


Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

**ORD-2024-** 068

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
**Division of Pasig City**  
**Division of Taguig and Pateros**

**FROM :** **JOCELYN DR. ANDAYA**   
 Director IV

**SUBJECT :** **PARTICIPANTS TO THE WORKSHOP ON THE DEVELOPMENT OF CONTINGENCY PLANNING GUIDEBOOK**

**DATE :** January 29, 2024

1. Relative to OUOPS Memorandum No. 2024-04-141 dated January 5, 2024 re: Participants to the Workshop on the Development of Contingency Planning Guidebook as Part of the PlanSmart for Safe Schools Project, the following are requested to attend the aforesaid activity.

- 1. Ms. Maribel L. Liddan - SDO Pasig DRRM Coordinator
- 2. Dr. Sara J. Colarina - Principal Bambang Elementary School
- 3. Mr. Jessie D. Mata - Pasig SDRRMC President
- 4. Mr. Sebastienne Mari A. Picardal - SDO Taguig-Pateros DRRM Coordinator

2. Expenses for the transportation and other miscellaneous expenses can be charged to DPRP Fund/Local Funds, subject to the usual accounting and auditing rules and regulations.

3. Immediate dissemination of this Memorandum is desired.

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Republic of the Philippines  
**Department of Education**  
OPERATIONS

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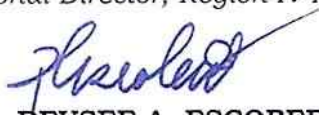
OUOPS No. 2024-04-141

**MEMORANDUM**

FOR : **DR. JOCELYN DR. ANDAYA**  
*Regional Director, National Capital Region*

**DR. MAY B. ECLAR**  
*Regional Director, Region III*

**ATTY. ALBERTO T. ESCOBARTE**  
*Regional Director, Region IV-A*

FROM :   
**Atty. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

SUBJECT : **Invitation to Participate in the Workshop on the Development of Contingency Planning Guidebook as Part of the PlanSmart for Safe Schools Project**

DATE : 5 January 2024

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In pursuit of strengthening resilience of the basic education in the Philippines, the Department of Education (DepEd), through the Disaster Risk Reduction and Management Service, in partnership with the World Bank (WB) and the Department of Science and Technology – Philippine Institute of Volcanology and Seismology (DOST-PHIVOLCS), is developing the PlanSmart for Safe Schools, a risk-informed and evidence-based digital platform for disaster preparedness and response (contingency) planning. Thus, a series of consultation meetings and workshops are scheduled to efficiently and effectively ensure that the objectives and technical and operational elements needed for this project are met.

One of its deliverables is the conduct of the Development of the Contingency Plan Guidebook for the Department. This Guidebook will serve as the foundational document of the Department, with standardized elements that aligns with the development of the PlanSmart for Safe Schools application. This is critical in creating an effective digital system of disaster preparedness and response planning for schools.

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DRRMS APR/04012024

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As such, the Office of the Undersecretary for Operations (OUOPS), through the DRRMS, hereby requests participants from the National Capital Region (NCR) and Regions III (Bulacan and Pampanga) and IV-A (Cavite, Laguna, and Rizal) (*See Annex I*) to participate in the **DepEd Contingency Plan Guidebook Development Workshop** on **1 February 2024, 8:00 AM - 5:00 PM**, at the **World Bank Office, BGC, Taguig City**.

Travel and/or other incidental expenses of the participants shall be charged against the DPRP Funds and/or local funds, subject to the existing accounting and auditing rules and regulations.

For confirmation of attendance and other concerns, you may contact our technical staff, Miss April Allen M. Sayde through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) or mobile number 0919-095-1075.

For information and appropriate action.

Annex 1.

1. Participating regions are the National Capital Region (NCR), III (Bulacan and Pampanga) and IV-A (Cavite, Laguna, and Rizal).
2. Each region is requested to send 3-4 participants to join the activity:
  - 1 Regional DRRM Coordinator
  - 1 Division DRRM Coordinator
  - 1 School Head
  - 1 School DRRM Coordinator
3. The selection of Division and/or Schools will be within the Regional Office's discretion.
4. The activity will be from 9:00 AM to 5:00 PM. Registration will commence at 8:00 AM.
5. Participants are advised to bring their own laptops and extension wire.
6. Travel and/or other incidental expenses of the participants shall be charged against the DPRP Funds and/or local funds, subject to the existing accounting and auditing rules and regulations.