



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School DRRM Coordinators
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **IMPLEMENTING GUIDELINES OF THE FY 2023 DISASTER PREPAREDNESS AND RESPONSE PROGRAM FOR THE DEVELOPMENT AND/OR ENHANCEMENT OF CONTINGENCY PLAN (CP) IN DEPED FIELD OFFICES AND SCHOOLS**

DATE: February 1, 2024

1. Please find attached Memorandum OUOPS No. 2023-04 from the Undersecretary for Finance Annalyn M. Sevilla and Undersecretary for Operations Atty. Revsee A. Escobedo dated July 25, 2023 **re: Guidelines on the Utilization and Reporting of FY 2023 Disaster Preparedness and Response Program (DPRP) Funds**, for information, reference, and guidance of all concerned.
2. Particular attention is invited to Paragraph 5 . a-d, which states that *“each school shall be downloaded with the amount of P 6,000.00 to cover morning and afternoon snacks, lunch and workshop materials”*.
3. To ensure consistency in all Contingency Plans, it is recommended that DepEd field offices and schools use the provided Contingency Planning templates and Contingency Planning Guidebook. These resources can be accessed through: <https://bit.ly/DepEdConPlanReferences>.
4. Immediate dissemination of this Memorandum is desired.

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque

ANNEX B: IMPLEMENTING GUIDELINES OF THE FY 2023 DISASTER PREPAREDNESS AND RESPONSE PROGRAM FUNDS FOR THE DEVELOPMENT AND/OR ENHANCEMENT OF CONTINGENCY PLANS (CP) IN DEPED FIELD OFFICES AND SCHOOLS

The Department of Education (DepEd) conducts an annual contingency planning to ensure effective preparation and response to disasters and/or emergencies. This is crucial in addressing the vulnerabilities of the education sector and ensuring the continuous delivery of equitable education amidst natural and human-induced hazards.

1. To support this initiative, the DepEd Disaster Risk Reduction and Management Service (DRRMS) provides funds for the following activities:
 - **Regional office-level writeshop** to develop or enhance existing regional office contingency plans;
 - **Division office-level writeshop** to develop or enhance existing division office contingency plans;
 - **School-level training** on Contingency Planning; and
 - **School-level writeshop** to develop and/or enhance existing school contingency plans.

The region and division fund allocations for Contingency Planning are provided in **Enclosure 6: FY 2023 Disaster Preparedness and Response Program-Allocation of Funds for Regions and Divisions for the Development and/or Enhancement of Contingency Plans in DepEd Field Office and Schools.**

In addition, this fund can also be used to supplement the FY 2023 Comprehensively Released Funds to Regions for the Development and/or Enhancement of Contingency Plans.

2. The downloaded funds for the conduct of office-level writeshop on the development and/or enhancement of existing office contingency plan shall cover **20 office personnel**, representing each section/unit, along with one (1) personnel to act as secretariat and one (1) member of the Quality Assurance & Monitoring and Evaluation Team, and one (1) resource person.
 - a. Each unit/section from the Regional Office (RO) or Schools Division Office (SDO), must be represented in the Contingency Planning writeshop. This includes representatives from the office of the Schools Division Superintendent (SDS) or Assistant Schools Division Superintendent (ASDS), and office of the Regional Director (RD) or Assistant Regional Director (ARD).
 - b. The personnel who will be a member of the Quality Assurance & Monitoring and Evaluation Team should come from Human Resource Development Division (HRDD) of the region or the assigned focal person in the division and must be separate from personnel considered as participants in the writeshop.
3. The downloaded funds to the divisions for the conduct of school-level training on Contingency Planning shall cover all schools represented by the School Head or School DRRM Coordinator. In addition, 5 to 10 personnel

will act as secretariat and members of the Quality Assurance & Monitoring and Evaluation Team, while 1 to 12 resource persons will be present depending on the number of participants.

4. The downloaded funds for the conduct of the office-level writeshop and school-level training on Contingency Planning shall be used to cover the following expenses:
 - *Venue of office-level writeshop and school-level training;*
 - *Board and lodging of the participants, secretariat and resource persons (live-in participants);*
 - *Meals of participants (live-out participants)*
 - *Honorarium for resource persons based on the existing guidelines set by the Department of Budget and Management (DBM); and*
 - *Reproduction of materials and kits.*
 - a. The regions or divisions may opt to conduct a live-out office-level writeshop in the regional or division conference rooms and reallocate the funds intended for venue and board and lodging if there's a need to cater additional participants beyond the prescribed 20 personnel from the region or division offices.
 - b. However, any transportation expenses incurred for this event will be charged against the local funds, subject to existing accounting, and auditing rules and regulations.
5. The funds for the school-level writeshop on the development and/or enhancement of existing school contingency plan may be downloaded to all schools, in consideration of the following:
 - a. The school-level writeshop shall include at least six (6) participants, including the School Heads, School DRRM Coordinators, and other members of the School DRRM Team.
 - b. Each participant of the school-level writeshop is allotted Php 1,000.00 to cover morning and afternoon snacks, lunch, and workshop materials.
 - c. The schools may involve additional participants for the school-level writeshop but expenses shall not exceed the allotted Php 6,000.00.
 - d. For small schools and/or clustered schools with the same School Heads and with less than six (6) personnel, the divisions are given the prerogative to explore ways in conducting the school-level writeshop such as but not limited to organizing a 1-day INSET session.
6. To ensure consistency in all Contingency Plans, it is recommended that DepEd field offices and schools use the provided Contingency Planning templates and Contingency Planning Guidebook. These resources can be accessed through: <https://bit.ly/DepEdConPlanReferences>.
7. The Region and Division DRRM Coordinators must submit a copy of their office's developed and/or enhanced Contingency Plans to DRRMS at drmc@deped.gov.ph within **ten (10) working days after the conduct of the Writeshop** with the subject: DPRP[ConPlan2023] Region/Division

AS

| Report (e.g., DPRP[ConPlan2023] Region III Report; DPRP[ConPlan2023] Region III SDO Pampanga Report).

8. The Division DRRM Coordinators are responsible for consolidating and submitting copies of developed and/or enhanced school-level Contingency Plans to DRRMS at drmo@deped.gov.ph once all schools in their division have already completed their Contingency Plan writeshop.
9. To document and monitor this activity, Regional and Division Budget Officers should work with the Regional and Division DRRM Coordinators and refer to the General Guidelines on the reporting and submission of fund utilization.

APPROVED:


ANNALYN M. SEVILLA
Undersecretary for Finance


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations