



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

November 16, 2023

REGIONAL MEMORANDUM

No. **1284** s.2023

**CONDUCT OF DEVELOPMENT AND/OR ENHANCEMENT OF THE
 CONTINGENCY PLAN FOR SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
 School Governance & Operations Division Chiefs
 Division DRRM Coordinators
 All Others Concerned

1. In line with the Department of Education's commitment to ensuring the safety and well-being of its personnel, this Office, through the Education Support Services Division (ESSD), announces the Conduct of Development and/or Enhancement of the Contingency Plan for Schools Division Offices (SDOs) on December 26-30, 2023.
2. The activity aims to enhance preparedness and responsiveness to potential emergencies or unforeseen events that may affect the normal operations of regional and division offices; identify and prioritize key areas of concern, ensuring the continuity of essential functions during times of crisis; establish clear communication channels and protocols for disseminating information and updates during contingency situations; and train personnel on emergency response procedures and protocols, including evacuation plans, first aid, and other relevant skills.
3. The participants of the abovementioned activity are the following:
 - a. Representative from the Office of the Schools Division Superintendent or Assistant Schools Division Superintendent (1pax),
 - b. Division Chief of School Governance & Operations Division or representative (1 pax) or the Division Planning Officer,
 - c. Division Disaster Risk Reduction and Management (DRRM) Coordinator (1 pax), and
 - d. Regional Office DRRM Team and ESSD Technical Working Group (TWG)
4. The transportation expenses and per diem of the participants shall be charged against their respective Local Funds/Maintenance and Other Operating Expenses (MOOE), subject to the existing accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



EVELYN R. FETALVERO, CESO IV
 Regional Director



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: https://region8.deped.gov.ph

Enclosures: None

References: None

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

CONTINGENCY PLANNING

ESSD-SPPS-TJCP



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