

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

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ESSD-URM2023-176

16 October 2023

Unnumbered Memorandum

**WORKSHOP FOR THE ENHANCEMENT OF DEPED CENTRAL
OFFICE CONTINGENCY PLAN ON "THE BIG ONE"**

To **Schools Division Superintendent of Rizal**

1. In reference to the Memorandum of the Department of Education OUOPS No. 2023-04-8718¹, this office, through the Education Support Services Division requires the attendance of the Division Disaster Risk Reduction and Management Coordinator of Schools Division Office of Rizal in the Workshop for the Enhancement of DepEd Central Office Contingency Plan on "The Big One" on October 23-26, 2023, at the Baguio Teachers Camp, Baguio City.
2. This aims to provide inputs on the enhancement of the Contingency Plan for "The Big One" and familiarize the mechanism and response action needed for preparedness, prevention, and mitigation.
3. Travel and other incidental expenses are charged against the local DRRM Fund subject to usual accounting and auditing rules and regulations.
4. For further details, contact Wilbert C. Ulpindo, Project Development Officer II of the Education Support Services Division through email essd.calabarzon@deped.gov.ph and mobile # 0917 854 2321.
5. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

03/ROE2

¹ Participation in the Consultation Workshop for the Enhancement of DepEd Central Office for "The Big One."



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OPERATIONS



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OUOPS No. 2023-04-8918

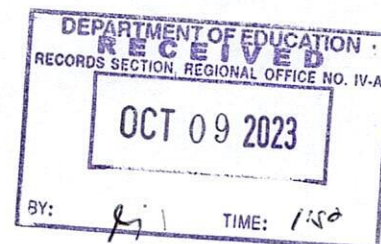
MEMORANDUM

TO : **REGIONAL DIRECTORS**
REGIONAL DRRM COORDINATORS

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : **Participation in the Consultation Workshop for the Enhancement of DepEd Central Office for "The Big One"**

DATE : 22 September 2023



In response to the mandate of the Republic Act 10121, otherwise known as the Philippine Disaster Risk Reduction and Management (DRRM) Act of 2010 for National and Regional Offices to develop and institutionalize DRRM policies, structures, coordination mechanisms and programs in DRRM, the Department of Education – Central Office proactively developed its Contingency Plan for Earthquake based on the projected 7.2 magnitude movement of the West Valley Fault (WVF). While the document has been initially crafted, the need to update and enhance the existing Contingency Plan is essentially needed to recalibrate the different operational elements according to the existing capacities, resources, and policies of the Department.

Relative thereto, the Disaster Risk Reduction and Management Service (DRRMS) will be conducting a Consultation Workshop for the Updating/Enhancement of the DepEd Central Office Contingency Plan on "The Big One" and hereby **invites all Regional DRRM Coordinators to join the said activity this October 23-26, 2023 (inclusive of travel time) at the Baguio Teachers Camp, Baguio City.** For reference, please refer to the indicative program attached hereof.

For confirmation of participation, all attendees are requested to complete the registration through <https://forms.gle/3gfde7ahTNPWvJrR7> no later than **10 October 2023**.

DRRMS_APR/09222023

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: oure@deped.gov.ph; Website: www.deped.gov.ph
Tel. No.: (02) 8633-5313; (02) 8631-8492

Travelling expenses of participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations. An advisory will be issued soon to provide information on the administrative and logistical arrangements for this activity.

For concerns and clarifications, you may contact Ms. April Allen M. Sayde through email drmo@deped.gov.ph or 0919-095-1075 (Viber).

Thank you very much.

ATTACHMENT B. 2

Session Topic/Activity	Session Objective	Timeline/ Duration	Method	Resources Needed	Responsible Person/Office	Output
DAY 0 – October 23, 2023 (Monday)						
Travel from the Official Station to Baguio Teachers Camp				Transport vehicle		
Arrival and Check-in of the participants		4:00 – onwards			Secretariat	
DAY 1 – October 24, 2023 (Tuesday)						
Registration & Day 1 Attendance		8:00 – 8:30 AM		Registration Sheet AVP, PowerPoint Notebook, Pen Laptop, Pointer	Secretariat RP, PMT	
PRELIMINARIES • Opening Program • Workshop Orientation • House Rules						
Session 1: Overview of Contingency Planning and Presentation of the Draft DepEd Central Office Contingency Plan on “The Big One”	• Define Contingency Plan. • Know the legal bases anchored on Contingency Planning. • Know the objectives of Contingency Planning. • Know and familiarize the DepEd Central Office Contingency Plan on “The Big One”	8:30 – 10:00 AM	Interactive presentation and discussion, Lecture	AVP, PowerPoint Notebook, Pen Laptop, Pointer Training Kit	RP, PMT	Increased understanding of Contingency Planning, its legal bases, objectives, and importance in the preparation for “The Big One” in the DepEd CO setting.
Health Break			10:00 – 10:15 AM			Familiarization with the DepEd Central Office Contingency Plan on “The Big One”

