



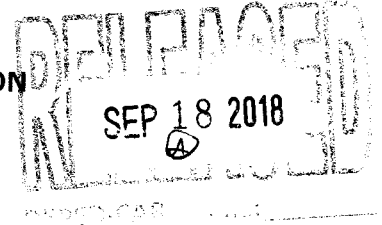
Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



September 18, 2018

REGIONAL MEMORANDUM  
NO. 311.2018

**CONTINGENCY PLANNING, REVIEW AND FINALIZATION**



TO: Schools Division Superintendents  
PDO II (DRRM)

1. The Department of Education-Cordillera Administrative Region shall conduct workshop on the review and finalization of the existing Disaster Risk Reduction and Management Contingency Plans (DRRM) of the Schools Division Offices on September 25-27, 2018 (venue to be announced later).
2. Participants to the said workshop are:
  - a. Region - 4 (DRRM Coordinator, 1 Administrative Office, 1 PPRD, 1 secretariat)
  - b. Division Offices - 24 (PDO II-DRRM + 2 participants per division)
  - c. Consultants - 2 (Rd/ARD, ESSD Chief)
  - d. Resource Speakers - 4 (Central Office, BFP, PNP)
3. Participants are instructed to bring with them their Contingency Plans, particularly the plans that were prepared in January 12-13, 2018 at Ariana Hotel. Schools Divisions that were not able to submit their draft contingency plans are instructed to prepare their plans for review on the said schedule.
4. Participants are required to fill up the attached forms and to integrate it in their Contingency Plans and to bring the following data (if available) during the activity:
  - a. Data on hazards for the last 5 years
  - b. Data on education facilities
  - c. List of partners
5. Wide dissemination of this memorandum is desired.

**MA B. ECLAR, Ph.D., CESO V**  
Regional Director

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