



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2022-010

To : **JAYZON T. CARDINES**
Division DRRM Coordinator

Subject : 2022 REGIONAL AND DIVISION CONTINGENCY PLANNING

Date : August 19, 2022

Herewith is the **Memorandum (OUA-00-0522-0095)** from Usec. Alain Del B. Pascua, Undersecretary for Administration of the Department of Education. As the Division DRRM Coordinator, you are hereby directed to participate in the **“Guidelines on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds to Regions and Divisions for Contingency Planning”**.

In view of this memorandum, the **ESSD-Disaster Risk Reduction and Management** will conduct the **Review and Enhancement of Contingency Plan for Natural Hazards, Human Induced and Infectious Diseases on August 24-26, 2022 at Davao de Oro Division (venue TBA)**. The participants of the above-mentioned activity are the Region/Division DRRM Coordinators.

Travel, meals and accommodation expenses on August 23, 2022 (Day 0) will be charged against the DRRM Planning, Monitoring and Evaluation funds which will be downloaded to their respective offices. Furthermore, meals and accommodation for the entire duration of the activity will be charged to the DRRM Contingency Planning downloaded funds of Davao de Oro Division subject to the usual accounting and auditing rules and regulations.

For information and compliance.


CRISTY C. EPE

Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
72-89326
DATE: AUG 23 2022 TIME: 1:24pm

BY: 

Enclosed: As stated.

OSDS/DRRM/mfl



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

22-3274

Records



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2022-124

SCHOOLS DIVISION OF Digos
RECORDS SECTION

RECEIVED 89326

DATE: 8/16/2022 TIME: 1:02pm

BY: [Signature]

To : Schools Division Superintendents

Subject: 2022 REGIONAL AND DIVISION CONTINGENCY
PLANNING

Date : August 9, 2022

Herewith is the Memorandum (OUA-00-0522-0095) from Usec. Alain Del B. Pascua, Undersecretary for Administration, Department of Education, entitled "Guidelines on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds to Regions and Divisions for Contingency Planning".

In line with this, the ESSD-Disaster Risk Reduction and Management will conduct the Review and Enhancement of Contingency Plan for natural hazards, human induced and infectious diseases on August 24-26, 2022 at Davao de Oro Division (venue TBA). The participants of the said activity are the Region/Division DRRM Coordinators and Davao de Oro TWG members.

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Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION

RELEASED

By: [Signature]
Date: 8/10/22 Time: 2:14

for: [Signature]
ALLAN G. FARNAZO
Director IV



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0522-0095
MEMORANDUM
27 May 2022

For: Regional Directors
Schools Division Superintendents
Regional and Division DRM Coordinators

Subject: GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION AND REPORTING OF DOWNLOADED FUNDS TO REGIONS AND DIVISIONS FOR THE DEVELOPMENT OR ENHANCEMENT OF CONTINGENCY PLANS

The Office of the Undersecretary for Administration (OUA), through the Disaster Risk Reduction and Management Service (DRRMS), issues the guidelines on the funds downloaded for the development or enhancement of Contingency Plans of regions and divisions.

Kindly refer to the attached Annex A titled *Implementing Guidelines on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds to Regions and Divisions for the Enhancement or Development of Contingency Plans*.

The Department of Education (DepEd) conducts **contingency planning** annually to effectively prepare for, respond to and recover from disasters rapidly. This addresses the vulnerabilities of the education sector. It makes the continuity of education possible amid the pandemic, other disasters and emergencies arising from natural and human-induced hazards.

