

Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

17 Jul 2024



DIVISION MEMORANDUM


No. **268**, s. 2024

**DIVISION LOCALIZED FORMAT ON THE
 ENHANCED SCHOOL CONTINGENCY PLAN FOR SY 2024-2025**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – SGOD and CID
 Public Schools District Supervisors
 Heads of Public Elementary and Secondary Schools

1. As the School Year 2024-2025 begins, it is crucial for public schools^{to} have contingency plans in place to manage risks and ensure the safety of learners, personnel, and education facilities.
2. In this regard, the Schools Division Office of Angeles City requests the public schools to submit their **Enhanced School Contingency Plans** not later than **September 30, 2024**. This initiative aims to strengthen collective resilience and provide a safe learning environment for everyone.
3. Enclosed is the **Division Localized Format on the Enhanced School Contingency Plan for SY 2024-2025** for your guidance and perusal.
4. Immediate and wide dissemination of and compliance with this Memorandum is earnestly desired.


ENGR. EDGARD C. DOMINGO, PhD, CESO V
 Schools Division Superintendent 

Enclosure: As stated
 References: RA 10121 and NDRRMC-NSC JMC No.1, s2016
 To be indicated in the Perpetual Index
 under the following subjects: 

DRRM SCHOOL

CAL/DRRM/July 16, 2024





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Enclosure 1, Division Memo No2 6 8, s.2024

**DIVISION LOCALIZED FORMAT ON THE
ENHANCED SCHOOL CONTINGENCY PLAN FOR SY 2024-2025**

Requirement: Contingency Plan per Hazard

Presentation: Multi-Hazard

Part 1 – Natural Hazards

Part 2 – Human-Induced Hazards

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Chapter 1 Background

A. Introduction

1. Brief Introduction of School Proponent

- a) Name, School ID No., Address, Brief History (Year Established, No. of learners, teachers, non-teaching personnel, classroom/buildings or structures)
- b) Present Status – Category (enrolment and manpower component), Cluster (neighborhood – schools nearby)
- c) Physical Description – land area, structure (school map), layout per structure with classrooms and other facilities identified (Room No., Grade Level)
- d) Socio-Demographic Profile of Learners and Manpower Complement
 - CP Form 4A (Learners and Personnel)
 - CP Form 4B1 and 4B2 (Breakdown)

2. Description of Barangay where School is Situated

- a) Brief History
- b) Geo-physical, No. of Puroks, Boundaries (neighbor barangays)
- c) Ecological features/landmarks, maps, trigger factors to hazards
- d) Socio-demographic Profile
- e) Peculiarities/unique Features, relevant hazards (posts-presents)

B. Hazard Analysis and Scenarios

1. Hazard Analysis - identification and ranking (Form 1)
2. Anatomy of Hazard – presentation based on ranks (Form 2)
3. Scenario Generation
 - a) Form 3A – Natural Hazards
 - b) Form 3B – Human-Induced Hazards

Chapter 2 Goals and Objectives

Hazard Specific objectives anchored on:

- a) Safe Learning Facilities and Environment
- b) Smarter features when translated to response clusters and arrangements





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Chapter 3 Response Arrangement

A. Responses and Resources

- 1) Response Clusters (Form 6) anchored on goals and objectives and must be hazard specific with corresponding time
- 2) Resource Inventory (Form 7) anchored on cluster/committee activities and timeframe
- 3) Response Projection (Form 8) anchored on cluster/committee activities and timeframe
- 4) Resource Summary (Form 9)

B. Emergency Operations Center (Form 10)

Chapter 4 Activation (Hazard Specific)

- A. Activation
- B. Non-Activation

Appendices/Annexes

Creation of Working Committee

- 1) Mandate – DepEd Order/Memo
- 2) Composition
- 3) Roles and Responsibilities
- 4) Conduct of Contingency Planning
 - a) Minutes of Meeting
 - b) Pictures

Signatories

Submitted:

School Head

Verified:

CLARISA A. LAGMAN
Division DRRM Coordinator

Reviewed:

PSDS

Recommending Approval:

EDGAR L. MANABAT PhD
Chief-SGOD

Approved:

ENGR. EDGAR C. DOMINGO PhD, CESO V
Schools Division Superintendent

