



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


14 MAY 2024

DIVISION MEMORANDUM  
No. **283** s. 2024

**2024 DIVISION CONTINGENCY PLAN TRAINING (SCHOOL-LEVEL)**

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

1. Timely, effective and appropriate responses to the different hazards in schools and educational facilities shall be sustained. To ensure this objective, this office will conduct the 2024 Division Contingency Plan Training (School-Level) in three (3) batches on June 17-21, 2024, June 24-28, 2024 and July 1-5, 2024 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 Training Schedule per batch is attached as **"Annex A"**.
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.

  
**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      #2024conplan



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

June 17-21, 2024

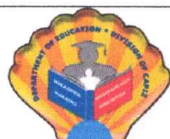
District	Number of Schools
Cuartero	24
Dao	23
Dumalag	22
Dumarao	38
Ivisan	17
Jamindan	25

June 24-28, 2024

District	Number of Schools
Pilar	27
Pres. Roxas	21
Maayon	40
Panitan	27
Panay	32
Pontevedra	22

July 1-5, 2024

District	Number of Schools
Mambusao East	20
Mambusao West	15
Sigma	24
Tapaz East	37
Tapaz West	26
Sapian	24



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