



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

11 December 2023

DIVISION MEMORANDUM
NO. 540, s. 2023

**DIVISION AND SCHOOL TRAINING-WRITESHOP IN THE DEVELOPMENT
AND/OR ENHANCEMENT OF EXISTING CONTINGENCY PLAN**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, SGOD & CID
Administrative Officer V
Project Development Officer II
Division Section Heads
All Public Elementary and Secondary School Heads
All School DRRM Coordinators
All Others Concerned
This Division

1. Relative to the DepEd Order No. 21, s. 2015 entitled *Disaster Risk Reduction and Management Coordination and Information Management Protocol*, this Office informs the field on the Division and School Training-Writeshop in the Development and/or Enhancement of existing Contingency Plan for Disaster Risk Reduction and Management (DRRM) on December 13-16, 2023, 8:00 A.M.-5:00 P.M. at Division Conference Room, Diamond Building, El Salvador City Division
2. This annual contingency planning aims to ensure effective preparation and response to disaster 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.
3. Further, expected participants of this activity are all Elementary and Secondary School Heads, all School DRRM Coordinators and Division Section Heads.
4. Moreover, travel and other expenses related to the activity shall be charged to School Local funds subject to the usual government accounting and auditing rules and regulations.



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5. This memorandum serves as an **Authority to Travel**.
6. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol set for this activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
7. Immediate and wide dissemination of this Memorandum is enjoined.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl:
As stated

Reference:
DepEd Order No. 21, s. 2015

To be indicated in the Perpetual Index
under the following subject:

SGOD/DRRM/jee CONTINGENCY PLAN
 PLANS/PROGRAM/ACTIVITIES
 TRAINING/WRITESHOP

