REGION MEMORANDUM
ESSD No. 32 s. 2017

Three (3)-day Regional Contingency Planning Workshop

TO: Schools Division Superintendents
SDO DRRM Coordinators
Selected School Heads and School DRRM Coordinators

1. Pursuant to the Deped Memorandum dated May 15, 2017 on the Utilization, Documentation and Reporting of the Use of Funds for the Conduct of Contingency Planning of Regions and Divisions, a three-day Regional Contingency Planning Workshop will be conducted on November 28-30, 2017 at Viajera Hotel, City of Koronadal.

2. The training aims to enhance the level of understanding of DRRM Coordinators in determining immediate tasks required for response operation in different hazards in schools and during the planned event in school; improve their capacities on how to formulate a contingency plan; and formulate an actual contingency plan for CY 2018-2019.

3. The DRRM Coordinators shall facilitate identification of 4 participants from their respective divisions and submit the confirmation on or before November 15, 2017 to the regional office. Participants shall be required to bring available division or school Contingency Plan for reference.

4. Food and hotel accommodation during the three (3) -day workshop will be shouldered by the Regional Office MOOE while the transportation expenses of the participants will be charged against local funds or school MOOE, all subject to the usual accounting and auditing rules and procedures.

5. For more information you may contact Mr. Ismael N. Ngitngit, Jr. Regional DRRM Coordinator at CP # 09125142541 or email to jive_tuner@yahoo.com.

6. Immediate dissemination of and compliance to this memorandum is desired.

DR. ARTURO B. BAYOCOT, CESO V
OIC-Regional Director