For more information on this subject, please contact DRRMS through telephone number (02) 8637-4933 or through email oua@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

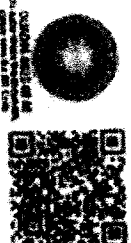
ALAIN DEL R. PASCUA
Undersecretary for Administration



Office of the Undersecretary for Administration (OUA)
(Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO))
Department of Education, Central Office, Meralco Avenue, Pasig City



Republika ng Pilipinas
Kagabataan ng Edukasyon
Tanggapan ng Pangalawang Kalihim



OVA MEMO 00-0522-0095
MEMORANDUM
27 May 2022

For:
Regional Directors
Schools Division Superintendents
Regional and Division DRM Coordinators

Subject:
GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION AND REPORTING OF DOWNLOADED FUNDS TO REGIONS AND DIVISIONS FOR THE DEVELOPMENT OR ENHANCEMENT OF CONTINGENCY PLANS

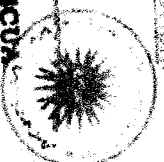
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For more information on this subject, please contact DRMS through telephone number (02) 8637-4933 or through email drms@deped.gov.ph. Immediate dissemination of this Memorandum is directed.

ALAIN DELA PASCUA
Undersecretary for Administration



Office of the Undersecretary for Administration (OVA)
Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learning Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)
Department of Education, Central Office, Marikina Avenue, Pasig City



22-3274



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
ESSD-2022-124

To : Schools Division Superintendents

Subject: 2022 REGIONAL AND DIVISION CONTINGENCY
PLANNING

Date : August 9, 2022

Herewith is the Memorandum (OUA-00-0522-0095) from Usec. Alain Del B. Pascua, Undersecretary for Administration, Department of Education, entitled "Guidelines on the Allocation, Utilization, Documentation and Reporting of Downloaded Funds to Regions and Divisions for Contingency Planning".

In line with this, the ESSD-Disaster Risk Reduction and Management will conduct the Review and Enhancement of Contingency Plan for natural hazards, human induced and infectious diseases on August 24-26, 2022 at Davao de Oro Division (venue TBA). The participants of the said activity are the Region/Division DRRM Coordinators and Davao de Oro TWG members.

Traveling, meals and accommodation expenses on August 23, 2022 (Day 0) will be chargeable to the DRRM Planning, Monitoring and Evaluation downloaded funds to the respective offices while meals and accommodation for the duration of the activity will be charged to DRRM Contingency Planning downloaded funds to Davao de Oro Division subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

RECORDS SECTION

RELEASED

By: _____

Date: 8/10/22 Time: 3:14

for: *W*
ALLAN G. FARNAZO
Director IV



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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- The development of new or enhancement of existing regional office Contingency Plans.
- The development of new or enhancement of existing division office contingency plans, organized and facilitated by the regional office.

The funds downloaded to the **division offices** shall be used for:

- The development of new or enhancement of existing school Contingency Plans for schools within their jurisdictions.

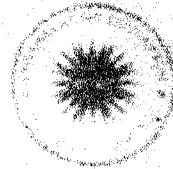
The regional and division fund allocation for Contingency Planning is provided in **Annex B**.

2. The regions and divisions may:

- Conduct the contingency planning workshop through **online modality** (e.g. Microsoft Teams, Google Meet, Zoom Meet etc.) and may invite resource persons from local government units (LGUs) and their Health Offices, Office of Civil Defense (OCD) and DepEd DRRMS. Below are the allowable expenses for the online modality:
 - Meals for the secretariat
 - Travel expenses of the secretariat
 - Honorarium of resource persons (from LGUs and their Health Offices, Office of Civil Defense (OCD) and Education Partners) based on the guidelines set by the Department of Budget and Management (DBM)
 - Communication expenses for secretariat and participants, based on the existing policies and guidelines in DepEd Order No. 35, s. 2021 titled *Amendment to DepEd Order No. 038, s. 2020, Guidelines Authorizing Payment of Communication Expenses of the Department of Education (DepEd) Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020*
- Conduct the contingency planning workshop in **limited face-to-face modality**, strictly following the required local health standards and protocols, including, but not limited to, wearing of Personal Protective Equipment (PPE) and physical distancing. Below are the allowable expenses for the limited face-to-face modality:
 - Meals for the participants, resource persons and secretariat
 - Honorarium for resource persons based on the existing guidelines set by the DBM
 - Travel expenses of the secretariat and resource persons
 - Communication expenses for the secretariat, based on the existing policies and guidelines in DepEd Order No. 035, s. 2021 titled *Amendment to DepEd Order No. 038, s. 2020, Guidelines Authorizing Payment of Communication Expenses of the DepEd Personnel Relative to the Implementation of Alternative Work Arrangement for the Year 2020*
 - Reproduction and dissemination of materials and kits



