



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

JUL 16 2024

DIVISION MEMORANDUM

No. 129, s. 2024

SCHOOL -LEVEL WRITESHOP TO DEVELOP AND/OR ENHANCE EXISTING SCHOOL CONTINGENCY PLANS

TO: OIC-Assistant Schools Division Superintendent
Chief of CID & SGOD
Education Program Supervisors I of CID & SGOD
Public Elementary and Secondary School Heads/TIC's
All Others Concerned:

1. The Department of Education (DepEd) conducts an annual Contingency Planning to ensure effective preparation and response to disasters and 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. To support this initiative, the DepEd Disaster Risk Reduction and Management Service issued an unnumbered OUOPS Memorandum with a subject, **Guidelines on the Utilization and Reporting of the FY 2023 Disaster Preparedness and Response Program (DPRP) Funds** on July 25, 2023, and provided funds for the following activity:


- **1-Day School Level Writeshop to develop and/or enhance existing School Contingency Plans.**

3. In this premise, immediate conduct of said activity is hereby encouraged. Attached is **Enclosure 1** indicating the amount of **Php. 5,000.00** to be downloaded per school and must be utilized before **August 2, 2024**, exclusive for the specified activity below:

- the writeshop shall include **at least six (6) participants**, including the School Head, and members of the school DRRM team;
- The schools are given the prerogative to explore ways in conducting the school-level writeshop such as but not limited to organizing a 1-day INSET session;
- provision of meals, snacks and workshop materials to the said participants;
- submission of **approved contingency plan** not later than **August 9, 2024**.

4. Expenses relative to the conduct of the activity shall be charged against Local/Downloaded Funds subject to the usual accounting and auditing rules and regulations.

5. Immediate and wide dissemination of this Memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent 

Encl: As stated.
Reference Memorandum:
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS	DISASTER	PREPAREDNESS	CONTINGENCY PLAN
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Enclosure to Division Memorandum No. _____ s. 2024

**ALLOCATION FOR THE CONDUCT OF 1-DAY SCHOOL LEVEL WRITESHOP TO
DEVELOP/ENHANCE SCHOOL CONTINGENCY PLAN**

	SCHOOL NAME	SCHOOL HEAD	AMOUNT TO DOWNLOAD
1	Jose B. Puey Sr. Elementary School	Elizabeth A. Adraneda	Php. 5,000.00
2	Buenaventura V. Rodriguez Elementary School	Lolybeth L. Lamason	Php. 5,000.00
3	Alfredo E. Marañon Sr. Elem. School	Lodie L. Yap	Php. 5,000.00
4	Alfredo E. Marañon Sr. Elem. School (SOF))	Genelyn R. Fuentesfina	Php. 5,000.00
5	General Luna Elementary School	Joseph P. Baja	Php. 5,000.00
6	Maria Lopez Elementary School	Lilibeth A. Ardo	Php. 5,000.00
7	Ricardo Gamboa Elementary School	Flordeliza V. Saratobias	Php. 5,000.00
8	Cesar Gamboa Elementary School	Marites J. Iglesia	Php. 5,000.00
9	Raynor Mesa Elementary School	Julius G. Juanico	Php. 5,000.00
10	Sir Arthur Cooper Elementary School	Heide D. Lumayno	Php. 5,000.00
11	Josebio L. Gonzaga Memorial School	Isidora D. Jumayao	Php. 5,000.00
12	Bato Central Elem. School	Lindon L. Minor	Php. 5,000.00
13	Macamilco Elem. School	Nenita A. Logatiman	Php. 5,000.00
14	Uychiat Elem. School	Cheryl B. Minor	Php. 5,000.00
15	Maquiling Elem. School	Dinah T. Tablan	Php. 5,000.00
16	Maquiling Elem. School - Ext.	Tisa L. Villaceran	Php. 5,000.00
17	Campo Himogaan Elem. School	Reggie A. Batiller	Php. 5,000.00
18	Melchor D. Salcedo Elem. School	Mansueto D. Aguipo, Jr.	Php. 5,000.00
19	Manara Elementary School	Joe Arvy S. Natan	Php. 5,000.00
20	Vito Elem. School	Ma. Fe H. Cabillon	Php. 5,000.00
21	Elia T. Canoy-Esperancilla ES	Rey S. Martorillas	Php. 5,000.00
22	Matabas Elementary School	Ruel E. Magno	Php. 5,000.00
23	Plaridel Elem. School	Renato P. Bauden	Php. 5,000.00
24	Tuong Elementary School	Dennis L. Solivio	Php. 5,000.00
25	Raymundo Tupas ES	Christine S. Modelo	Php. 5,000.00
26	Raymundo Tupas SESCO Extn.	Roy M. Alberio	Php. 5,000.00
27	Old Sagay Elem. School	Eleanor Y. Lo	Php. 5,000.00
28	Suyac Elementary School	Jaypee E. Santillan	Php. 5,000.00
29	P.R. Katalbas I Elementary School	Haide O. Rublico	Php. 5,000.00
30	Talusan Elem. School	Arman S. Martorillas	Php. 5,000.00
31	P.R. Katalbas II Elementary School	Jilmore E. Benignos	Php. 5,000.00
32	Onofre dela Paz Elem. School	Roberto C. Flores, Jr.	Php. 5,000.00
33	Bulanon Elem.School	Eleazar M. Arellano	Php. 5,000.00
34	Lopez Jaena Elem. School	Renante P. Sanchez	Php. 5,000.00
35	Pacol Elementary School	Ramelo D. Lopez	Php. 5,000.00
36	Laon Elementary School	Regielee C. Flores	Php. 5,000.00
37	Briones-Salcedo Elem. School	Zalde A. Solivio	Php. 5,000.00
38	Campo Santiago Elem. School	Juliet M. Gansan	Php. 5,000.00
39	Hamticon Elem. School	Alquiver T. Tapia	Php. 5,000.00
40	Rufino T. Halipa Sr. Elementary School	Leonora P. Belacas	Php. 5,000.00
41	Baviera Elementary School	Brian B. Villaceran	Php. 5,000.00
42	Sherman Hill Integrated School - Elem. & Sec.	Noemi G. Osal	Php. 5,000.00
43	Gil Lopez Elementary School	Andrea D. Jonota	Php. 5,000.00



