



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Tel. (082) 553-8375 |
553-8376 | 553-8396
Fax. (082) 553-8376

November 8, 2018

DIVISION MEMORANDUM

No. 1083, series of 2018

ATTENDANCE IN THE 2018 REGION/DIVISION CONTINGENCY PLANNING

TO: Chief Education Supervisor - SGOD
Merilyn Salboro – Principal II, Ramon Magsaysay Central Elementary School
Roger A. Manapol, EdD – Principal IV, Digos City National High School

Attention: **REYZEN O. MONSERATE, RN, MAN**
PDO II/Division DRRM Coordinator

VINA E. AGUILAR
Teacher I/School DRRM Coordinator
Ramon Magsaysay Central Elem. School

ROLDAN M. ENTERO
Master Teacher I/School DRRM Coordinator
Digos City National High School

1. Pursuant to unnumbered Regional Memorandum entitled "2018 Region/Division Contingency Planning" dated November 5, 2018 and signed by Atty. Alberto T. Escobarte, CESO III, Regional Director, the Division DRRM Coordinator and School DRRM Coordinators mentioned-above are hereby directed to attend the said activity on **November 14-16, 2018 at STAR Hotel, Mabini St., Davao City.**
2. The objective of the activity is to strengthen the preparedness for response of the region/division/schools and to craft contingency plan which shall be aligned to the department's template.
3. Meals and accommodation for the duration of the activity will be charged to DRRM downloaded funds to the regional office while travelling expenses and other allowable expenses of participants shall be charged against local fund subject to the usual accounting and auditing rules and regulations.
4. For your information and compliance.


WINNIE E. BATON, EdD
Officer-In-Charge

Office of the Schools Division Superintendent

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

ROM: Attendance in the 2018 Region/Division Contingency Planning
08 November, 2018

DepEd Schools Division of Digos City
RECORDS SECTION
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DATE: 08 NOV 2018 TIME: 4:29
BY: 



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
REHIYON XI
Lungsod ng Dabaw



Telephone No.: (082) 291-1665

Fax No.: (082) 221-6147

Website: depedroxixi.ph

MEMORANDUM

TO : Schools Division Superintendents
SUBJECT : 2018 Region/Division Contingency Planning
DATE : November 5, 2018

DepEd Schools Division of Digos City
RECORDS SECTION



RECEIVED

21659

DATE: 08 NOV 2018

TIME: 1:17

BY:

1. Herewith is the unnumbered Memorandum dated January 12, 2018 from Usec. Alain Del. B. Pascua, Undersecretary, Department of Education, entitled "Utilization, Documentation and Reporting of the Use Fund Support to Conduct of the Contingency Planning of Regions and Division."
2. In line with this, the Department of Education (DepEd) XI, will be conducting a Region/Division Contingency Planning on November 14-16, 2018 at STAR Hotel, Mabini St., Davao City.
3. The objective of this activity is to strengthen the preparedness for response of the region/divisions/schools and to craft contingency plan which shall be aligned to the department's template.
4. The participants for this Contingency Planning Workshop per division are the following:
 - Division DRRM Coordinator
 - School DRRM Coordinator for Elementary
 - School DRRM Coordinator for Secondary
5. Meals and accommodation for the duration of the activity will be charged to DRRM downloaded funds to regional office while traveling expenses and other allowable expenses of participants shall be charged against local fund subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

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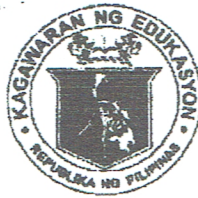
DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

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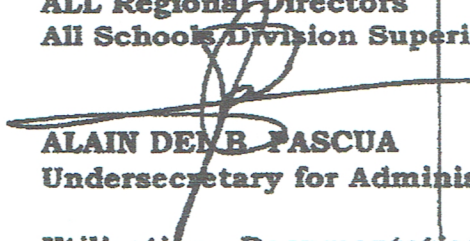
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM
12 January 2018

FOR : ARMM Secretary
ALL Regional Directors
All Schools Division Superintendents

FROM : 
ALAIN DEN B. PASCUA
Undersecretary for Administration

SUBJECT : Utilization, Documentation and Reporting of the
Use of Fund Support for Conduct of the
Contingency Planning of Regions and Divisions

In light of the need to strengthen the preparedness for response of the DepEd Regions and Schools Division Offices (SDOs), fund support is being provided to DRRM Coordinators of regions and divisions for the conduct of Contingency Planning to their respective area of responsibility.

For the regions, the funds shall be used for the following related expenses subject to existing accounting and auditing rules and regulations and internal policies of the Department:

The Regions can conduct a joint implementation of the contingency planning with other regions.

Office of the Undersecretary for Administration
(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo

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Contingency Planning to be facilitated by the Region for School Division Offices		
No. of Participants (Per Division - 3, Per Region - 3)		6
No. of Days		3
Board and Lodging per Participant		2,000.00
No. of Resource Persons per Training		2
Resource Person Honorarium per Person per Training		5,000.00
Materials per Participant		200.00

For the School Division Offices, the funds shall be used for the following allowable related expenses subject to existing accounting and auditing rules and regulations and internal policies of the Department:

1. Meals for the participants
2. Supplies and Materials for the participants
3. Other incidental expenses

The amount per division is computed for the following;

1. If the division has more than 50 schools, the value is equal to 50 multiplied by PHP 307.35 per school; and
2. If the division has less than 50 schools, the value is exact value of number of schools multiplied by PHP 307.35 per school.

The Schools Division Offices can conduct a joint implementation of the contingency planning with other divisions.

For the purpose of documentation and monitoring, regions and divisions are hereby provided with the following guidelines:

1. The funds to be provided for the conduct of contingency planning of regions and divisions should be obligated and/ or utilized within 2018;
2. The allotted amount shall be released to the offices concerned through a Sub-Allotment Release Order (Sub-ARO) by the Budget Division, Department of Education (DepEd) Central Office;

3. All Schools Division Offices are encouraged to augment the said fund support to cover related cost for the workshop. SDOs may add participants on top of the total required number of participants, provided that the divisions shall cover the cost through other sources of funding;
4. The Regional and Division DRRM Coordinators shall be accountable for the disbursement and liquidation of funds downloaded to their respective offices. A Status of Fund Utilization shall be submitted to the Disaster Risk Reduction and Management Service (DRRMS), copy furnished Chief of the Accounting Division, DepEd Central Office;
5. Division DRRM Coordinators should submit their accomplishment report to their respective regions through the Regional DRRM Coordinators who shall consolidate all reports and submit to the Central Office through DRRMS on a quarterly basis. The attached monitoring of schools-fund support for region/division level reporting template as shown in Annex A shall be used for a consolidated reporting of the school monitoring;
6. Division DRRM Coordinators should submit final liquidation reports to their respective regions through the Regional Finance Division and Regional DRRM Coordinators. Only status of Final Utilization report shall be submitted to the Disaster Risk Reduction and Management Service (DRRMS), copy furnished Chief of the Accounting Division, DepEd Central Office; and,
7. All Regional and Division DRRM Coordinators concerned should observe judicious utilization of funds.

For clarification or concerns, please directly communicate with the Disaster Risk Reduction and Management Service (DRRMS) through email address drmo@deped.gov.ph or through telephone numbers (02) 637-4933 or (02) 635-3764.