



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



November 4, 2019

**DIVISION MEMORANDUM**

No. 251, s. 2019

**THREE-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 December 18-20, 2019 at Han's Guest House, Kabankalan City
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