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44	Hautea Elementary School	Glenn E. Pedelo	Php. 5,000.00
45	Filomeno Pascual Elem. School	Nova B. Zamora	Php. 5,000.00
46	Fabrica Elementary School	Araceli A. Craus	Php. 5,000.00
47	Josebio Gonzaga ES - Extension	Rosena B. Parcon	Php. 5,000.00
48	Valeria G. Añalucas Elem. School	Mariane P. Lacuesta	Php. 5,000.00
49	Bato National High School - JHS	Rosalie D. Delenia	Php. 5,000.00
50	Patricio Baviera National High School	Lito P. Opena	Php. 5,000.00
51	Cpo. Bago National HS	Jovito H. Fernandez, Jr.	Php. 5,000.00
52	Sewahon National High School	Loramie E. Banyola	Php. 5,000.00
53	Gloria Poblador NHS & SHS	Menalyn G. Borce	Php. 5,000.00
54	Eusebio Lopez Memorial School	Rene M. Encabo	Php. 5,000.00
55	Sagay City Eco-zone NHS	Jerson F. Donasco	Php. 5,000.00
56	Himogaan Baybay IS - Elem	Roberto A. Basas, Jr.	Php. 5,000.00
57	Himogaan Baybay IS - JHS & SHS	Willyn D. Montañó	Php. 5,000.00
58	B. Mahilum- ES & HS Extension	Ronnie Boy M. Sanipa	Php. 5,000.00
59	Molocaboc Integrated School - JHS	Jocelyn P. Ortega	Php. 5,000.00
60	Molocaboc Integrated School - Elem	Ryan C. Alvarez	Php. 5,000.00
61	Serafin V. Aguilar IS	Bernie N. Florendo	Php. 5,000.00
62	Colonia Divina IS - Elem.	Alexander B. Lamason	Php. 5,000.00
63	Colonia Divina IS - Sec & SHS	Jerry C. Zaragoza	Php. 5,000.00
64	Sagay NHS-Main	Freddie B. Digno	Php. 5,000.00
65	Sagay City Farm School	Decelyn C. Doletin	Php. 5,000.00
66	Trinidad Lopez De Gonzaga NHS	Amie Rose P. Villar	Php. 5,000.00
67	Old Sagay National High School	Rene Boy L. Lagoyo	Php. 5,000.00
68	Vito National High School & SHS	Jessa V. Lobaton	Php. 5,000.00
69	Bulanon Farm School & SHS	Joegie D. Sumugat	Php. 5,000.00
70	Bulanon NHS-Onofre Extension	Erlinda T. Pabuaya	Php. 5,000.00
71	Sagay City Senior High School	Jona A. Esmalla	Php. 5,000.00
		TOTAL	Php. 355,000.00