



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

September 11, 2024

DIVISION MEMORANDUM

SGOD No. 110, s. 2024

**CAPACITY BUILDING ON THE FORMULATION AND ENHANCEMENT
OF SCHOOL CONTINGENCY PLAN**

TO: Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation Division and
Schools Governance and Operations Division
Cluster Heads
School Heads
This Division

1. Contingency Planning is a crucial exercise for organizations to proactively prepare for unexpected events or crises that could disrupt operations.
2. The SDO Tacurong City will conduct a School-Based Capacity Building on the formulation and enhancement of School Contingency Plan which will be scheduled in two (2) batches. The first Batch will be on September 20-22, 2024 and the second Batch will be on September 27-29, 2024. The venue of the said activity will be at SDO Conference Hall, Alunan Highway, Poblacion, Tacurong City.
3. As such, each school shall identify four (4) participants specifically Administrative Officer II and Project Development Officer I in-charge of DRRM and Assistant-to-the Principal if available.
4. Hereunder is the list and schedule of school:

Batch 1: September 20-22, 2024

Name of School	Number of Participants
1. Amado Fernandez Sr. Central School	4
2. Pedregosa-Acosta Elementary School	5
3. Victorina P. Dasmariñas Elementary School	4
4. Casilda P. Venus Elementary School	4
5. Tina Elementary School	4
6. San Emmanuel Elementary School	4
7. San Pablo National High School	5
8. San Emmanuel National High School	4
9. San Rafael Elementary School	4
10. Maria A. Montilla Memorial Elementary School	4
11. New Lagao Elementary School	4
12. Buenaflor Elementary School	4
13. Abang-Suizo Integrated School	4
14. Dr. Manuel Griño Central School	4
15. San Antonio Elementary School	4
16. Virginia F. Griño Memorial National High Sch.	4
17. Tacurong Pilot Elementary School	4

Batch 2: September 27-29, 2024

Name of School	Number of Participants
1. Josue Alcasid Central School	4
2. Upper Katungal Elementary School	4
3. Lancheta-Magallon Elementary School	4
4. Rajah Muda Elementary School – MAIN	4
5. Rajah Muda Elementary School – BEAM	4
6. Lourdes Pama Elementary School	4
7. Elisa P. Bernardo Mem. Elementary Sch. – MAIN	4
8. Elisa P. Bernardo Mem. Elementary Sch. – BEAM	4
9. Rajah Muda National High School	5
10. Upper Katungal National High School	4
11. Tacurong National High School	5
12. Apolinario S. Bernardo National High School	4
13. Kalandagan Elementary School	5
14. New Isabela Central School	4
15. Maria Z. Bayya Elementary School	4
16. J. Hector Lacson Elementary School	4

5. Below is the list of the members of the Technical Working Group (TWG)

Glenda Rose G. Yasin	Resource Person
Wendelyn L. Conejar	Resource Person
Hazel F. Melendres	Resource Person
Ronald A. Pelitro	Resource Person
Ramelyn V. Usman	Resource Person
Cesar Q. Antolin	Resource Person
Jeanilyn L. Batchar	Resource Person
Memvie L. Alesna	Resource Person
Jonalee Arquiza	TWG
Janice Suboc	TWG
John Byugos	TWG
Ma. Dianne Joy Dela Fuente	TWG
Junaflor Sucaldito	TWG
Mohani A. Paguita	TWG
Jonald S. Cadio	TWG

6. Teachers who attended the training are entitled of the Service Credits as per DepEd Order No. 53, s. 2003 while non-teaching participants are entitled for Compensatory Time Off (CTO) for their participation to this activity during Saturday and Sunday.

7. For the information and compliance of all the concerned


GILDO G. MOSQUEDA, CEO VI
 Schools Division Superintendent



Encl: None

Reference: None

Allotment: DRRM Fund

To be indicated in the Perpetual Index under the following subjects.

SAFETY EDUCATION

WORKSHOP

JSC/SGOD-DRRM/CAPACITY BUILDING ON THE FORMULATION AND ENHANCEMENT OF SCHOOL CONTINGENCY PLAN/SEPTEMBER 11,2024



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