



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL

**TANGGAPANG PANSANGAY NG CATANDUANES**

May 20, 2024

DIVISION MEMORANDUM  
OSDS-SGOD-DM-278s. 2024

**SUBMISSION OF REQUIREMENTS FOR THE DOWNLOADING OF FUNDS FOR DISTRICT-LED SCHOOL CONTINGENCY WRITESHOP**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, (CID and SGOD)  
All Public Schools District Supervisors  
All Elementary and Secondary Schools  
All Others Concerned

1. As per OUOPS No. 2023-04-6762 entitled Guidelines on the Utilization and reporting of the FY 2023 Disaster Preparedness and Response Program Funds, "Schools shall be allocated funds for the school-level writeshop on the development and/or enhancement of existing school contingency plan". To ensure consistency in the crafting of and/or enhancement of existing school contingency plans, this office shall be conducting a District-led Contingency Writeshop for Schools set forth in September 2024 (*exact date to be determined*).
2. Funding for this activity will be downloaded to Central School where the writeshop will be conducted. In compliance with the Fiduciary guideline set by the Central Office, **all Central Schools** are hereby advised to process the cash advance upon receipt of this memorandum.
3. **Downloading of funds is scheduled on the 3<sup>rd</sup> quarter of this calendar year but submission of requirements must be submitted not later than June 7, 2024.**
4. Attached as enclosure are the following, (1) Guidelines for fund utilization, (2) Allocation of Funds for Central Schools, (3) Work and Financial Plan Template, and (4) Document Submission Timeline.
5. All necessary cash advance documents must be submitted to this office through the SDO Disaster Risk Reduction and Management for verification and submission to the Accounting Section.
6. Immediate dissemination of and strict compliance with this memorandum is desired.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent

SGOD/malv  
5/20/2024



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**Enclosure to Division memorandum No. 278 s. 2024**

**IMPLEMENTING GUIDELINES FOR THE DEVELOPMENT AND/ OR  
ENHANCEMENT OF CONTINGENCY PLANS**

1. The participants per school shall be composed of **6 representatives** including the School Head and other members of the School Governance Council.
  - ✓ *School Governance Council is included in this writeshop because this office believes that shared responsibility of school heads, teachers, parents, learners, Local Government Units (LGUs), and the community is an essential enabler in providing accessible and quality basic education in a **safe, healthy, and nurturing learning environment**.*
2. Integrated Schools shall be counted as 1 school (*tagged under elementary*) thus only 6 representatives shall attend.
  - ✓ *Please ensure that both elementary and secondary have representatives in the 6 participants.*
3. Each participant is allotted Php 1,000.00 to cover morning and afternoon snacks, lunch, and workshop materials.
4. To ensure consistency in all Contingency Plans, schools shall utilize the provided Contingency Planning templates and Contingency Planning Guidebook.
5. Schools shall submit a **PDF copy** of their office's developed or enhanced Contingency Plans to the SDO DRRM Focal Person **within ten (10) working days** after the conduct of the Writeshop through [mariaaudrea.vivo@deped.gov.ph](mailto:mariaaudrea.vivo@deped.gov.ph).
6. The Division DRRM Coordinator is responsible for consolidating and submitting copies of developed or enhanced Contingency Plans to DRRMS once all schools have already completed the Contingency Plan.



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**LIST OF SCHOOLS WITH FUND ALLOCATION FOR CONTINGENCY PLANNING WRITESHOP**

Districts	Schools	Participants		Amount
Bagamanoc North	Bugao Central Elementary School	6	Elementary	48,000.00
		2	Secondary	
Bagamanoc South	Bagamanoc Central Elementary School	7	Elementary	48,000.00
		1	Secondary	
Baras North	Agban Central Elementary School	6	Elementary	42,000.00
		1	Secondary	
Baras South	Baras Central Elementary School	10	Elementary	66,000.00
		1	Secondary	
Bato East	Bato Central Elementary School	12	Elementary	78,000.00
		1	Secondary	
Bato West	Cabugao Integrated School	6	Elementary/IS	36,000.00
Caramoran North	Caramoran Central Elementary School	10	Elementary	78,000.00
		3	Secondary	
Caramoran South	Datag Central Elementary School	12	Elementary	84,000.00
		2	Secondary	
Gigmoto	Gigmoto Central Elementary School	7	Elementary	54,000.00
		2	Secondary	
Pandan East	Tabugoc Central Elementary School	9	Elementary	60,000.00
		1	Secondary	
Pandan West	Pandan Central Elementary School	13	Elementary	84,000.00
		1	Secondary	
Panganiban	Panganiban Central Elementary School	12	Elementary	84,000.00
		2	Secondary	



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San Andres East	San Andres Central Elementary School	12	Elementary	78,000.00
		1	Secondary	
San Andres West	Cabcab Central Elementary School	18	Elementary	132,000.00
		4	Secondary	
San Miguel North	Mabato Central Elementary School	13	Elementary	84,000.00
		1	Secondary	
San Miguel South	San Miguel Central Elementary School	10	Elementary	66,000.00
		1	Secondary	
Viga East	Tambongon Central Elementary School	10	Elementary	72,000.00
		2	Secondary	
Viga West	Viga Central Elementary School	18	Elementary	120,000.00
		2	Secondary	
Virac North	Virac Pilot Elementary School	20	Elementary	132,000.00
		2	Secondary	
Virac South	Virac Central Elementary School	23	Elementary	162,000.00
		4	Secondary	



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## TANGGAPANG PANSANGAY NG CATANDUANES

Enclosure to Division memorandum No. 278 s. 2024

### WORK AND FINANCIAL PLAN TEMPLATE

School ID : \_\_\_\_\_  
 School Name : \_\_\_\_\_  
 District : \_\_\_\_\_  
 Fiscal Year : \_\_\_\_\_

PPAs	Output	Activity	Performance Indicator	Monthly	Physical Target				Financial Target				
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Total
Pillar 4: Resilience and Well-being													
Disaster Preparedness and Response Program													
	School Contingency Plan		Number of School Contingency Plan		0	0		0					
		Conduct of District-led School-level writeshop on the development and/or enhancement of existing	Number of Conducted District-led School-level writeshop on the development and/or enhancement of existing		0	0		0	0		0		



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		contingency plan	contingency plan																
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Notes:

1. Entries for Physical and Financial Target shall be based on the total number of participants per district as well as the total amount of allocation.

**Prepared by:**

**Certified Correct:**

**Reviewed by:**

\_\_\_\_\_  
School Planning Officer/ Finance Officer

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Division Planning Team/ Division Appraisal Committee (ADC)

**Recommending Approval**

**APPROVED:**

\_\_\_\_\_  
**CECILE C. FERRO, CESO VI**  
Assistant Schools Division Superintendent

\_\_\_\_\_  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent



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Enclosure to Division memorandum No. 218 s. 2024

**DOCUMENT SUBMISSION TIMELINE**

<b>Date</b>	<b>Activity</b>	<b>Person-In-Charge</b>
May 21-22, 2024	Preparation of Work and Financial Plan	Recipient Schools District Office
May 23-24, 2024	Submission for Approval of Work and Financial Plan for signature at the Division Office	
May 27-29, 2024	Releasing of Approved Work and Financial Plan	Records Section
May 30 – June 3, 2024	Preparation of Cash Advance	Recipient Schools
June 5, 2024	Submission of Cash Advance to Division DRRM Focal Person	
June 5 - 6, 2024	Cross checking of documents	Div. DRRM Focal Person
June 7, 2024	Submission of documents to Accounting Section	
June 10-14, 2024	Obligation of Funds	Accounting Section



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