



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
**SCHOOLS DIVISION OF MARINDUQUE**



Office of the Schools Division Superintendent

August 7, 2024

**DIVISION MEMORANDUM**

No. 64, s. 2024

**TRAINING WORKSHOP ON THE DEVELOPMENT/ENHANCEMENT OF  
CONTINGENCY PLAN FOR SDO PERSONNEL**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Administrative Officer V, Administrative Unit  
All Others Concerned

1. In accordance with RA 10121 the Department of Education recognizes the need to establish preparedness measures and arrange response priorities ahead of time prior to a certain disaster. To ensure achievement of safer, adaptive, and disaster-resilient communities towards sustainable development, the Schools Division Office of Marinduque, through the School Governance and Operations Division, will conduct a **Training Workshop on the Development/Enhancement of Contingency Plan for SDO Personnel** on **August 20-22, 2024** at the **A&A Beach Resort, Laylay, Boac, Marinduque**.
2. Upon completion of this training, the participants are expected to:
  - a. demonstrate understanding of contingency planning, its background, importance, proves and format; and
  - b. formulate a contingency plan through series of workshops and exercises.
3. Participants in this training are select-SDO based personnel from the three functional divisions. **All participants shall accomplish the profile of participants on or before August 16, 2024 5:00PM through [bit.ly/CPTParticipantMdq2024](https://bit.ly/CPTParticipantMdq2024)**. Any correction in name, position, and/or official station shall be made by the participant in their accomplished profiles. Furthermore, they are advised to bring with them their laptops, internet mobile connections, and extensions wires to be used during the workshop.
4. To ensure seamless execution and quality of training, no replacement or representative shall be allowed. Participants who cannot participate in the said training due to various reasons must submit a letter indicating their reasons for non-participation addressed to the Schools Division Superintendent *attn: SGOD-Social Mobilization and Networking Section*.

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



Malusak, Boac, Marinduque  
Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Marinduque

5. This is a live-out learning and development activity. However, there shall be food provision (AM snacks, lunch, PM snacks) and training supplies for all participants, trainers, and members of the Program Management Team chargeable to SARO RO-4B-23-0782.

6. Trainers, members of the Program Management Team, and participants are entitled to compensatory time-off (CTO) in lieu of their services on August 21, 2024.

7. The following documents are enclosed for reference:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: List of Program Management Team Members
- c. Enclosure 3: Training Matrix

8. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.



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

Encls: As stated

References: Republic Act 10121

To be indicated in the Perpetual Index  
under the following subjects:

CALAMITY

SAFETY EDUCATION

TRAINING PROGRAMS

/SGOD-HRDS-KDA

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



Malusak, Boac, Marinduque

Email: [marinduque@deped.gov.ph](mailto:marinduque@deped.gov.ph)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Marinduque

**LIST OF PARTICIPANTS**  
*Training Workshop on the Development/Enhancement  
of Contingency Plan for SDO Personnel*

<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>
1. Ma. Cecilia S. Manay	Chief ES	SGOD
2. Maita M. Lazares	EPS	SGOD
3. Bernadith R. Lacerna	SEPS	SGOD
4. Marisol O. Luarda	SEPS	SGOD
5. Dr. Melanie M. Mendoza	SEPS	SGOD
6. Dr. Fretzie P. Alcantara	SEPS	SGOD
7. Abet R. Faundo	EPS II	SGOD
8. Mayda N. Lagran	EPS II	SGOD
9. Josefina P. Brual	PDO I	SGOD
10. Engr. Jezreel L. Serra	DepEd Project Engineer	SGOD
11. Engr. Oliver T. Martillano	DepEd Project Engineer	SGOD
12. Dr. Rica Mai O. Larga	Medical Officer III	SGOD
13. Dr. Queza Rina Q. Membrebe	Dentist II	SGOD
14. John Dhelter P. Pastrana	Accountant	OSDS
15. Arlene M. Marasigan	Budget Officer	OSDS
16. Ruby M. Tan	Supply Officer	OSDS
17. Jinky L. Meron	Records Officer	OSDS
18. David M. Zoleta Jr.	IT Officer I	OSDS
19. Dr. Nestor T. Rualo	EPS	CID
20. Dr. Ma. Sheila S. Saet	EPS	CID
21. Cristina R. Raza	EPS	CID
22. Rolito M. Dela Cruz	EPS	CID
23. Atty. John Mark S. Saporna	PDO II	CID
24. Chona S. Recto	EPSA	CID

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



**LIST OF PROGRAM MANAGEMENT TEAM MEMBERS**  
*Training Workshop on the Development/Enhancement  
of Contingency Plan for SDO Personnel*

<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>
1. Edgar H. Loto	PDO II	SGOD
2. Engr. Arnold M. Moreno	Division Engineer	SGOD
3. Kyle David V. Atienza	SEPS-HRDS	SGOD
4. Rey R. Raymundo	EPS II - SMME	SGOD
5. Misty L. Paguio	ADAS III	Cawit CNHS

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

**TRAINING MATRIX**  
*Training Workshop on the Development/ Enhancement  
of Contingency Plan for SDO Personnel*

TIME	ACTIVITY	PERSON(S) RESPONSIBLE
<b>DAY 1</b>		
9:00-9:30AM	Arrival and Registration of Participants	PMT
9:30-10:00AM	<b>Opening Program</b> <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• MIMAROPA Hymn</li> <li>• Welcome Remarks/Inspirational Message</li> <li>• Introduction of Facilitators</li> <li>• Introduction of Participants</li> </ul>	PMT
10:00-10:15AM	Health Break	
10:15-10:30AM	Course Overview	Speakers from OCD and PDRRMO
10:30-11:00AM	<b>Levelling of DRMM Knowledge</b>	Speakers from OCD and PDRRMO
11:00AM-12:00PM	<b>Module 1: Introduction</b>	Speakers from OCD and PDRRMO
12:00-1:00PM	Lunch Break	
1:00-3:00PM	<b>Module 2: Factors</b>	Speakers from OCD and PDRRMO
3:00-3:15PM	Health Break	
3:15-5:15PM	<b>Module 3A: Contingency Planning Part 1</b>	Speakers from OCD and PDRRMO
5:15-5:30PM	End-of-Day Evaluation	
<b>DAY 2</b>		
8:30-9:00AM	Management of Learning and Recapitulation	PMT
9:00AM-12:00PM	<b>Module 3B: Contingency Planning Part 2</b>	Speakers from OCD and PDRRMO
12:00-1:00PM	Lunch	
1:00-5:00PM	<b>Module 3C: Contingency Planning Part 3</b>	Speakers from OCD and PDRRMO
5:00-5:15PM	End-of-Day Evaluation	
<b>DAY 3</b>		
8:30-9:00AM	Management of Learning and Recapitulation	PMT
9:00-11:00AM	Continuation of Developing the Contents of the Contingency Plan	Speakers from OCD and PDRRMO
11:00AM-12:00PM	Explanation of Instructions for Module 4: Testing the Plan	Speakers from OCD and PDRRMO

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



12:00-1:00PM	Lunch Break	
1:00-3:00PM	<b>Module 4: Testing the Plan</b>	Speakers from OCD and PDRRMO
3:00-5:00PM	<b>Closing Program</b> <ul style="list-style-type: none"> <li>• Ways Forward</li> <li>• Final Exam</li> <li>• Training Course Evaluation</li> </ul>	PMT
5:00-5:15PM	End-of-Day Evaluation	

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

