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Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2023-0570

To : Assistant Schools Division Superintendent  
 Chief of the Curriculum Implementation Division and  
 Schools Governance and Operations Division  
 Elementary and Secondary School Heads  
 Concerned Division Personnel

Subject : **REVIEW AND ENHANCEMENT OF SCHOOL CONTINGENCY PLANS**

Date : November 5, 2024

To promote preparedness and readiness measures in schools, the Division Disaster Risk Reduction and Management will be conducting a *Review and Enhancement Workshop for School Contingency Plans* which aims to ensure schools are well-equipped to handle potential emergencies in 2025 and beyond, to be held on **November 18-21, 2024**, at **Heroben Hometel, Tagum City**.

All school heads are directed to attend the said activity on the dates mentioned above. Further, participants are requested to confirm their attendance through the link [bit.ly/PanaboCP24](https://bit.ly/PanaboCP24) on or before **November 13, 2024**. Furthermore, participants are reminded to bring their respective **School Contingency Plans and laptops** to be used during the activity.

Program Management Team are also listed below to assist and facilitate during the conduct of the activity, the following to wit:

NAME	POSITION	OFFICE
1. Maria Ezcelmay S. Cabaylo, RN	Nurse on Duty / PMT	SGOD
2. Cris John M. Sumaya, RN MAN	Nurse on Duty / PMT	SGOD
3. Lilannie L. Somoso, PFT	Course Monitor / QAME	SGOD
4. Elton L. Kadile, RN	Nurse on Duty / PMT	SGOD
5. Hernani A. Resueño Jr	Speaker / Team Leader	SGOD

Meals and accommodations of the participants shall be chargeable to downloaded Division DRRM funds, while transportation and other allowable expenses of School and Division personnel shall be charged to School and Division MOOE funds respectively, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

**RELEASED**

For the SJS  
**AILENE B. ANDONEVO, Ph.D.**  
 Chief Education Supervisor, SGOD  
 Incharge of the Division

Encl.: as stated.  
 SGOD/aba/har



Schools Division of Panabo City

City Hall Compound, Panabo City

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RECORDS SECTION SDP PANABO CITY

BY

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