individually Nurture Children (THE VILLAGE INC)**, the Schools Division Office (SDO) in partnership with the **Sorsogon Provincial Disaster Risk Reduction and Management Office (SPDRMO)** will conduct the **Division Training/Writeshop on Contingency Planning** based on these objectives: 1. to train key Schools Division Office (SDO) personnel and schools heads in crafting the SDO and schools Contingency plans; and, 2. to produce and submit the SDO and schools contingency plans to DRRMS.
4. The Division Training/Writeshop on Contingency Planning will be conducted on the following schedule:

Batch 1 : August 6 to 9, 2024  
Batch 2 : August 13 to 16, 2024  
Batch 3 : August 27 to 30, 2024



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 211-6461  
Email: sorsogon@deped.gov.ph  
Website: depedsorsogon.com.ph



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Enclosure 1:  
**Participants to the Division Training/Writeshop on Contingency Planning**

<b>BATCH 1 : August 6 to 9, 2024 (189)</b>			
Schools Division Office (7)			
SGOD Chief Florencio P. Bermundo		CID Chief Gina Q. Tarog	
Admin. Officer Jomar E. Enguerra		Budget Officer Valentina E. Hugo	
Medical Officer Dr. Belardo G. Hadap, Jr		Div. Engineer Jose Ma. Albert H. Perez	
Planning Officer Esperanza G. Espigol			
Public Schools District Supervisors and School Heads (182)			
Barcelona (25)	Bulusan (24)	Casiguran (24)	Irosin I (17)
Irosin II (19)	Juban (31)	Matnog I (21)	Matnog II (21)
<b>BATCH 2: August 13 to 16, 2024 (190)</b>			
Public Schools District Supervisors and School Heads			
Castilla East (19)	Castilla South (18)	Castilla West (16)	Donsol East (21)
Donsol West I (18)	Donsol West II (18)	Pilar I (15)	Pilar II (20)
Pilar III (32)		Sta. Magdalena (13)	
<b>BATCH 3: August 27 to 30, 2024 (186)</b>			
Public Schools District Supervisors and School Heads			
Bulan I (21)	Bulan II (17)	Bulan III (18)	Bulan IV (22)
Gubat North (18)	Gubat South (29)	Magallanes North (19)	Magallanes South (19)
Prieto Diaz (23)			
<b>Secretariat/Working Committee (9)</b>			
SEPS SMME Leah Peran		HRDO Designate Princess Ann G. Grajo	
EPS II Ronald Esteves		EPS II Designate Dodge E. Lagman	
PDO II Joseph John J. Perez		PDO I Alan J. Ordoñez	
Admin. Officer Rosemarie Lisano		Admin Assistant Liborio Altarejos, III	
SEPS Roman Jebulan			
<b>Resource Persons</b>			
<b>Division DRRM Coordinators</b> : Alvin Cuz - SDO Albay, Geronimo Burce, Jr. - SDO Camarines Norte, Mark Anthony Rosal - SDO Masbate Province			
<b>SPDRRMO &amp; MDRRMOs</b> - Jocelyn B. Gallanosa, Nelson U. Bendillo, Fritzie Riva L. Michelena, Arvee T Lodronio, Rhalen Endeno, Arnol Lista, Marcky Ragasa			



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1400H-1700H	TTX Exercise
1700H	End of Day 3
	<b>DAY 4 (August 9/16/30, 2024)</b>
0800H-0830H	Recap/Energizer
0900H-1200H	Return Teaching
	Module 3 Session 1 Part 1
	Module 3 Session 1 Part 2
	Module 3 Session 2 Part 1
	Module 3 Session 2 Part 2
	Module 3 Session 3
1200H-1300H	Lunch Break
1300H-1330H	Post-Test and Evaluation
1330H-1430H	Closing Program Impression per Group, Feedback from Training Team Awarding of Certificates Ways Forward



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