



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

May 29, 2024

DIVISION MEMORANDUM

No. 145, s. 2024

CRAFTING/ ENHANCEMENT OF SCHOOL-BASED CONTINGENCY PLANS

To: Education Program Supervisors
Public School District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. Pursuant to Republic Act (RA) No. 10121, titled the Philippine Disaster Risk Reduction and Management Act of 2010, all national government agencies are mandated to:
 - a) institutionalize policies, structures, coordination mechanisms, and programs;
 - b) spearhead the establishment of mechanisms which prepare guarantee protection;
 - c) increase the resiliency of the Department of Education constituents in the face of disaster;
 - d) institutionalize the culture of safety at all levels;
 - e) systematize protection of education investments; and
 - f) ensure continued delivery of quality education services.
2. With this, the Schools Division Office through the Disaster Risk Reduction Management section informs the field to conduct an enhancement/ crafting of a school-based contingency plan. The school-level writeshop shall include at least (6) participants, including the School-Head, School DRRM Coordinator, and other members of the School DRRM Team, the school may involve additional participants for the school-level writeshop but expenses shall not exceed the allotted amount of Php6,000.00.
3. The Division Office will download Php 6,000.00 to all qualified schools with no outstanding liquidated balance, each participant of the school-level writeshop is allotted Php1,000.00 to cover morning and afternoon snacks, lunch, and workshop materials.
4. To ensure consistency in all Contingency Plans, the following templates are to be used, the **Contingency Planning templates** and **Contingency Planning Guidebook**, these resources can be accessed at: <https://bit.ly/DepEdConPlanReferences>.
5. All Schools shall submit their output, **the developed and/or enhanced Contingency Plans as one of the requirements for liquidation**, at the Division Office, Social Mobilization and Networking Office within **ten (10) working days after the conduct of the writeshop**.





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6. For clarification and queries, please see Mr. Medardo D. Baylon III/ Project Development Officer 1 at DepEd, Division of Northern Samar, Social Mobilization & Networking Office, or through drmm.norte@deped.gov.ph.
7. Expenses relative to the conduct of the activity shall be charged to the downloaded funds of the schools, subject to the usual accounting rules and auditing.
8. Immediate dissemination of and compliance with this Memorandum are desired.


GAUDENCIO C. ALJIBE JR. PhD., CESO VI
Schools Division Superintendent 

DepEd Northern Samar
RELEASED

By: 

Date: 5/31/2024

