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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 Homotel, 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 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 SWS
AILENE B. ANONUEVO, Ph.D.
Chief Education Supervisor, SGOD
Incharge of the Division

Encl.: as stated.
SGOD/aba/har



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RECORDS SECTION, SDO PANABO CITY

BY

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