



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

31 May 2024

DIVISION MEMORANDUM

No. 387 s. 2024

**TRAINING AND WRITESHOP ON THE DEVELOPMENT OF CONTINGENCY PLAN  
ON EARTHQUAKE AND TYPHOON**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public/Private Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In relation to the Department of Education's MATATAG Agenda, which call for taking care of the students by promoting learners' wellbeing, inclusive education, and positive learning environment, this Office informs the field of the conduct of **Training and Writeshop on the Enhancement of Contingency Plan on Earthquake and Typhoon on June 4-6, 2024, from 8:00 a.m. to 5:00 p.m. on a venue to be announced later.**
2. This activity aims to enhance the school contingency plan that focuses on earthquake and typhoon based on the weather conditions here in our city which could involve the safety of our learners, teachers, and staff to establish a response mechanism with identified school safety committee.
3. The participants of this writeshop activity are all School Heads or school non-teaching personnel, public and private, and Division ALS Coordinator (Enclosure 1).
4. Participants are also expected to bring their own laptops, soft copy of their previous school contingency plans and extension wire that will be used in the activity.
5. Travel expenses relative to the conduct of this activity shall be charged in the schools' Maintenance and Other Operating Expenses (MOOE), local/school funds whichever is applicable. All expenses are subject to the usual accounting and auditing rules and regulations. Foods and venue shall be charge in the DPRP Funds.
6. This memorandum shall serve as the travel authority for the participants and members of the Program Management Team.
7. For further queries and clarification, you may contact Ariel C. Cabuyao PDO II at 09338177135 or [ariel.cabuyao@deped.gov.ph](mailto:ariel.cabuyao@deped.gov.ph)
8. Immediate dissemination and strict compliance of this memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-in-Charge

Encl.: As stated

Reference: Regional Memorandum No. 127 s. 2024 Corrigendum to Regional Memorandum No. 1284, S. 2023 – Conduct of Development and /or Enhancement of the Contingency Plan (CP) for Schools Division Offices

To be indicated in the Perpetual Index

Under the following subject:

CONTINGENCY PLAN  
DRRM  
TRAINING

SGOD – training and writeshop on the development of contingency plan on earthquake and typhoon  
SGO1MBA1-000591/May 31, 2024

Enclosure 1  
 List of Participants

No.	Name of School Head	School	Designation
1	Adrian D. Naynes	VALENCIA ES	Head Teacher I
2	Larvin Labrada	ALSAM ES	Head Teacher III
3	Gerlie A. Abaricia	DOMOIT ES	Head Teacher III
4	Johncent Roy C. Tibordo	BUSAL ES	Officer-in-Charge
5	Aldwin V. Capistrano	GIBANGA ES	Head Teacher III
6	Adrian D. Maaño	PANDAKAKE IS	Head Teacher III
7	Elpidia C. Palayan	EPES	Principal II
8	Joy B. Go	ILASAN IS	Principal IV
9	Lea A. Cosico	LAKAWAN ES	Principal I
10	Ingrid A. Palad	LAWIGUE ES	Principal II
11	Babylyn T. Olandes	NPES	Head Teacher III
12	Corazon M. Oabel	SPES	Principal I
13	Ronan R. Ranillo	TECS	Principal II
14	Waldymar E. Pasacsac	WAKAS ES	Principal II
15	Wenefredo B. Baylongo	WPES	Principal I
16	Luz A. Pacigue	EFIS	Head Teacher III
17	Alona C. Crisanto	IPILAN-ALITAO ES	Principal III
18	Dennis O. Labita	FELES	Principal II
19	Teresa E. Andaya	KALUMPANG ES	Principal I
20	Julieta M. Labita	LALO ES	Head Teacher III
21	Lorynel C. De Sagun	MALAO-A CALANTAS ES	Head Teacher III
22	Roderick O. Hugo	POTOL ES	Principal II
23	Cherry G. Hugo	TWCS I	Principal II
24	Honesto P. Caagbay, Jr.	TWCS II	Principal I
25	Natalia A. Andaya	TWCS III	Principal I
26	Rowena O. Sabiduria	TWCS IV	Principal I
27	Democrito C. Cabile Jr.	RQNHS	Head Teacher III
28	Mary Grace M. Cabili	WPNHS	Principal II
29	Gener C. Delos Reyes	LPIHS	Principal IV
30	Michael M. Safred	DAPDAP IS	Assistant Principal II
31	Jefferey Dimailig	MAYUWI ES	TIC
32	Alita C. Rodriguez	MATE ES	TIC
33	Arlene Pagana	MASIN ES	TIC
34	Akeem Aron P. Valdeavilla	KATIGAN-ALUPAY ES	TIC
35	Emelia R. Eclarin	BANHS	Asst. Principal I
36	Almira C. Vendiola	PRIVATE SCHOOL	School Head
37	Marietta Bajar Cabuyao	PRIVATE SCHOOL	School Head
38	Father Alfonso M. Pena II	PRIVATE SCHOOL	School Head
39	Cherryl Odiaman Barrientos	PRIVATE SCHOOL	School Head
40	Raydis Rea Palacio	PRIVATE SCHOOL	School Head
41	Hazel Oribiana Hernandez	PRIVATE SCHOOL	School Head
42	Maria Aurora Huete Santos	PRIVATE SCHOOL	School Head
43	Hee Rye Jeong	PRIVATE SCHOOL	School Head

