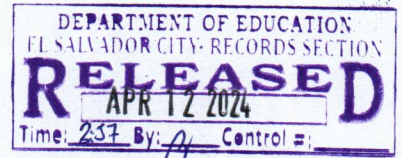




Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



**Office of the Schools Division Superintendent**

12 April 2024

DIVISION MEMORANDUM  
NO. 154, s. 2024

**SUBMISSION OF THE SCHOOL CONTINGENCY PLAN**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisor, SGOD**  
**Project Development Officer II**  
**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 submission of School Contingency Plan on April 30, 2024.
2. Contingency Planning is one of the DRRM mechanisms that is used to establish measures and arrange response priorities ahead of time prior to a certain disaster. It helps ensure the achievement of safer, adaptive and disaster-resilient communities towards sustainable development.
3. Further, schools are expected to submitted two (2) copies of contingency plan per hazard. Only two (2) identified hazard per school.
4. Moreover, kindly use the following format and refer to enclosure A:
  - Paper Size: A4 (8.3 inches x 11.7 inches)
  - Font Style: Bookman Old Style
  - Font Size: 12 points
  - Spacing: Single Space
  - Footer: Right-aligned page number
  - Ring bound with clear binding cover
5. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps to be undertaken for this purpose. Hence, all actions shall be







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REGION X – NORTHERN MINDANAO  
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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.

6. 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



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

Transforming Schools,  
Forging Partners







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

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**Enclosure A**

**Contingency Plan Format**

CP Sequence per Sheet:

- Cover Page (Front Page)
- Table of Content (Sheet 2)
- List of Tables (Sheet 3)
- List of Diagrams (Sheet 3)
- List of Acronyms (Sheet 4)
- List of Appendices (Next Sheet)
- Chapter I - Background (Start of CP paper)
- Last Page (For Signatories)







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SCHOOLS DIVISION OF EL SALVADOR CITY

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Cover Page:

<insert DepEd Logo,  
Logo of Schools  
Division Office and  
Regional Office>

<NAME OF SCHOOL AND SCHOOL  
ID/OFFICE >

# Contingency Plan for <HAZARD>

As of April 30, 2024



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

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**Signatories:**

NAME OF SCHOOL  
SCHOOL ID

**Contingency Plan for <HAZARD>**

Prepared by:

School DRRM Coordinator

School Head

Reviewed by:

JURICA ETHEL L. ESTRADA  
Project Development Officer II

ROLLY B. LABIS, Ed.D.  
Chief, SGOD

Recommending Approval:

CONNIEBEL N. NISTAL  
Asst. Schools Division Superintendent

Approved by:

RANDOLPH B. TORTOLA  
Schools Division Superintendent

