

# 0924070457



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2023-571

To : Assistant Schools Division Superintendent  
Chief Education Supervisors – (CID&SGOD)  
Public Schools District Supervisors  
All School Heads  
Concerned SDO Personnel

Subject : CONDUCT OF DIVISION AND SCHOOL DEVELOPMENT OF  
CONTINGENCY PLANS

Date : September 18, 2024

In reference to the Republic Act 10121 or the "Philippine Disaster Risk Reduction and Management Act of 2010", Contingency Planning is a management process that analyzes specific potential events or emerging situation that might threaten society or the environment and establish arrangement in advance to enable timely, and appropriate response to such events and situation.

This hereby informs the field that there will be a **Conduct of Division and School Development of Contingency Plan** on **October 16-19, 2024** at **Crisbelle Crown Center, Digos City**.

The objective of this plan is to develop a comprehensive contingency plan that will help our organization navigate through the challenges posed by natural and human-induced hazards. The plan will aim to identify potential risks and develop strategies to mitigate them, ensuring that our operation can continue even in the face of uncertainty.

Traveling expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and procedures. Further, service rendered during the activity shall be subject to the grant of service credits and/or Compensatory Overtime Credit (COC) as the case may be per DO No. 53, s. 2003 and CSC & DBM Joint Circular No. 2, s. 2004 respectively.

For your information, guidance and compliance.

For and in the absence of the  
Schools Division Superintendent

*Sollie B. Oliver, JD, MATE*  
**SOLLIE B. OLIVER, JD, MATE**

Chief ES, SGOD  
Officer-In-Charge

Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: SEP 18 2024 TIME: 2:17pm

Enclosed: As stated.  
SGOD/DRRM/jtc



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



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List of Participants

No.	Name	School/Office
<b>School Heads</b>		
1	Juvy B. Salise	Aplaya Elementary School
2	Renato D. Calipayan	Badiang Elementary School
3	Abdul Gapor M. De Guzman	Cogon Elementary School
4	Allen Joseph Malahay	Dawis Elementary School
5	Mylene G. Samonte	Don Mariano Marcos Elem. School
6	Rex Sayson	Isaac Abalayan Elementary School
7	Norwenda Hairil	Pedro Garcia Elementary School
8	Inda Nacua	Ramon Magsaysay Central Elem. Schl.
9	Rowelem Rosima	Kibanban Elementary School
10	Jacqueline Jaum	Balabag Elementary School
11	Jerwin L. Granada	Damñas Elementary School
12	Aldin J. Barsalote	Digos City Central Elementary School
13	Elecel B. Adam	Dulangan Elementary School
14	Angelito M. Villagonzalo	Federico J. Alferez Elem. School
15	Jonathan Rellon	Jolencio Alberca Elementary School
16	Edsel F. Nacua	Pedro V. Basalan Elementary School
17	Jonathan Almacin	Mahayahay Elementary School
18	Prince Alfred Marzon	Ranao Elementary School
19	Antonia S. Jumawan	Ruparan Elementary School
20	Nedymar D. Andrade	Arcaflor Maniapao Elem. School
21	Nelson Lucero	Bagumbuhay Elementary School
22	Marife M. Bohol	Casildo Nonol Sr. Elem. School
23	Melacres L. Campomayor	Colorado Elementary School
24	Tita T. Heramiz	Domingo V. Abawag Sr. Elem. School
25	Joy R. Baulete	Lungag Elementary School
26	Merilyn T. Salboro	Remedios N. Saplala Elem. School
27	Mario Andales	San Miguel Elementary School
28	Joel Cartajena	Igpit Elementary School
29	Lloyd Cervantes	Apolandia Elementary School
30	Al D. Fernandez	Binaton Elementary School
31	Rebecca Lorelie P. Deiparine	Gaudioso Reusora Elem. School
32	Cesar M. Gevera Jr.	Marawer Elementary School
33	Jay Paul B. Cabural	Mati Elementary School
34	Dann Becamon	Necencio A. Isidro Elementary School
35	Eduardo P. Paller Jr.	Rizal Central Elementary School
36	Peter Paul Deiparine	Soong Elementary School
37	Marvin Padillo	Balabag National High School
38	Raquel L. Cedeño	Dawis National High School
39	Elizabetha R. Bueron	Digos City National High School
40	King P. Devesfruto	Goma National High School
41	Rizza L. Villaluna	Igpit National High School
42	Noba J. Rubion	Kapatagan National High School
43	Juvic Sucayre	Matti National High School
44	Eugene Sayson	Ruparan National High School
45	Aimee Amor C. Porto	Senior High School of Digos City
46	Julius C. Castañares	Soong National High School
47	Jave E. Endar	Palan-Bagobo Tagabawa NHS
48	Rotshen V. Casilac	Aplaya National High School Extension



