



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

4 December 2023

DIVISION MEMORANDUM
 No. 716, s. 2023

**CONDUCT OF DEVELOPMENT AND/OR ENHANCEMENT OF THE
 CONTINGENCY PLAN FOR THE SCHOOLS DIVISION OFFICE (SDO)**

To: **Assistant Schools Division Superintendent
 Chief Education Program Supervisors
 Unit/Section Heads
 Division DRRM Officer
 All Others Concerned**

1. The Schools Division Office of Tacloban City, through its Disaster Risk Reduction and Management Service (DRRMS) will conduct a Development and/or Enhancement of the Contingency Plan for the Schools Division Office (SDO) on **December 11-12, 2023** at the **Division Office Conference Hall**.
2. The activity aims to ensure safety, academic continuity, regulatory compliance, community support, risk mitigation, communication, resource allocation, staff readiness, public confidence, and continuous improvement in order to instill public confidence and continuously improve emergency preparedness.
3. Please see attached **Enclosure A. List of Participants**.
4. Expenses incurred relative to the conduct of the activity shall be charged against the DRRM Program Support Funds/MOOE subject to the existing accounting and auditing rules and regulations.
5. For concerns, please contact the **SDO Tacloban City - Office of the Disaster Risk Reduction and Management Service** through the Division DRRM Officer **CRISVILL M. VILLAMOR** at 09085564721 or email at crsvill.villamor@deped.gov.ph.
6. Immediate dissemination of and appropriate action with this Memorandum are desired.

12/14/23
 4:45 PM
 [Signature]

JUDELLA R. LUMPAS EdD, CESO VI
 Schools Division Superintendent





Republic of the Philippines
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Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

Enclosure A. **List of Participants**

Development and/or Enhancement of the Contingency Plan
for the Schools Division Office (SDO)

December 11-12, 2023
Division Office Conference Hall

OSDS

1. Cardona, Jaime Leon T.
2. Pancipanci, Maria Socorro T.
3. Torres, Carmela E.
4. Anchojas, Francisco A.
5. Homeres, Ma. Nesaa L.
6. Naval, Rodel R.
7. Aninao, Nancy
8. Macapugas, Mardonio
9. Lagunzad, Jenneth S.
10. Superable, Donald Jake

CID

1. Tamayo, Mark Chester Anthony G.
2. Cadiiong, Gretel Laura M.
3. Baay, Ranulfo I.

SGOD

1. Escobarte, Melani D.
2. Delos Santos, Delilah M.
3. Dagale, Roger D.
4. Gabisay, Jennith II S.
5. Quiban, Mary Phoebe C.
6. Lanza, Rafael S.
7. Gualdrapa, Meriam
8. Calleja, Jade B.
9. Alcaraz, Angelo V.

Technical Working Group

1. Villamor, Crisvill M.
2. Meniano, Violeta
3. Enverzo, Lorna
4. Jane Mier Ogayan
5. Via Epil