3. The regions and divisions are advised to utilize the suggested Contingency Planning templates. **(Please see Annex C.)**
4. Each division shall consolidate and maintain a database of schools with Contingency Plans and submit the consolidated data using the attached template **(Annex D)** to DRRMS at [drrms@education.gov.ph](#).
5. The Regional and Division Budget Officers, in coordination with the Regional and Division DRRM Coordinators, should submit the documentation on the monitoring of fund support using the attached template *(Annex E.1 - Monitoring of Downloaded Fund Support to Regions and Divisions for the Development and/or Enhancement of Contingency Plans; and Annex E.2: List of Schools Participated in the Contingency Planning Workshop)* to DRRMS at [drrms@education.gov.ph](#).
6. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.
7. The judicious utilization of the fund is expected. Obligation, implementation and payment shall be compliant with the Executive Order (EO) No. 91 titled *Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes*.



Annex A

Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting of Downloaded Funds to Regions and Divisions for the Development or Enhancement of Contingency Plans

I. INTRODUCTION

The Philippines is exposed to both natural and human-induced hazards. These include hydrometeorological hazards such as tropical cyclones which bring flooding and landslides as secondary hazards; and geological hazards such as earthquakes and volcanic eruptions.

In terms of human-induced hazards, the country is threatened by armed conflicts fueled by political and secessionist movements, violent extremism, culture and tradition-based conflicts.

The Philippines is also affected by the COVID-19 pandemic. This is an example of a biological hazard that has a complex and wide-reaching adverse effect on the delivery of education services. It also affects other educational resources and investments and puts at risk both the lives of the learners and the personnel of the Department of Education (DepEd).

II. IMPACTS ON SCHOOLS

Based on the Enhanced Basic Education Information System (EBEIS) of DepEd from school year 2009-2010 to school year 2017-2018, there were 43,810 schools nationwide that reported to have experienced natural hazards, and 21,949 schools have reported to have experienced human-induced hazards.

For this reason, DepEd conducts **contingency planning** annually to effectively prepare for, respond to and recover from disasters rapidly. This addresses the vulnerabilities of the education sector. It makes possible the continuity of education amid the pandemic, other disasters and emergencies arising from natural and human-induced hazards.

III. DOWNLOADING OF FUNDS

1. Funds shall be downloaded to Regions and Divisions and shall be utilized solely for the development of new or enhancement of existing Contingency Plans for natural and human-induced hazards, taking into consideration COVID-19.

The funds downloaded to the **regional offices** shall be used for



REGION	FIELD OFFICE	ALLOCATION
REGION XI	Regional Office	30,150.00
	Davao City	37,650.00
	Davao De Oro	37,650.00
	Davao del Norte	37,650.00
	Davao del Sur	37,650.00
	Davao Occidental	37,650.00
	Davao Oriental	37,650.00
	Digos City	37,650.00
	Island Garden City of Samal	37,650.00
	Mati City	37,650.00
	Panabo City	37,650.00
	Tagum City	35,850.00
TOTAL	12	441,800.00

REGION	FIELD OFFICE	ALLOCATION
REGION XII	Regional Office	30,150.00
	General Santos City	37,650.00
	Kidapawan City	37,650.00
	Koronadal City	37,650.00
	North Cotabato	37,650.00
	Sarangani	37,650.00
	South Cotabato	37,650.00
	Sultan Kudarat	37,650.00
	Tacurong City	34,800.00
TOTAL	9	328,500.00