44	Pastor Dante Narzabal	PRIVATE SCHOOL	School Head
45	Carol Maceda	PRIVATE SCHOOL	School Head
46	SR. Ma. Minda Derillo, MCST	PRIVATE SCHOOL	School Head
47	Rugina Salem Salunoy	PRIVATE SCHOOL	School Head
48	Raquel Diasanta Pacaigue	PRIVATE SCHOOL	School Head
49	Loreto P. Pernia	ALS	DALSC
50	Frenalyne B. Tabernilla	TWCS I	PDO I
51	Jobelle L. Maningas	KALUMPANG ES	PDO I
52	Ma. Theresa P. Eslacin	TECS	PDO I
53	Mila Rosa B. Pabularcon	SPES	PDO I

**Enclosure 2 – Program Management Team (PMT)**

**Overall Chairperson:** Celedonio B. Balderas Jr.  
Schools Division Superintendent  
**Co- chairpersons:** Herbert D. Perez, ASDS  
Imelda C. Raymundo, Chief – SGOD

Committee	Person/s In-charge	Terms of Reference
Program Manager	Ariel C. Cabuyao	<ul style="list-style-type: none"> <li>• Prepares Project Design and other needed requirements</li> <li>• Coordinates with another committee for the needed support</li> <li>• Prepares and submits Activity Report to SGOD Chief, ASDS and SDS</li> </ul>
Learning Management including (Logistics)	Regicelle D. Cabaysa	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyses gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Assists the proponent in the preparation of documentary requirements including but not limited to PR.</li> </ul>
M and E Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Welfare Officer	Dr. Cris John V. Supetran/ Alelie Padillo/ Mariles F. Contreras / Lailani Omlas	<ul style="list-style-type: none"> <li>• Ensures observance/compliance of health protocols including but not limited to conduct of Triage.</li> <li>• Administers first aid and health services during the event.</li> </ul>
Resource Speakers/Facilitators	Adrian Maaño Jaypee Escobar Ariel C. Cabuyao Mikael Sandino Andrey Michael Leonard D. Lubiano	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics;</li> <li>• Facilitate/s orientation and breakout sessions;</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>
Secretariat	Judy Ann S. Dalmacio Ian Ilao Shyra C. Rojas,	<ul style="list-style-type: none"> <li>• Assist/s the session facilitators/s and program managers;</li> <li>• Ensure/s that sound system and projectors are properly set up.</li> <li>• Manage/s unexpected system glitches.</li> </ul>

		<ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Documenter	La Trisha R. Dalit John Marfin Tabaquero	<ul style="list-style-type: none"> <li>• Ensure/s that registration, meals and attendance sheets are properly and completely accomplished.</li> <li>• Take pictures during the whole duration of the program</li> </ul>
Finance Officer	Benjamin Millares Agnes Luzadas	<ul style="list-style-type: none"> <li>• Ensure and responsible for all financial aspects of the seminar.</li> <li>• Manage the budget, prepare financial reports, and ensure that all financial transactions.</li> </ul>