



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

05 June 2023

DIVISION MEMORANDUM

No. 325, s. 2023

**UTILIZATION OF THE NEW UNIFIED SCHOOL CONTINGENCY PLAN
TEMPLATE, UPDATING AND SUBMISSION OF HAZARD SPECIFIC
SCHOOL CONTINGENCY PLANS**

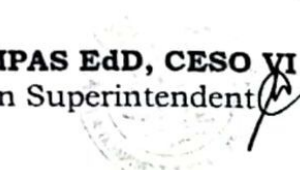
To: **All Public Schools District Supervisors**
Division DRRM Officer
All Public Elementary & Secondary School Heads
All Public Elem. & Sec. School DRRM Coordinators
All Others Concerned

1. The Schools Division of Tacloban City - Disaster Risk Reduction and Management Service, in its commitment to ensure learning continuity and to protect the safety, health and well-being of learners, teachers, and personnel in the presence of different hazards and occurrence of disasters or emergencies, hereby provides the new unified school contingency plan template for schools.
2. In relation to the this, all schools must migrate their data from the previous template to the new unified template and update necessary, relevant and up-to-date data considering that the availability of this School Contingency Plans is expected.
3. The School DRRM Coordinator must facilitate the migration and updating of the School Contingency Plans and submit to the Office of the Disaster Risk Reduction and Management Service of SDO Tacloban City on or before June 7, 2023. Moreover, softcopy of the School Contingency Plans should be sent to crisvill.villamor@deped.gov.ph.
4. Softcopy of the template will be provided for easy access and encoding.
5. Immediate dissemination of and compliance with this Memorandum are desired.


JUDELLA R. LUMPAS EdD, CESO VI
Schools Division Superintendent



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