



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

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July 11, 2024

**DIVISION MEMORANDUM**

No. 472, s. 2024

**DOWNLOADING OF DRRM (DPRP-PSF) FUNDS TO SCHOOLS FOR THE CONDUCT  
OF WRITESHOP ON THE DEVELOPMENT AND/OR ENHANCEMENT OF  
SCHOOL CONTINGENCY PLAN**

To: **All Public Schools District Supervisors**  
**Division DRRM Officer**  
**All Public Elementary and Secondary School Heads**  
**All Others Concerned**

1. In reference to DepEd OUOPS Memorandum No. 2023-04-6762 titled "Guidelines on the Utilization and Reporting of FY 2023 Disaster Preparedness and Response Program (DPRP) Funds", the Schools Division Office of Tacloban City through its Office of the Disaster Risk Reduction Management Service (ODRRMS) will be downloading DRRM (DPRP-PSF) funds to all public elementary and secondary schools for the conduct of writeshop on the development and/or enhancement of School Contingency Plan in the amount of six thousand pesos (Php. 6,000.00) for each school, subject to the usual accounting and auditing rules, regulations, and procedures.
2. The funds for the school-level writeshop on the development and/or enhancement of existing school contingency plan will be downloaded to all schools, in consideration of the following:
  - a. The one (1) day school-level writeshop shall include at least six (6) participants, including the School Head, School DRRM Coordinator, and other members of the School DRRM Team.
  - b. Each participant of the school-level writeshop is allotted Php 1,000.00 to cover morning and afternoon snacks, lunch, and workshop materials.
  - c. The schools may involve additional participants for the school-level writeshop but expenses shall not exceed the allotted Php 6,000.00.
3. Schools may opt to conduct the writeshop in a cluster/district-based.
4. To ensure consistency in all Contingency Plans, it is recommended that the schools use the provided Contingency Planning templates and Contingency Planning Guidebook. These resources can be accessed through:  
<https://bit.ly/DepEdConPlanReferences>.

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5. Softcopy of the scanned approved Activity Proposals must be submitted to the Office of the Disaster Risk Reduction and Management Service (ODRRMS) of Schools Division Office of Tacloban City at [DRRMS.Tacloban@deped.gov.ph](mailto:DRRMS.Tacloban@deped.gov.ph) for monitoring and evaluation purposes.
6. The writeshop/activity must be conducted within the period of August – September 2024.
7. Schedule of the conduct of the activity either by school or by cluster/district must be provided in advance to allow the Division DRRM Officer to effectively plan and allocate resources, including technical assistance as resource person to support the schools during the writeshop activities.
8. After the conduct of activity, the Liquidation Report on the utilization of downloaded funds must be submitted to the Accounting Office and Office of the Disaster Risk Reduction and Management Service (ODRRMS) of Schools Division Office of Tacloban City.
9. The School DRRM Coordinators must submit a copy of their developed and/or enhanced School Contingency Plans to SDO Tacloban City - Office of the Disaster Risk Reduction and Management Service (ODRRMS) at [DRRMS.Tacloban@deped.gov.ph](mailto:DRRMS.Tacloban@deped.gov.ph) within ten (10) working days after the conduct of the writeshop with the subject: DPRP[ConPlan2024] School [Report (e.g., DPRP[ConPlan2024] City Central School Report)].
10. For queries and concerns on the aforementioned matters, 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 [crisvill.villamor@deped.gov.ph](mailto:crisvill.villamor@deped.gov.ph).
11. Immediate dissemination of and compliance with this Memorandum are desired.

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