



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

03 July 2024

DIVISION MEMORANDUM

No. **378**, s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 371, S. 2024 TITLED  
“ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 324, S. 2024  
[CORRIGENDUM TO DIVISION MEMORANDUM NO. 283 TITLED “2024  
DIVISION CONTINGENCY PLAN TRAINING (SCHOOL-LEVEL)”]**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
District and School DRRM Coordinators  
All Others concerned

1. In reference to Division Memorandum No. 371 s. 2024 titled “Additional Information to Division Memorandum No. 324, s. 2024 [Corrigendum to Division Memorandum No. 283, s. 2024 titled “2024 Division Contingency Plan Training (School-Level)”], please be informed that **Engr. Rodelio Bello, Jr** and **Abner Damsani** will be included as Members of the Technical Working Group (TWG) in the “**List of Training Team**” under Enclosure 3.
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**LUZ U. BANSON EdD, CESE**

OIC, Office of the Assistant Schools Division Superintendent  
In-Charge of the Division

Enclosure: As stated

Reference: Division Memorandum No. 283, s. 2024, Division Memorandum No. 324, s. 2024, Division Memorandum No. 371, s. 2024

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

#DRRM

#safety

#preparedness

#2024conplan

#school-level



Address: Banica, Roxas City  
Contact Number: (036) 620 2371  
Email Address: capiz@deped.gov.ph



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Enclosure 3 – 2024 Contingency Plan Training (School-Level)

**LIST OF TRAINING TEAM**

<b>Number of Program Manager, Trainers/Facilitators and Secretariat</b>	<b>Number of Training Days</b>	<b>Number of Training Hours</b>
1 Program Manager 6 Trainers/Facilitators 11 Secretariat	4	32

**Management Team, Quality Assurers and Facilitators**

<b>Roles</b>	<b>Persons Involved</b>
Program Manager	Glenda Marie B. Botin JD PDO II- DRRM

**Resource Persons, Facilitators, and TWG**

<b>Name</b>	<b>Resource Persons</b>
Judy Grace C. Pelaez MPA 5 Members of the PDRRM Office Glenda Marie B. Botin JD.MPA	LDRRMO IV  PDO II- DRRM

**Technical Working Group**

Jhean Mae Grace Lingco Yzarda Claudette Ballera Jamie Rose Magsila Jerry Mosquite Mary Grace Atinon Formosa Rabe Romar Jaravelo Engr. Rodelio A. Bello Jr Abner Damsani	PDO I PDO I Administrative Aide I EPS II(HRTD) EPS II(M&E) ADAS SEPS (SocMob) Engineer II
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**QAME**

Ronald Dile	SEPS- SMME
Immaculada J. Amores PhD	SEPS- HRTD
2 Nurses	Health



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