



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

15 November 2024

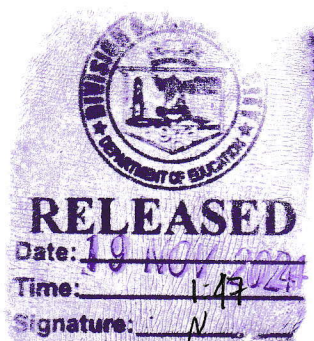
DIVISION MEMORANDUM

No. 870, s. 2024

**CONDUCT OF ENHANCEMENT OF THE CONTINGENCY PLAN
OF THE SCHOOLS AND DIVISION OFFICE**

To: **Assistant Schools Division Superintendent
Chief Education Program Supervisors
All Public Schools District Supervisors
All Public Elementary and Secondary Schools Heads
All Unit/Section Heads
Division DRRM Officer
All School DRRM Coordinators
All Others Concerned**

1. The Schools Division Office of Tacloban City, through its Disaster Risk Reduction and Management Service (DRRMS) will conduct an Enhancement of the Contingency Plan of the Schools and Division Office on **December 1-3, 2024**, at a venue to be announced later.
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 to instill public confidence and continuously improve emergency preparedness.
3. Final list of participants will be provided through an issuance of an addendum or advisory.
4. Expenses incurred relative to the conduct of the activity shall be charged against the DPRP/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 crisvill.villamor@deped.gov.ph.
6. Immediate dissemination of and appropriate action with this Memorandum are desired.



as per S.O. 492, s. 2024
SHERLITA A. PALMA, EdD, CESO VI
Schools Division Superintendent