



*SR ANUEL  
KINILAL MENEN  
IN PRR OTHERS*



Republic of the Philippines  
Department of Education  
REGION VII - CENTRAL VISAYAS

7-72  
DEPED TAGBILARAN  
DIVISION OFFICE  
DOWNLOADED  
BY *[Signature]* DATE: 7/14/2022

Office of the Regional Director

JUL 17 2022

REGIONAL MEMORANDUM

No. *033*, s. 2022

**SYNCHRONOUS AND ASYNCHRONOUS ON THE CONDUCT OF CONTINGENCY PLANNING WRITESHOP**

To: Schools Division Superintendents  
Region and Division DRRM Teams  
All Others Concerned

- The Philippines is exposed to both natural and human-induced hazards. These include hydrometeorological hazards such as tropical cyclones which bring flooding and landslides as secondary hazards; and geological hazards such as earthquakes and volcanic eruptions.
- In terms of human-induced hazards, the country is threatened by armed conflicts fueled by political and secessionist movements, violent extremism, culture, and tradition-based conflicts.
- This country is also affected by the COVID-19 pandemic. This is an example of a biological hazard that has a complex and wide-reaching adverse effect on the delivery of education services. It also affects other educational resources and investments and puts at risk both the lives of the learners and the personnel of the Department of Education (DepEd).
- In view thereof, this Office will conduct the Online Synchronous and Asynchronous on the Development and Enhancement of Contingency Plan on July 19-21, 2022, through MS Teams platform (link and indicative program will be forwarded 5 days before the activity).
- The suggested participants shall be as follows:

RO/Division	Chiefs			Officers			Coordinator/Focal			
	ESSD /SGOD	CLMD /CID	HRDD /HRTD	Planning	Admin	Infra	Schl Health	LR	DCP	DRRM
RO	1	1	1	1	1	1	1	1	1	1
Bais City	1	1	1	1	1	1	1	1	1	1
Bayawan City	1	1	1	1	1	1	1	1	1	1
Bogo City	1	1	1	1	1	1	1	1	1	1
Bohol	1	1	1	1	1	1	1	1	1	1
Canlaon City	1	1	1	1	1	1	1	1	1	1
Carcar City	1	1	1	1	1	1	1	1	1	1
Cebu	1	1	1	1	1	1	1	1	1	1
Cebu City	1	1	1	1	1	1	1	1	1	1
City of Naga	1	1	1	1	1	1	1	1	1	1



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph

CID - Sa Arid  
 HAD - Meron  
 Planning - Ato  
 Admin - Kaye  
 Info - Lot Lot  
 Secarta  
 LR - Lilit

DCP - Peking  
 DIRM - Junial

	SCOD	CID	HAD	Planning	Admin	Info	Secarta LR	DCP	DIRM
Danao City	1	1	1	1	1	1	1	1	1
Dumaguete City	1	1	1	1	1	1	1	1	1
Guihulungan City	1	1	1	1	1	1	1	1	1
Lapu-lapu City	1	1	1	1	1	1	1	1	1
Mandaue City	1	1	1	1	1	1	1	1	1
Negros Oriental	1	1	1	1	1	1	1	1	1
Siquijor	1	1	1	1	1	1	1	1	1
Tagbilaran City	1	1	1	1	1	1	1	1	1
Talisay City	1	1	1	1	1	1	1	1	1
Tanjay City	1	1	1	1	1	1	1	1	1
Toledo City	1	1	1	1	1	1	1	1	1

6. All participants are required to bring the following for the write shop:
  - a) updated baseline data , and
  - b) previous contingency plan,
7. Furthermore, all Division offices are required to conduct enhancement of the the existing School Contingency Plans or craft new Contingency Plan based on the existing hazards of the school within their area of responsibility (AOR) right after this activity.
8. Expenses incurred of the participants on the Regional Contingency Planning Writeshop shall be chargeable to MOOE or local funds while the meals of the secretariat/ technical working group (TWG), supplies, communication shall be charged to OSEC—7-22-3979 dated June 8, 2022.
9. For the details or clarifications, kindly contact Mr. Ranilo L. Edar through his mobile no. 09171566073.
10. Immediate dissemination of this Memorandum to all concerned is desired.



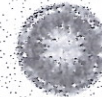
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
 Director IV  
 Regional Director



Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim



OUA 00-0522-0095  
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**OUA MEMO 00-0522-0095**

**MEMORANDUM**

27 May 2022

**For: Regional Directors  
Schools Division Superintendents  
Regional and Division DRRM Coordinators**

**Subject: GUIDELINES ON THE ALLOCATION, UTILIZATION,  
DOCUMENTATION AND REPORTING OF DOWNLOADED  
FUNDS TO REGIONS AND DIVISIONS FOR THE  
DEVELOPMENT OR ENHANCEMENT OF CONTINGENCY  
PLANS**

The Office of the Undersecretary for Administration (OUA), through the Disaster Risk Reduction and Management Service (DRRMS), issues the guidelines on the funds downloaded for the development or enhancement of Contingency Plans of regions and divisions.

Kindly refer to the attached Annex A titled *Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds to Regions and Divisions for the Enhancement or Development of Contingency Plans*.

