



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

September 9, 2022



DIVISION MEMORANDUM

No. **327** s. 2022

DIVISION ENHANCEMENT WORKSHOP OF CONTINGENCY PLANS

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors/OIC of the Districts
Heads of Public Elementary, Secondary and Integrated Schools
District and Secondary School DRRM Coordinators
All Others Concerned

1. As part of the efforts of this division to effectively plan for a significant future incident, event or situation that may or may not happen, this office will conduct **Division Enhancement Workshop of Contingency Plan** on **October 13-14, 2022**. The venue for the said activity shall be announced later subject to the usual procurement procedure.
2. The following are the authorized participants to attend the said workshop:
 - 2.1. 18 District DRRM Coordinators
 - 2.2. 54 Secondary School DRRM Coordinators
 - 2.3. 2 Event Facilitators
 - 2.4. 1 PDO-II
 - 2.5. 1 Nurse II
3. Expenses relative to the conduct of this activity shall be charged against the program support fund under **OSEC-6-22-3964, HRDT Fund** and **LRO NO. ROVI-2022-0038**, while the travel expenses of the participants are chargeable against the School MOOE fund, all subject to the usual accounting and auditing rules and regulations.
4. It is understood that in the conduct of this activity there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.
5. The conduct of this activity must comply with the minimum health and safety protocol set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH).
6. Immediate dissemination of and compliance with this Memorandum are desired.


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