



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



Office of the Schools Division Superintendent

June 6, 2024

Division Memorandum
 No. 209 s. 2023

To: ASDS
 SGOD Chief
 CID Chief
 All Participants
 Others Concerned

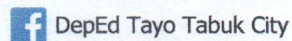
CONDUCT OF THE CONTINGENCY PLANNING FOR DIVISION OFFICE PERSONNEL

1. This is to inform all concerned on the conduct of the contingency planning for division office personnel on June 12-13, 2024 and June 20, 2024 from 8:00AM-5:00 PM. This activity aims to craft the contingency plans of the division office for each hazard or disaster that may happen in the office.
2. The participants to the said activity are listed below.

AREA	NAME
Fire	Allan Galanza Welda Buslig Maribel Bravo
Earthquake	Daisy Bucao James Dayao Emmanuel Ubuan
Typhoon	Catherine Badong Cresencia Na-oy Ruzendyll Guilay
Emerging, Re-emerging Infectious Diseases (ERID)	Rodolfo Niones Jr. Janic Mangaoang Federico Flores
Hostage Taking	Jan Nowel E. Pena Sally P. Feken Atty. Ringo Sumedca Nicasio Sumarita



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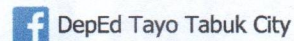
Terrorism	Allan Dumalsin Sixto D. Lang-ay Jr. Frances Gacuya Geraldo Tacalig
Tribal Conflict	Ramonchito Soriano Marionette Dooma Romeo Agagon Emily Langkit
Bomb Treat	Hariet Buslig Clifford Rivera Paul Palliso
Chemical Disaster	Doddie Marie Licudine Dorothy Asingal Allan Cubit Maureen Martinez
Secretariat	Menchie P. Gamongan
Stakeholders	BFP Representative (Tabuk City) Emil Gunnawa (Barangay Representative) CDRRM Representative City Health Office Representative PNP Representative (Tabuk City) Philippine Army Representative (2) PNP representative (Provincial) DPWH Representative Red Cross Representative BFP Representative (Provincial) Marion Tombaga (SK Bulanao Norte)

3. Listed participants shall plan ahead on their work-activities so that they will be available on the said dates. Meals and snacks will be provided during the training.
4. Service credits shall be given to all participants for their attendance on June 12, 2024 which is a holiday.
5. For information and guidance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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PROGRAM MATRIX


TIME	TOPIC	SPEAKER
DAY1		
8:30-9:00	Overview of Contingency Planning -Definition of Contingency Planning -References of Contingency Planning -Importance of Contingency Planning -Stakeholders involved in Contingency Planning -Common Myths and Facts on Contingency Planning	
9:00-10:30	(Working Break) Formulating the Contingency Plan A. Writing the Introduction workshop Resources Needed:	
10:30-11:30	B. Hazard Analysis -Workshop on CP Form 1: Hazard Analysis -Writing the narrative based on CP Form 1 Results	
11:30-12:00	C. Hazard to Plan For -Workshop on CP Form 2: Anatomy of the Hazard -Workshop on CP Form 7: Resource Inventory	



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1:00- 2:00	-Writing the narrative based on CP Form 2 results Continuation of C.	
2:00-3:00	D. Scenario -Workshop on CP Form 3A – 20 minutes -Workshop on CP Form 3B – 20 minutes -Workshop on CP Form 4A and 4B – 10 minutes	
3:00-3:20	-Writing the narratives based on CP 3A,3B,4A (Working Break)	
3:20-4:00	-Crafting of Goal and Objectives	
4:00-5:00	-Organizing Response Cluster -Workshop on CP Form 5	
DAY 2		
8:00-	Prayer	
8:05-8:10	Recap	
8:10-9:30	-Workshop on CP Form6: Response Activities	
9:30-10:00	-Workshop on CP Form 8: Resource Projection	



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10:00-11:00	-Workshop on CP Form 9: Resource Gap Summary	
11:00-11:30	-Workshop on CP Form 10: Emergency Operations Center	
11:30-12:00	-Workshop on CP Form 11: Incident Command System	
1:00-2:00	-Writing the interoperability mechanism (WORST- CASE)	
2:00-2:30	Workshop on activation and non-activation of CP Output: Flowchart	
2:30- 5:00	Presentation of a skeletal structure of a CP -3 groups at 20 minutes each	



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