



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 197, s. 2020

August 12, 2020

DIVISION DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLAN

To: Public Elementary and Secondary School Heads
School DRRM Coordinators
Health Personnel, Division DRRM Coordinator
All Others Concerned

1. In view of the declaration of the state of public health emergency brought by the COVID-19 pandemic, and in response to the enactment of the Bayanihan to Heal as One Act, the Department of Education has developed various strategies in the implementation of its program, projects, and activities to help address the health crisis.
2. In line with this, the online Development and Enhancement of Contingency Planning Writeshop for Schools of Tagbilaran City Division will thus be conducted on August 18-20, 2020 via GOOGLE MEET.
3. At the end of the Contingency Planning Workshop, the participants are expected to be able to:
 - . Understand and apply the process of formulating Contingency Plans that is responsive to the needs that will arise during worst-case situation;
 - . Understand and articulate the epidemiological characteristics of COVID-19, identify its impacts, and appropriate preparedness and response measures for the formulation of Contingency Plan; and
 - . Devise and appropriate design for cascading the training to other Deped and school personnel
4. School DRR Teams, are required to participate. School Principals are also invited.
5. Participants are required to prepare the following documents:
 - . Existing Contingency Plans
 - . Enrollment Data SY 2019-2020
 - . Latest Data on No. of Teaching and Non-Teaching Personnel
 - . Inventory of Response Equipment



Address: Dampas District, Tagbilaran City, Bohol
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- . Data on COVID cases of the Barangay/District, and School (including Teaching & Non-Teaching personnel and learners)
 - . Current efforts of the Schools in response to the COVID-19 pandemic
 - . Data on Schools used as Quarantine/Isolation Areas and for other purposes in relation to COVID-19 response.
6. Immediate dissemination of this Memorandum is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent
Office of the Schools Division Superintendent

JIAL/MKP/OFFICE/BCL/jbc



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DIVISION DEVELOPMENT AND ENHANCEMENT OF CONTINGENCY PLAN WRITESHOP

August 18-20, 2020

ACTIVITY MATRIX/DESIGN

Batch No. 1

DATE/TIME	OBJECTIVES	TOPIC	RESOURCE SPEAKER/FACILITATOR
August 18, 2020 (Day 1)			
9:00-9:10 AM		Pambansang Awit Prayer	Audio Visual Presentation c/o Marydel J. Montesco School Nurse, San Isidro NHS
9:10-9:20 PM		Welcome Message	Dr. Beatriz C. Luga SGOD Chief
9:20-9:30 AM		Acknowledgement of Participants	Ms. Liza E. Maquiling EPS II
9:30—9:40 AM		Rationale	Mr. Jovenal B. Cagas SEPS, M & E Div. DRRM Focal Person
9:40-9:50 AM		Inspirational Message	Dr. Joseph Irwin A. Lagura SDS
9:50-10:30 AM	Understand and articulate the epidemiological characteristics of COVID-19, identify its impacts, and the appropriate preparedness and response measures for the formulation of Contingency Plan;	Understanding COVID-19	Dr. Lev V. Nadela Medical Officer III
10:30-11:10 AM	Understand the hazard and risk that threaten children safety amidst COVID-19 the pandemic	Promoting Child Protection Amidst COVID- 19	Dr. Lev V. Nadela Medical Officer III
11:10-11:50 AM	Explain the importance of Contingency Planning	Introduction to Contingency Planning	MR. Ranilo L. Edar Regional DRRM Coordinator
11:50-12:10 PM		Discussion and Open Forum	
12:10-12:15 PM		Announcement	Mr. Jovenal B. Cagas SEPS, M & E Div. DRRM Focal Person

12:15-12:25 PM		Wrap-up and Closing Remarks	Mr. Jovenal B. Cagas SEPS, M & E Div. DRRM Focal Person
1:00-4:50 PM	Developed and enhanced the introduction, objectives, impacts and scenarios	Contingency Planning Writeshop	Division DRRM Team
		• Objectives	
		• Impacts	
4:50-5:00 PM		Wrap-up and Announcements	
August 19, 2020			
8:00-4:50 PM	Developed and enhanced the Activation, Deactivation and Non-Activation, Coordination, Command and Control, Response and Early Recovery Measures	Contingency Plan Writeshop	Division DRRM Team
		• Activation, Deactivation, and Non-Activation	
		• Coordination	
		• Command and Control	
4:50-5:00 PM		• Response and Early Recovery Measures	
		• Preparedness Measures	
August 20 (Day 3)			
8:00-12:00	Presentation of output	• Presentation of Contingency Plan	By School
		• Synthesis	DRRM Teams
		• Ways Forward	Mr. Jovenal B. Cagas SEPS, M & E Div. DRRM Focal Person
		• Closing Program	Division DRRM Team