DIVISION MEMORANDUM
No. 1125, series of 2019

ATTENDANCE IN THE 2019 REGION AND DIVISION REVIEW AND ENHANCEMENT OF CONTINGENCY PLAN

TO: Chief Education Supervisor – (CID&SGOD)
Concerned Public Schools District Supervisors
Division DRRM Coordinator
Concerned School DRRM Coordinator

1. In reference to unnumbered Regional Memorandum entitled “2019 Region and Division Review and Enhancement of Contingency Plan” dated December 3, 2019, you are hereby directed to attend the said activity on December 13-15, 2019 at Ritz Hotel at Garden Oases, Porrás St., Barangay Obrelo, Davao City.

2. The following are the participants of the said activity:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Designation</th>
<th>School/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reyzen O. Monserate</td>
<td>Division DRRM Coordinator</td>
<td>SDO</td>
</tr>
<tr>
<td>Valerie Velez</td>
<td>School DRRM Coordinator</td>
<td>Digos City NHS</td>
</tr>
<tr>
<td>Shyrell Mae O. Warnakulasuriya</td>
<td>School DRRM Coordinator</td>
<td>Dawis Elem. School</td>
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</table>

3. Participants are required to bring respective Contingency Plan and laptops.

4. Moreover, Compensatory Overtime Credit (COC) is allowed to non-teaching personnel while service credits for teaching personnel who rendered services on holiday, Saturday and Sunday.

5. Please ensure that the classes of the teacher-participants are taken care of and a certification to this effect shall be prepared.

6. Meals and accommodation for the duration of the activity will be charged to DRRM downloaded funds to Regional Office Proper while travelling expenses and other allowable expenses shall be charged to Division Monitoring Funds if funds still available or local funds subject to the usual accounting and auditing rules and regulations.

7. For your information and compliance.

CRISTY C. EPE, CESE
Schools Division Superintendent

Encls:
References: As stated
To be indicated in the Permanent Index under the following subjects:
GOVERNANCE; DRRM; CONTINGENCY PLANNING

ROM: Attendance in the 2019 Region and Division Review and Enhancement of Contingency Plan
05 December, 2019
MEMORANDUM

To : Schools Division Superintendents

Subject : 2019 REGION AND DIVISION REVIEW AND ENHANCEMENT OF CONTINGENCY PLAN

Date : December 3, 2019

Herewith is the Memorandum (OUA-12-1819-0309) dated August 28, 2019 from Undersecretary for Administration, Department of Education, entitled "Guidelines on Use of Downloaded Funds to Regions and Divisions for Contingency Planning".

In line with this, the DepED-Disaster Risk Reduction and Management XI will conduct the Review and Enhancement of Contingency Plan on December 13-15, 2019 at the Ritz Hotel at Garden Oases, Porras St., Barangay Obrero, Davao City. The participants of the said activity are the Selected School DRRM Coordinators, Division DRRM Coordinator and its alternate.

Further, it is hereby requested that the participants will bring their respective Contingency Plans and laptops.

Moreover, Compensatory Overtime Credit (COC) is allowed to non-teaching personnel while service credits for teaching personnel who rendered services on holiday, Saturday and Sunday.

Meals and accommodation for the duration of the activity will be charged to DRRM downloaded funds to Regional Office Proper while traveling expenses and other allowable expenses shall be charged to DRRM Monitoring Funds if funds still available or local funds subject to the usual accounting and auditing rules and regulations.
Immediate dissemination of this Memorandum is desired.

EVELYN R. FETALVERO, CESO IV
Assistant Regional Director
Office-In-Charge
Office of the Regional Director

Enclosed: As usual.

1D06/jwv

FA REAED

Hers: 2-4-19
Time: 2:45

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Empowerment      Adaptability      Goal-oriented      Leadership      Excellence
MEMORANDUM

28 August 2019

For: Regional Directors and BARMM Minister for Education Schools Division Superintendents

Subject: GUIDELINES ON USE OF DOWNLOADED FUNDS TO REGIONS AND DIVISIONS FOR CONTINGENCY PLANNING

Relative to the program support fund of DepEd Disaster Risk Reduction and Management Service (DRRMS), please be guided of the Implementing Guidelines on the Allocation, Utilization, Documentation, and Monitoring of the Use of Downloaded Funds to Regions and Divisions for the Conduct of Contingency Planning.

Attached are general guidelines and pertinent annexes to ensure the proper, efficient, and effective use of the funds.

For more information or clarifications, kindly contact DepEd DRRMS at telefax no. (02) 637-4933 or thru email drrmo@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

ALAIN DEL B. FASCUA
Undersecretary

Office of the Undersecretary for Administration
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General Guidelines

1. The funds shall be downloaded to Regions. Regions and divisions are directed to create a regional design, strategy, or method for the Conduct of Contingency Planning subject to the usual accounting and auditing rules and regulations. In this regard, coordination with region and division accounting offices is advised.

2. The fund support shall cover 50 schools (preferably the SDRRM Coordinator and/or the School Head), two to three training management or resource persons (Annex 1 – Allocation per Region and Division for the Downloading of Funds for Contingency Planning).

3. However, the following conditions supersede the previous stipulation:
   a. Regions shall conduct contingency planning with its Division DRRM Coordinators and one (1) member of the DRRM Team in each Division; and
   b. Divisions with 50 or less total number of schools will be given fund for total number of schools.

4. Due to the limited number of target schools for the downloaded funds, the implementation of the Contingency Planning using the downloaded funds may happen in regional or division level. This will be based on the assessment and strategy of regional and division DRRM Coordinators to ensure the efficiency of the conduct of the activity.

5. The fund support for Contingency Planning is eligible for either any, or a combination of the following expenditures: board and lodging; meals and snacks; traveling expenses of participants, participants’ kits; honorarium and tokens for the resource speaker/s; reproduction of materials; and other supplies necessary for the activity, with a maximum allotment of P6,150 and P1,650 per participant per day for Regional and Division Level, respectively, which is to be provided for 2 days for Division Level and 3-days for Regional Level. In instances where divisions are not able to fully utilize the said funds for the number of participants required, the unutilized funds may be used to cover additional participants and other training costs.

6. For divisions with fewer prescribed number of schools for Contingency Planning based on the fund computation, they may opt to send their schools to join other Contingency Planning activities organized by region or neighboring/twin division. The funds downloaded may be used as contribution to the region or division that facilitates the procurement of the venue and other training costs.