



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

01 AUG 2025

DIVISION MEMORANDUM



No. **349** s. 2025

**CONTINGENCY PLAN FOR SCHOOL INCIDENT TRAINING**

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  
School DRRM Coordinators

1. Safety of learners primarily focused on child protection and learners' rights that aims to create a safe, conducive and supportive learning environment shall be the supreme concern of the department. To establish coordination mechanism, develop effective response strategies and ensure continuity of education, this office will conduct the Contingency Plan for School Incidents Training in two (2) batches on September 8-10, 2025, and September 24-25, 2025 respectively. Venue of the said activity shall be announced later subject to the bidding requirement.
2. Participants to this activity are the School Disaster Risk Reduction and Management Coordinators who could be the School Heads or other non-teaching personnel. List of Participants per batch and Training Matrix are attached as *Enclosure "A" and "B"*.
3. Expenses relative to the conduct of this activity shall be charged against the Disaster Preparedness and Response Program 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. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**ROLANDO B. JAMORA PhD**  
Chief Education Supervisor-CID/  
Officer In-Charge of the Division 

Enclosure: As stated

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

#DRRM                      #safety  
#preparedness            #conplan



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Enclosure **"A"**  
LIST OF PARTICIPANTS PER BATCH

**September 8-10, 2025**

<b>District</b>	<b>Number of Schools/Participants</b>
Ivisan	17
Dumarao	38
Jamindan	34
Mambusao East	20
Mambusao West	15
Sapian	24
Tapaz East	37
Tapaz West	26
Capiz NHS	1
<b>TOTAL</b>	<b>236</b>

**September 24-26, 2025**

<b>District</b>	<b>Number of Schools/Participants</b>
Cuartero	24
Dao	23
Pilar	29
Maayon	36
Panitan	27
Panay	32
Pontevedra	22
Dumalag	22
<b>TOTAL</b>	<b>235</b>

Enclosure "B"

**CONTINGENCY PLANS (CP) FOR SCHOOLS INCIDENTS  
MATRIX**

<b>Day/ Time</b>	<b>Topic/ Activity</b>	<b>OPR</b>
<b>DAY 1</b>		
8:00-8:30 AM	Registration	
8:30-9:00 AM	<b>OPENING CEREMONY</b> <ul style="list-style-type: none"> <li>- Invocation</li> <li>- Philippine National Anthem</li> <li>- Introduction of Guests and Participants</li> <li>• <b>Welcome Remarks</b></li> <li>- Photo Ops</li> </ul>	<b>GLENDAMARIE B. BOTIN</b> PDO II
9:00-12:00 NN	<ul style="list-style-type: none"> <li>- <b>Overview of the Workshop</b></li> <li>- <b>Expectations Setting</b></li> <li>- <b>PFA/PSS Activities</b></li> </ul>	<b>GLENDAMARIE B. BOTIN</b> PDO II <b>ALAN VINCENT B. ALTAMIA</b> EPS- EPP
12:00NN-1:00PM	Lunch Break	
1:00-2:00 PM	<b>Human Induced Incidents, Protocols and Response</b>	<b>PNP</b>
2:00 PM – 2:30 PM	<b>Why the Need to Update our Contingency Plan?</b> -NDRRMC Memo 57 s. 2020 re Updating of PSCP and CP due to Ongoing Public Health Emergency	<b>JUDY GRACE C. PELAEZ</b> LDRRMO IV
2:30 – 3:30 PM	<b>Review on Contingency Planning</b> -Introduction to CP -Parts of CP -CP Forms	<b>MA. PAULA ARLANTE</b> Research and Planning Assistant
3:30 – 4:00 PM	<b>Updating of Hazard Analysis (CP Forms 1 and 2)</b> <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Plenary Workshop (include health emergencies in the hazard identification)</li> </ul>	<b>GINA E. BAÑEZ</b> LDRRM Assistant  Assist: <b>LONEL S. ALELIGAY</b> LDRRMO I
4:00 - 4:30PM	<b>Updating of Scenario Generation and Population Affected (CP Forms 3A, 3B, 4A, 4B)</b> <ul style="list-style-type: none"> <li>• Discussion</li> <li>• (Assignment)</li> </ul>	<b>LONEL S. ALELIGAY</b> LDRRMO I  Assist: <b>MA. PAULA ARLANTE</b> Research and Planning

4:30 - 5:00 PM	Daily Evaluation/ Admin Announcements	<b>JOEVIC M. MIGUEL</b> LDRRMO I
<b>DAY 2</b>		
8:00 - 8:30 AM	Recapitulation	<b>JOEVIC MIGUEL</b> LDRRMO I
8:30 -10:00AM	<b>Updating of Cluster Identification (CP Form 5A and 5B)</b> <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Plenary Workshop</li> </ul>	<b>MA. PAULA ARLANTE</b> Research and Planning Assistant  Assist: <b>LONEL S. ALELIGAY</b> LDRRMO I
10:00 -12:00 AM	<b>Updating of Cluster Implementation Plan (CP Forms 6,7,8,9)</b> <ul style="list-style-type: none"> <li>• Setting Policies &amp; Sectoral Objectives</li> <li>• Identifying Gaps</li> </ul> Arranging Response System & Actions	<b>JUDY GRACE C. PELAEZ</b> Capiz PDRRMO  Assist: <b>GINA E. BAÑEZ</b> LDRRM Assistant
12:00 -1:00 PM	<b>LUNCH</b>	
1:00 - 4:30PM	<b>Updating of Cluster Implementation Plan (CP Forms 6,7,8,9)</b> <ul style="list-style-type: none"> <li>• Setting Policies &amp; Sectoral Objectives</li> <li>• Identifying Gaps</li> </ul> Arranging Response System & Actions	<b>JUDY GRACE C. PELAEZ</b> Capiz PDRRMO  Assist: <b>GINA E. BAÑEZ</b> LDRRM Assistant
4:30 - 5:00 PM	Daily Evaluation/ Admin Announcements	<b>JOEVIC MIGUEL</b> LDRRMO I
<b>DAY 3</b>		
8:00 - 8:30 AM	Recapitulation	Alert Team
8:30 - 9:30 AM	<b>Establishment of Coordination Hub and Tactical Response (CP Forms 10 &amp; 11)</b> <ul style="list-style-type: none"> <li>• Discussion and Plenary Workshop</li> </ul>	<b>JOEVIC M. MIGUEL</b> LDRRMO I  Assist: <b>LONEL S. ALELIGAY</b> LDRRMO I
9:30 AM - 12:00 NN	<ul style="list-style-type: none"> <li>• Presentation of Cluster Implan</li> </ul> Critiquing	
12:00 -1:00 PM	<b>LUNCH</b>	
1:00 - 3:00 PM	<ul style="list-style-type: none"> <li>• Presentation of Draft CP</li> </ul>	
3:30 - 3:30PM	<ul style="list-style-type: none"> <li>• Next Steps and Ways Forward</li> </ul>	<b>GINA E. BAÑEZ</b> LDRRM Assistant
3:30 - 4:30PM	Closing Program	<b>JOEVIC M. MIGUEL</b> LDRRMO I