The Department of Education (DepEd) conducts **contingency planning** annually to effectively prepare for, respond to and recover from disasters rapidly. This addresses the vulnerabilities of the education sector. It makes the continuity of education possible amid the pandemic, other disasters and emergencies arising from natural and human-induced hazards.

For more information on this subject, please contact DRRMS through telephone number (02) 8637-4933 or through email [drmmo@deped.gov.ph](mailto:drmmo@deped.gov.ph).

Immediate dissemination of this Memorandum is directed.

**ALAIN DEL R. PASCUA**  
Undersecretary for Administration



**Office of the Undersecretary for Administration (OUA)**

*(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))*

Department of Education, Central Office, Meralco Avenue, Pasig City

## **Annex A**

### **Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds to Regions and Divisions for the Development or Enhancement of Contingency Plans**

#### **I. INTRODUCTION**

The Philippines is exposed to both natural and human-induced hazards. These include hydrometeorological hazards such as tropical cyclones which bring flooding and landslides as secondary hazards; and geological hazards such as earthquakes and volcanic eruptions.

In terms of human-induced hazards, the country is threatened by armed conflicts fueled by political and secessionist movements, violent extremism, culture and tradition-based conflicts.

The Philippines is also affected by the COVID-19 pandemic. This is an example of a biological hazard that has a complex and wide-reaching adverse effect on the delivery of education services. It also affects other educational resources and investments and puts at risk both the lives of the learners and the personnel of the Department of Education (DepEd).

#### **II. IMPACTS ON SCHOOLS**

Based on the Enhanced Basic Education Information System (EBEIS) of DepEd from school year 2009-2010 to school year 2017-2018, there were 43,810 schools nationwide that reported to have experienced natural hazards, and 21,949 schools have reported to have experienced human-induced hazards.

For this reason, DepEd conducts **contingency planning** annually to effectively prepare for, respond to and recover from disasters rapidly. This addresses the vulnerabilities of the education sector. It makes possible the continuity of education amid the pandemic, other disasters and emergencies arising from natural and human-induced hazards.

#### **III. DOWNLOADING OF FUNDS**

1. Funds shall be downloaded to Regions and Divisions and shall be utilized solely for the development of new or enhancement of existing Contingency Plans for natural and human-induced hazards, taking into consideration COVID-19.

The funds downloaded to the **regional offices** shall be used for



- The development of new or enhancement of existing regional office Contingency Plans.
- The development of new or enhancement of existing division office contingency plans, organized and facilitated by the regional office.

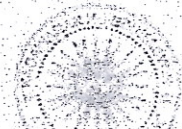
The funds downloaded to the **division offices** shall be used for:

- The development of new or enhancement of existing school Contingency Plans for schools within their jurisdictions.

The regional and division fund allocation for Contingency Planning is provided in **Annex B**.

2. The regions and divisions may:

- Conduct the contingency planning workshop through **online modality** (e.g. Microsoft Teams, Google Meet, Zoom Meet etc.) and may invite resource persons from local government units (LGUs) and their Health Offices, Office of Civil Defense (OCD) and DepEd DRRMS. Below are the allowable expenses for the online modality:
  - Meals for the secretariat
  - Travel expenses of the secretariat
  - Honorarium of resource persons (from LGUs and their Health Offices, Office of Civil Defense (OCD) and Education Partners) based on the guidelines set by the Department of Budget and Management (DBM)
  - Communication expenses for secretariat and participants, based on the existing policies and guidelines in DepEd Order No. 35, s. 2021 titled *Amendment to DepEd Order No. 038, s. 2020, Guidelines Authorizing Payment of Communication Expenses of the Department of Education (DepEd) Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020*
- Conduct the contingency planning workshop in **limited face-to-face modality**, strictly following the required local health standards and protocols, including, but not limited to, wearing of Personal Protective Equipment (PPE) and physical distancing. Below are the allowable expenses for the limited face-to-face modality:
  - Meals for the participants, resource persons and secretariat
  - Honorarium for resource persons based on the existing guidelines set by the DBM
  - Travel expenses of the secretariat and resource persons
  - Communication expenses for the secretariat, based on the existing policies and guidelines in DepEd Order No. 035, s. 2021 titled *Amendment to DepEd Order No. 038, s. 2020, Guidelines Authorizing Payment of Communication Expenses of the DepEd Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020*
  - Reproduction and dissemination of materials and kits



3. The regions and divisions are advised to utilize the suggested Contingency Planning templates. **(Please see Annex C.)**
4. Each division shall consolidate and maintain a database of schools with Contingency Plans and submit the consolidated data using the attached template **(Annex D)** to DRRMS at [drnrc+dp@deped.gov.ph](mailto:drnrc+dp@deped.gov.ph).
5. The Regional and Division Budget Officers, in coordination with the Regional and Division DRRM Coordinators, should submit the documentation on the monitoring of fund support using the attached template *(Annex E.1 - Monitoring of Downloaded Fund Support to Regions and Divisions for the Development and/or Enhancement of Contingency Plans; and Annex E.2: List of Schools Participated in the Contingency Planning Workshop)* to DRRMS at [drnrc+dp@deped.gov.ph](mailto:drnrc+dp@deped.gov.ph).
6. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.
7. The judicious utilization of the fund is expected. Obligation, implementation and payment shall be compliant with the Executive Order (EO) No. 91 titled *Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes*.

