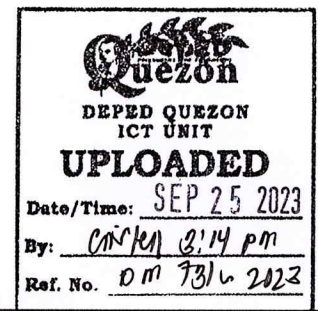




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 September 2023

DIVISION MEMORANDUM
DM No. 731, s. 2023

**WORKSHOP ON ENHANCED CONTINGENCY PLAN
CUM SCHOOL SAFETY PLAN**

TO: Schools Division Superintendents
Division Chiefs
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to the Department of Education MATATAG Agenda which envisions to implement resilient reforms in the curriculum implementation, quality basic education services, maximum provision of education facilities, protection of learners well-being and development of teacher support programs, this Office, through the Disaster Risk Reduction and Management Section will conduct a Workshop on Enhanced Contingency Plan cum School Safety Plan on the following date:

DATE	PARTICIPANTS	VENUE
Oct 10 -11, 2023	School Heads of the 1st Congressional District	TBA
Oct 12 - 13, 2023	School Heads of the 2nd Congressional District	TBA
Oct 17 - 18, 2023	School Heads of the 3rd Congressional District	TBA
Oct 19 - 20, 2023	School Heads of the 4th Congressional District	TBA

Relatively, participants from the 1st Congressional District (REINA and POGI) may utilize October 9, 2023 as Day-0 in preparation for their travel.

2. The activity aims for the Enhancement of Contingency Plan through Crafting of School Safety Plan based on specific incidents involving learners, teachers, non-teaching personnel to develop a response mechanism with school safety committee.
3. Expected participants of the 2-Day Workshop are all public elementary and secondary school heads of the Division of Quezon.

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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4. Travel and other incidental expenses of the participants relative to this activity shall be charged against their MOOE or local funds while foods and accommodations of the trainers and members of the Technical Working Group shall be charged to Disaster Preparedness and Response Program Fund subject to usual accounting and auditing rules and regulations.
5. All participants are advised to bring the following:
 - a. Laptop;
 - b. Extension Cord;
 - c. DRRM Incident Report for the past 3 years;
(Typhoon, Earthquake, Flood, Drought, Landslide, Liquefaction, Fire, Accident inside school premises, electrocution/electric shock)
 - d. Health Incident Report for the past 3 years;
 - e. Guidance Incident Report for the past 3 years; and
 - f. Classroom Incident Report for the past 3 years.
6. For further details, please contact **MR. ARVIN P. REPASO**, Project Development Officer II, Division DRRM Coordinator at 09171248303.
7. Immediate dissemination and compliance of this Memorandum are highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

drmapr09/22/2023

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