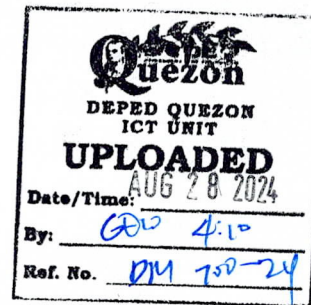




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



20 August 2024

**DIVISION MEMORANDUM**

DM No. 700, s. 2024

**GUIDELINES ON THE UTILIZATION OF DOWNLOADED FUND FOR SCHOOL-LEVEL WRITESHOP ON CONTINGENCY / ENHANCE CONTINGENCY PLANNING**

TO: Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
District DRRM and School DRRM Coordinators  
All Other Concerned

1. In reference to OUOPS No. 2023-04-6762 titled **Guidelines on the Utilization and Reporting of the FY 2023 Disaster Preparedness and Response Program (DPRP) Funds**, this Office announces the guidelines on the utilization of DPRP Fund for School-level writeshop/enhance Contingency Planning.
2. All schools shall received downloaded fund for the development of school-level Writeshop on Contingency/ Enhance Contingency Planning in consideration of the following;
  - a. . The School-level writeshop shall include at least six (6) participants, including the School Heads, DRRM Coordinator and other members of the SDRRM Team.
  - b. . Each participants of the school-level writeshop is allotted Php. 1,000.00 to cover the morning and afternoon snacks, lunch and workshop materials.
  - c. . The school may involve additional participants for the school level writeshop but expenses shall not exceed the allotted Php. 6,000.00.
  - d. . For small school (Multi-grade), clustered schools with the same School Heads and with less than six personnel are not entitle to received the aforementioned fund. SDO Quezon will provide alternative ways to conduct the activity.
3. To ensure consistency in all Contingency Plan, it is recommended to download the provided Contingency Plan Template and it can be accessed through <http://bit.ly/DepEdConPlanReferences>.

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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4. All DPRP Fund downloaded to schools for the conduct of school-level write shop on Contingency/ Enhanced Contingency Planning are subject for usual accounting and auditing procedures.
5. Guidelines and checklist for the liquidation reports of the downloaded School Contingency/ Enhanced Contingency Plan can be access through [https://drive.google.com/drive/folders/18J6r59Ao7C6\\_c4iGvaVTjNReif5iMpPX](https://drive.google.com/drive/folders/18J6r59Ao7C6_c4iGvaVTjNReif5iMpPX)
6. Immediate and widest dissemination of this Memorandum are highly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

drmapr08/27/2024

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