

Department of Education  
Region VII, Central Visayas  
**TAGBILARAN CITY SCHOOLS DIVISION**  
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MEMORANDUM

To : Jovenal B. Cagas - Division DRRM Coordinator  
Artemio B. Alo - Planning Officer III  
Joermelyne L. Perez - Youth Formation Coordinator

From : **VIRGINIA C. ZAPANTA, Ed. D., CESO V**  
Schools Division Superintendent

Subject : **REGIONAL CONTINGENCY PLANNING WORKSHOP**

Date : August 24, 2018

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1. You are hereby directed to attend the Regional Contingency Planning Workshop on September 5-7, 2018 to be held at DepEd Applied Nutrition Center (ANC), Banilad, Cebu City.
2. Participants are required to bring the following:
  - Laptop and its accessories:
  - List of DepEd personnel trained on Incident Command System, Pre-Disaster Needs Analysis (PDNA) and Risk Disaster Assessment and Needs Analysis (RDANA).
  - Inventory of resources that can be used for disaster response.
3. The Day 0 and the first meal (dinner) will be on September 4, 2018 and check-out will be after lunch on September 7, 2018, however, the last meal to be served will be dinner.
4. Attached is Regional Memorandum No. 0611, s. 2018 dated August 23, 2018 for details.
5. Immediate dissemination of this Memorandum is desired.

  
**VIRGINIA C. ZAPANTA, Ed. D., CESO V**  
Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City

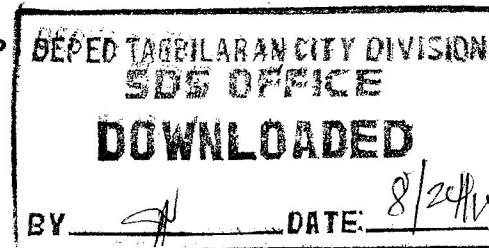


REGIONAL MEMORANDUM  
No. 0611, s. 2018

AUG 23 2018

REGIONAL CONTINGENCY PLANNING WORKSHOP

TO : Schools Division Superintendents  
Division DRRM Coordinators  
All others concerned



1. This Office through the Disaster Risk Reduction and Management (DRRM) Unit of the Education Support Services Division (ESSD) will conduct a Contingency Planning Workshop on September 5-7, 2018 to be held at DepED Applied Nutrition Center (ANC), Banilad, Cebu City, to enhance the crafted Disaster Risk Reduction and Management –Contingency Plan.

2. Schools Division Offices are required to send a maximum of three (3) participants composed of the following personnel:

- Division DRRM Coordinators/alternate;
- Youth Formation or Partnership Coordinators; and
- Planning Officers.

3. The Division DRRM Coordinators will also act as a facilitators of this planning workshop.

4. Participants are also required to bring the following:

- Laptop and its accessories;
- List of DepEd personnel trained on Incident Command System, Pre-Disaster Needs Analysis (PDNA) and Risk Disaster Assessment and Needs Analysis (RDANA).
- Inventory of resources that can be used for disaster response.

5. The Day 0 and the first meal (dinner) will be on September 4, 2018 and check-out will be after lunch on September 7, 2018, however, the last meal to be served will be dinner.

6. Travelling and other incidental expenses of the participants shall be charged to Division MOOE/local funds while food and accommodation shall be served by DepED Applied Nutrition Center (ANC) and shall be charged to the regional Contingency Planning Workshop downloaded funds subject to the usual accounting and auditing rules and regulations.

7. Immediate and wide dissemination of this Memorandum is desired.

SALUSTIANO T. JIMENEZ, CESO VI  
OIC-Assistant Regional Director

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