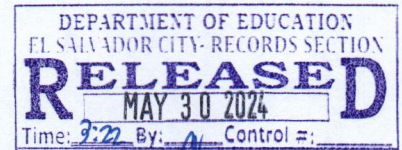




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

30 May 2024

DIVISION MEMORANDUM
NO. 220, s. 2024

**PHASE II: 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
Planning Officer III
SEPS, HRTD and M & E
EPS II, HRTD and M & E
Project Development Officer II
Project Development Officer I
Division Medical Section
All Public Elementary and Secondary School Heads
All School Disaster Risk Reduction and Management Coordinator
All Others Concerned
This Division

1. In connection with Division Memorandum 540, s. 2023 Re: Division and School Training-Writeshop in the Development and/or Enhancement of existing Contingency Plan, this Office informs the field on the conduct of the said activity on June 4-5, 2024, 8:00 am to 5:00 pm at Division Conference Room, Diamond Building, El Salvador City Division.
2. This activity aims to empower learners to help create a safe learning environment and become independent; well-informed individuals who know how to respond to emergency situations. With the help with our School Heads and School DRRRM Coordinators, we can plan and implement activities anchored on the 4 areas of DRRM framework namely: (a) disaster prevention and mitigation; (b) disaster preparedness; (c) disaster response; and (d) disaster recovery and Rehabilitation.
3. Further, expected participants on this activity are Division DRRM Coordinator, Administrative Officer V, and the New School DRRM



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

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Coordinators (Non-Teaching Personnel).

4. Moreover, travel and other expenses related to the conduct of this activity shall be charged to MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
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:

DM 540, s. 2023

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

SGOD/DRRM/jee

CONTINGENCY PLAN
PLANS/PROGRAM/ACTIVITIES
TRAINING/WRITESHOP



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