ATTACHMENT B. 2

	- o Budget and Resource Summary • Develop EOC and ICS organizational chart. • Develop/Enhance Flow Chart on Coordination and Interoperability						chart and Coordination and Interoperability system
Day 1 - Evaluation							
4:30 – 5:00 PM							
DAY 2 – October 25, 2023 (Wednesday)							
Day 2 Attendance Recap		8:00 – 8:30 AM				Secretariat	
Continuation of Workshop 2: Development/ Enhancement of Chapter III	• Develop/ Enhance the following: - o Cluster Identification - o Needs and Activities Inventory - o Resource Inventory - o Needs Projection and Resource Gap Identification - o Budget and Resource Summary • Develop EOC and ICS organizational chart. • Develop/Enhance Flow Chart on Coordination and Interoperability	8:30 – 12:00 NN (Includes health break in between)	Interactive presentation and discussion, Lecture Workshop	AVP, PowerPoint Notebook, Pen Laptop, Pointer Training Kit Manila paper Meta cards, Marker	RP, PMT	Enhanced Chapter III of the Plan Enhanced/Developed components on Cluster Identification, Needs and Activities Inventory, Resource Inventory, Needs Projection and Resource Gap Identification, Budget and Resource Summary Enhanced EOC and ICS organizational chart and Coordination and Interoperability system	
12:00 NN – 1:00 PM							
Lunch Break							
Workshop 3: Development/ Enhancement of Chapter IV	• Discuss and develop Chapter IV of the DepEd CO Contingency Plan for “The Big One.”	1:00 – 3:00 PM	Interactive presentation	AVP, PowerPoint Notebook, Pen	RP, PMT	Enhanced Chapter IV (system of activation, deactivation, and	

ATTACHMENT B. 2

	- Discuss Crash course on activation triggers: - Pre-Disaster Risk Assessment (PDRA) - RADar - RDANA		and discussion, Lecture	Laptop, Pointer Training Kit Manila paper Meta cards, Marker	non-activation anchored on triggers identified).
Health Break			3:00 – 3:15 PM		
Session 2: Presentation of DepEd CO Contingency Plan for "The Big One" - workshop outputs	Presentation the DepEd CO Contingency Plan for "The Big One" based on the workshop outputs of the participants collected and consolidated.	3:15 AM – 4:00 NN	Interactive presentation and discussion, Lecture Workshop	AVP, PowerPoint Notebook, Pen Laptop, Pointer Training Kit	Enhanced draft of the DepEd CO Contingency Plan for "The Big One"
Day 2 - Evaluation			4:00 – 4:30 PM		
Closing Program Ways Forward and Next Steps		4:30 - 5:00 PM		AVP, PowerPoint Laptop, Pointer	RP, PMT
DAY 3 – October 26, 2023 (Thursday)					
Check out of Participants			8:00 – 9:00 AM		
Home Sweet Home			9:00 AM onwards		

Prepared by:

APRIL ALLEN SAYDE
Technical Assistant II
Disaster Preparedness Program Focal

Reviewed by:

ALDWIN B. RIMBAO
Project Development Officer II
Program Manager

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Project Development Officer III
Section Head for Policy and Programs

ATTACHMENT B. 2

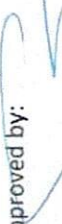
Workshop 1: Development/Enhancement of Chapters I and II	- Discuss and develop/enhance Chapters I and II of the DepEd CO Contingency Plan for "The Big One." - Develop/ Enhance the Introduction of the Plan - Generate Scenarios and Affected Population - Develop/ Enhance the Goals and Objectives of the Plan	10:15 AM – 12:00 NN	Interactive presentation and discussion, Lecture	AVP, PowerPoint Notebook, Pen Laptop, Pointer Training Kit	RP, PMT	Increased understanding of Chapters I and II of the Plan for the development of the components in the workshop. Enhanced Introduction of the Plan, Generated Scenarios, and Affected Elements (Chapter I) Enhanced Goals and Objectives (Chapter II)
Lunch Break	Workshop 2: Development/Enhancement of Chapter III	12:00 NN – 1:00 PM	Interactive presentation and discussion, Lecture Workshop	AVP, PowerPoint Notebook, Pen Laptop, Pointer Training Kit Manila paper Meta cards, Marker	RP, PMT	Enhanced Chapter III of the Plan Enhanced/Developed components on Cluster Identification, Needs and Activities Inventory, Resource Inventory, Needs Projection and Resource Gap Identification, Budget and Resource Summary Enhanced EOC and ICS organizational

Recommending Approval:


ORLANDO B. BARACHINA

Project Development Officer IV
Officer-in-Charge, Division Chief

Approved by:


ATTY. CHRISTIAN E. RIVERO, EdD

Director IV
Disaster Risk Reduction and Management Service