



Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Telefax (034) 471-2003



January 14, 2020

DIVISION MEMORANDUM

No. _____, s. 2020

**TWO-DAY DIVISION TRAINING WORKSHOP ON CONTINGENCY
PLANNING FOR SDRRM COORDINATORS**

TO: Assistant Schools Division Superintendent
Chiefs CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All SDRRM Coordinators
All Concerned

1. Schools Division Office of Kabankalan City will conduct Contingency Planning Workshop to School DRRM Coordinators on January 23-24, 2020 at Zaycoland Resort
2. The training aims to discuss the different steps or processes in contingency planning for basic education and to draft a school contingency plan.
3. Participants are all SDRRM Coordinators of Elementary, Secondary, Senior High School and extension schools.
4. Registration of participants shall be charged to SARO OSEC-6-19-2317 from the DRRM Conduct of Contingency Planning Workshop for DRRM fund.
5. For information and guidance, please contact *MR. RICTEE I. RESANO, PDO II (DRRM)*
6. Immediate dissemination and compliance to this memorandum is desired.


PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent

Reference:

OUA MEMO 12-0819-0309