



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

DIVISION MEMORANDUM
No. **065** s. 2024

06 FEB 2024

**DIVISION ENHANCEMENT OF CONTINGENCY PLANS
(TEMPLATE REVIEW)**

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

1. In preparation for the Division Enhancement of Contingency Plans 2024, there will be a Division Enhancement of Contingency Plans (Template Review) on **February 24, 2024** from 8:30 am to 2:00 in the afternoon. Venue of the said activity shall be announced later subject to the bidding requirement.
2. The following are authorized to attend the said activity:
 - 2.1. 18 District DRRM Coordinators
 - 2.2. 54 Secondary School DRRM Coordinators
 - 2.3. 1 PDO-II
 - 2.4. 2 Event Facilitators
3. Expenses relative to the conduct of this activity shall be charged against the support fund while the travel expenses of the participants are chargeable against the School MOOE, both subject to the usual accounting and auditing rules and regulations.
4. Participants and facilitators are entitled to service credits in accordance with DepEd Order No. 53, S. 2003 title “*Updated Guidelines on the Grant of Vacation Service Credits to Teachers*”. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, S. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered.*”
5. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated
To be indicated in the Perpetual Index
under the following subjects:

#DRRM #safety #preparedness #conplan



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