



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

22 November 2023

DIVISION MEMORANDUM

No. 107 s. 2023

CONTINGENCY PLANNING WRITESHOP

TO : All PSDSs
Public School Heads
All Others Concerned

1. To ensure that all schools in the Schools Division of Tabuk City have formulated their own contingency plan, a Contingency Planning Writeshop will be conducted on December 27, 2023, at Kingsquare Davidson Hotel, Bulanao, Tabuk City, Kalinga.
2. The activity aims to provide an avenue of learning and discussion for the participants to come up with a Comprehensive Contingency Plan for Earthquake.
3. Participants are school heads or Administrative Officer II of the schools listed in Annex A. They are required to bring laptop, data on enrollment, data on school personnel, inventory of buildings and inventory of resources (list of external partners, list of DRRM equipment/PPEs in the school and list of learning resources/LMs).
4. Meals and snacks shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance of this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

