



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

Office of the Schools Governance Operations Division

DIVISION MEMORANDUM

June 14, 2024

No. 398, s. 2024

**CONDUCT OF TRAINING WORKSHOP ON CONTINGENCY PLANNING and
ORIENTATION ON RADAR SYSTEM**

**To: ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

1. In light of recent events and the unpredictable nature of potential disruptions, it has become imperative for our organization to reinforce our contingency planning efforts. This memorandum outlines the steps required to develop a robust contingency plan aimed at ensuring operational resilience and minimizing the impact of unforeseen events.

2. In view thereof, this Office in coordination with the Tagbilaran City Disaster Risk and Management Office (CDRRMO) will conduct Training-Workshop on the Contingency Planning and Orientation RADAR System for all School Heads/Representative on June 20-21, 2022. Venue for the said activity will be announced later.

3. Participants of the said activity will be School Heads/Representative, Administrative Officers and Project Development Officers per school.

4. Food and other incidental expenses during the conduct of activities shall be charged against DRRM Funds. Travelling expenses of the participants shall be chargeable against the School MOOE/Local Funds or other sources. All shall be subject to the usual government accounting and auditing rules and regulations.

For clarifications and questions, contact Junicel T. Mancha through her mobile number 09297895319/09060383311.

5. Immediate and wide dissemination of this Memorandum to all concerned is desired.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