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49	Alan B. Tizon	San Roque Elem. School Extension
<b>Division Personnel</b>		
1	Melanie P. Estacio	SDS
2	Maria Genevieve T. Francisquete	ASDS
3	Beverly S. Daugdaug	CID Chief
4	Sollie B. Oliver	SGOD Chief
5	Eleser D. Mateo	PSDS
6	Gervasio Salinas, Jr.	PSDS
7	Atty. Rodel Pagayon	EPS
8	Jem Boy Cabrella	EPS
9	Leilani Señires	EPS
10	Cherrie Anne B. Bohol	EPS
11	Noreliza A. Misal	Accountant – III
12	Neptune L. Tambilawan	AOV-Budget
13	Francis Jude Alcomendras	AOV- Admin
14	Atty. Clarisse A. Llaban	Atty. III
15	Heide B. Escalona	AO II – OIC Supply
16	Peter-Jason C. Senarillos	SEPS-SocMob
17	Ronald B. Dedace	SEPS-HRD
18	Marjun B. Rebosquillo	SEPS-Planning and Research
19	Reyzen O. Monserate	SEPS-M&E
20	Janice S. Alquizar	EPS-II -HRD
21	Cecile C. Uy	EPS-II – SMM&E
22	Lyra O. Pilarte	MO III
23	Stephen Pascual	ITO
24	Airon Alejandro	PO-II
25	Jose Israel M. Maravilles	PDO-I - LFP
26	Jerick S. Vergara	Engineer II
27	Jasmine Asarak	Dentist II
28	Myracel Dalope	Dentist II
29	Fracis Millicent Durano	Nurse II
30	Joel Gomito	Nurse II
<b>TWG</b>		
1	Jayzon T. Cardines	PDO II
2	April Rose A. Alcala	PDO I
3	Gabrielle Carvajal	COS



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<b>Day 1</b>		
<b>Time</b>	<b>Activity</b>	<b>Resource Person</b>
7:30-8:15am	Registration (Attendance) Preliminaries (AVP) Recognition of Participants  Rationale	TWG  <b>SOLLIE B. OLIVER, JD, MATE</b> Chief ES – SGOD
8:15-8:30am	Opening Remarks  Inspirational Message	<b>MARIA GENEVEIVE T. FRANCISQUETE</b> ASDS <b>MELANIE P. ESTACIO</b> OIC-SDS
8:30-9:20am	Photo Opportunity And Present the link and instruction for the evaluation of the activity	TWG  <b>Cecile C. Uy</b> EPS II
9:00-9:25am	Pre-Test	Resource Speaker
10:45am- 12:00pm	Module 1 Introduction to Contingency Planning	Resource Speaker
12:00- 1:00pm	Lunch Break	
1:00-4:40pm	Module 1 Introduction to Contingency Planning	Resource Speaker
4:40-5:00pm	Instructions and announcement for the day 2	Jayzon T. Cardines PDO II



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<b>Day 2</b>		
<b>Time</b>	<b>Activity</b>	<b>Resource Person</b>
6:30-7:30am	Breakfast	
7:30-8:00am	Attendance	TWG
8:00-9:00am	Recap	Participants
9:00am-12:00pm	Module 2 Contingency Planning Factors	Resource Speaker
12:00-1:00pm	Lunch Break	
1:00-4:30pm	Module 2 Contingency Planning Factors	Resource Speaker
4:30-5:00pm	Instructions and Announcements for day 3	Jayzon T. Cardines PDO II
<b>Day 3</b>		
6:30-7:30am	Breakfast	
7:30-8:00am	Attendance	TWG
8:00-9:00am	Recap	Participants
9:00am-12:00pm	Module 3 Contingency Planning Process	Resource Speaker
12:00-1:00pm	Lunch Break	
1:00-4:30pm	Module 3 Contingency Planning Process	Resource Speaker
4:30-5:00pm	Instructions and Announcements for Day 4	Jayzon T. Cardines PDO II
<b>Day 4</b>		
6:30-7:30am	Breakfast	
7:30-8:00am	Attendance	
8:00-9:00am	Recap	Participants



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9:00am-12:00pm	Module 4 Testing of Contingency Plan	Resource Speaker
12:00-1:00pm	Lunch Break	
1:00-2:00pm	Module 4 Testing of Contingency Plan	Resource Speaker
2:00-3:00pm	Submission of Develop Contingency Plans	Resource Speaker
3:00-3:30pm	Post-Test	Resource Speaker & TWG
3:30-4:30pm	Awarding of Certificates	Emcee & TWG
4:30-5:00pm	Closing Program & Closing Prayer	TWG



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