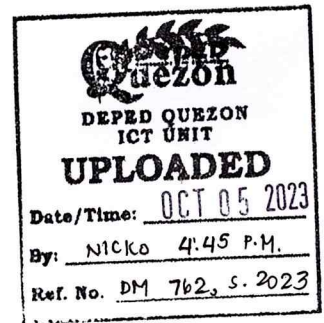




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



29 September 2023


DIVISION MEMORANDUM

DM No. 762, s. 2023

**ADDENDUM TO DM 731, S. 2023, RE: WORKSHOP ON ENHANCED
CONTINGENCY PLAN CUM SCHOOL SAFETY PLAN**

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

1. In reference to **Division Memorandum No. 731, s. 2023**, re. Workshop on Enhanced Contingency Plan Cum School Safety Plan, this Office announces that the said activity will be conducted at **M.I. Sevilla's Farm & Resort, Brgy. Domoit, Lucena City**.
2. A registration fee of **Php 4,000.00** shall be collected for each participant to cover expenses for meals, accommodation, and venue.
3. Onsite registration will start at 7:00 a.m. on Day 1. The first meal to be served is dinner (Day 0) and the last meal is an afternoon snack.
4. The **registration fee and travel expenses** of participants shall be charged against school MOOE/local funds while the expenses for meals and accommodation of trainers and members of the TWG shall be charged against the Disaster Preparedness Fund, subject to usual accounting and auditing procedures.
5. Other details stipulated in the previous Memorandum shall remain in effect.
6. Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

drmapr09/29/2023

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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