



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



December 5, 2019

**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, Porras St., Barangay Obrero, Davao City.

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

Name	Position/Designation	School/Office
1. Reyzen O. Monserate	Division DRRM Coordinator	SDO
2. Valerie Velez	School DRRM Coordinator	Digos City NHS
3. Shyrell Mae O. Warnakulasuriya	School DRRM Coordinator	Dawis Elem. School

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 Perpetual 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

DepEd Schools Division of Digos City  
**RECORDS SECTION**  
**RELEASED**  
 48814  
 DATE: 06 DEC 2019 TIME: 2:38

BY:

Recd



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
REGION XI  
Davao City



Address: F. Torres St., Davao City (8000)  
Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
Website: [www.depedregion11.ph](http://www.depedregion11.ph)

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 Usec. Alain Del B. Pascua, 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.

*Empowerment Adaptability Goal-oriented Leadership Excellence*

Page 1 of 2

Document Number : ROXI-114  
Version Number : 2.0  
Revision Number : 0  
Date of Effectivity : July 15, 2019







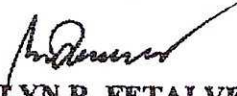
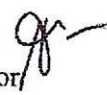
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
 Davao City



Address: F. Torres St., Davao City (8000)  
 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph  
 Website: www.depedroxi.ph

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 stated.

ROE6jav

**RECEIVED**  
 Date: 2-4-19 Time: 3:25  
 1912 - 672

*Empowerment Adaptability Goal-oriented Leadership Excellence*

Page 2 of 2

Document Number : ROXI-114  
 Version Number : 2.0  
 Revision Number : 0  
 Date of Effectivity : July 15, 2019





Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

OUR MEMO 13-0819-0309  
**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 [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

Immediate dissemination of this Memorandum is directed.

  
**ALAIN DEL B. PASCUA**  
Undersecretary

**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](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo





CUAMEMO12-0810-0309



### 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 supersedes 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.

