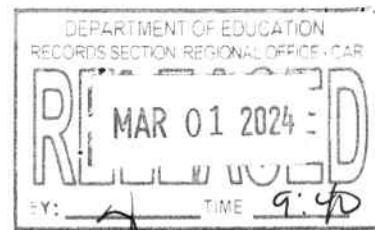




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



February 28, 2024

REGIONAL MEMORANDUM

No. 125.2024

**WORKSHOP ON THE PREPARATION OF CONTINGENCY PLAN
FOR EARTHQUAKE**

To: Assistant Regional Director
Schools Division Superintendents
All others concerned

1. In line with existing national policies on disaster risk reduction and management, a workshop on the preparation of a contingency plan for earthquake shall be conducted on March 5-7, 2024 at El Cielito Hotel, Baguio City.
2. Enclosed is the list of participants to the workshop. In the event that the identified participants are not available, they may send replacements.
3. Participants from the schools division offices are encouraged to bring with them their existing contingency plans and their municipality's contingency plan for earthquake for their reference. Participants shall also bring the following:
 - Enrolment data
 - Accomplished Contingency Planning Forms (Enclosure 2)
 - Own laptops for the workshop
4. Board and lodging and meals and snacks shall be charged against the DPRP funds of the regional office while transportation and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations. First meal to be served shall be dinner of March 5, 2023 and last meal shall be p.m. snack of March 7, 2023.
5. For information and guidance.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director 

ESSD/GCD/eprn



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

 DepEd Tawo Cordillera

 www.deped.gov.ph

Enclosure 1 of RM No. 125.2024

List of Participants to the Contingency Planning for Earthquake

1. Estela P. Leon-Cariño - Consultant
2. Ronald B. Castillo - Consultant
3. Georgina C. Ducayso - Consultant
4. SDO Abra (PDO II DRRM or alternate)
5. SDO Apayao (PDO II DRRM or alternate)
6. SDO Baguio (PDO II DRRM or alternate)
7. SDO Benguet (PDO II DRRM or alternate)
8. SDO Ifugao (PDO II DRRM or alternate)
9. SDO Kalinga (PDO II DRRM or alternate)
10. SDO Mt. Province (PDO II DRRM or alternate)
11. SDO Tabuk (PDO II DRRM or alternate)
12. Evangeline P. Malag - ESSD
13. Vincent Pierre Sangcaan - ESSD
14. Ruby Balag-ey - ESSD
15. Christopher Hadsan - ESSD
16. Diane Joaquin - ESSD
17. Kemery Rizaldo - ESSD
18. Purita de los Santos - ASD
19. Ton Gabino - ASD
20. Daisy Eswat - Records
21. Winnie Jose - CLMD
22. Arianne Binaliw - Finance
23. Annie Rose Cayasen - FTAD
24. Melandro Payang - PPRD
25. Manilyn Botilas - PAU
26. Resource Speaker -
27. Resource Speaker -

Enclosure 2 of RM No. 125.2024

CP FORM 1

HAZARD	PROBABILITY		IMPACT		AVERAGE PROBABILITY + IMPACT 2	RANK
	RATE*	REMARKS	RATE **	REMARKS		

CP Form 2: Anatomy of the Hazard

HAZARD TO PLAN FOR	COVID-19		
ROOT CAUSES	EARLY WARNING SIGNS	TRIGGERING FACTORS	EXISTING MITIGATING MEASURES

CP Form 3A: Scenario Generation for Natural Hazard

PARTICULARS (CAN BE CUSTOMIZED)	BAD	WORSE	WORST
General Description of Event			
No. of Affected Learners (Male, Female, IP, Muslim, PWD)			
No. of Dead Learners (Male, Female, IP, Muslim, PWD)			
No. of Injured Learners (Male, Female, IP, Muslim, PWD)			
No. of Missing Learners (Male, Female, IP, Muslim, PWD)			
No. of Affected Teaching Personnel (Male, Female)			
No. of Dead Teaching Personnel (Male, Female)			
No. of Injured Teaching Personnel (Male, Female)			
No. of Missing Teaching Personnel (Male, Female)			
No. of Affected Non-Teaching			

Personnel (Male, Female)			
No. of Dead Non-Teaching Personnel (Male, Female)			
No. of Injured Non-Teaching Personnel (Male, Female)			
No. of Missing Non-Teaching Personnel (Male, Female)			
EFFECTS			
<p>Infrastructure</p> <ul style="list-style-type: none"> - Totally damaged CLs - Partially damaged CLs - Damaged WASH facilities - Damaged other infrastructures and ancillary facilities (e.g., laboratories, clinic, library) 			
<p>Non-infrastructure</p> <ul style="list-style-type: none"> - Damaged furnitures and fixtures - Damaged learning resources and self-learning modules - Damaged Information and Communication Technology (ICT) equipment - Damaged laboratory equipment 			

<ul style="list-style-type: none"> - Damaged medical and dental equipment and supplies - damaged technical-vocational supplies and equipment 			
Communication			
Power/ Electricity			
Transportation			
Response Capabilities			
Others _____			
Others _____			
Others _____			

AREA/ LOCATION	NO. OF LEARNERS AFFECTED		BREAKDOWN (FILL-UP ONLY WHEN APPROPRIATE)														
			K- G3		G4-G6		SHS		IP LEARNERS		LEARNERS WITH DISABILITY		MUSLIM LEARNERS		ALS LEARNERS		OTHERS
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	
TOTAL																	

CP Form 4B.2: Breakdown of Affected Personnel

AREA/ LOCATION	NO. OF TEACHING PERSONNEL AFFECTED		NO. OF NON-TEACHING PERSONNEL AFFECTED		OTHERS
	M	F	M	F	
TOTAL					

Response Activities

CP Form 6: Response Activities

TIMEFRAME <i>(after the trigger)</i>	RESPONSE ACTIVITIES	RESPONSIBLE TEAM/COMMITTEE
Within 24 hours		
Within 48 to 72 hours		
After 72 hours and onwards		

Resource Inventory

CP Form 7: Resource Inventory

TEAM/COMMITTEE	RESOURCE	QUANTITY	REMARKS

Resource Projection

CP Form 8: Resource Projection

RESOURCE	NEED	HAVE	GAPS (NEED - HAVE)	ACTIVITIES/ SOURCES TO FILL THE GAPS	COST ESTIMATES (FILL-UP ONLY WHEN APPROPRIATE)	SOURCE OF FUNDS (FILL-UP ONLY WHEN APPROPRIATE)
TOTAL						