



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM.
No. **54** s.2024

22 JAN 2024

ERRATUM TO DIVISION MEMORANDUM NO. 26, S. 2024
(SCALING-UP ORGANIZATIONAL ACCOUNTABILITY AND RESPONSIBILITY:
2024 Contingency Planning Seminar-Workshop
for Schools and Division Personnel)

To: Public Schools District Supervisors
District DRRM Coordinators
Select Division Personnel
All Others Concerned

1. In consonance with the Division Memorandum No.26, s. 2024, re: SCALING-UP ORGANIZATIONAL ACCOUNTABILITY AND RESPONSIBILITY: 2024 Contingency Planning Seminar-Workshop for Schools and Division Personnel, this Office hereby issues changes as to the list of participants. To wit:

	DISTRICT	NAME
1	Alubijid East District	JERAMEEL W. PAMISA
2	Alubijid East District	MARIBEL T. VILLARIN
3	Alubijid West District	MARI GRACE N. PABELIC
4	Alubijid West District	JESSIE C. YAMOT
5	Balingasag Central District	JONEIL A. GOMEZ
6	Balingasag Central District	VIRGO JOEL R. ZAPICO
7	Balingasag North District	JOEL A. CONCEPCION
8	Balingasag North District	GREZSHELLE B. DADANG
9	Balingasag South District	SOL S. VALLEDOR
10	Balingasag South District	ARLENE J. VALMORES
11	Balingoan District	HERMES JOYMAR T. LABIANO
12	Balingoan District	HAZEL P. LITUAÑAS
13	Claveria Central District	RYMAR L. ASIL
14	Claveria Central District	MARIA CECILIA V JACOBO
15	Claveria North East District	MARIFE D. BALABA



16	Claveria North East District	ALBERT Q. SALINDO
17	Claveria West District	RAMIL PRESILLAS
18	Claveria West District	JOCELYN T. VIRADOR
19	Gitagum District	ALFIE G. ANTIPOSTA
20	Gitagum District	IAN PET S. TUBELLEJA
21	Initao North District	REVALYN JOY A. BRIONES
22	Initao North District	MARK JOSEPH C. JIMENEZ
23	Initao South District	RITCHIE P. ROA
24	Initao South District	LOIDA W.UNABIA
25	Jasaan North District	GLENN B. DOONG
26	Jasaan North District	ALLEN L. NOEL
27	Jasaan South District	GELLIVEB E. SUJERO
28	Jasaan South District	CYDEL P. VALMORES
29	Kinoguitan District	WENDELL V. ABOY
30	Kinoguitan District	LILIBETH C. BACO
31	Lagonglong District	MA. CHARISSE JOANNE J. LABADAN
32	Lagonglong District	EDNA T. MAGOS
33	Laguindingan District	LIMWEL CABASAN
34	Laguindingan District	PHOEBE GRACE R. JIMENEZ
35	Libertad District	MARY ANN FARAH A. LEE
36	Libertad District	JOYLITO O. VILLASTIQUE
37	Libertad District	RIZA T. ORONG
38	Lugait District	ALIDANGIE M. GABE
39	Lugait District	BERNADETH O. PONO
40	Magsaysay I District	MARY CHERRY E. EGNALIG
41	Magsaysay I District	NORMAN P. SAYSON
42	Magsaysay II District	JOMAR C. BANDONG
43	Magsaysay II District	MARITES S. MERCADO
44	Manticao District	MHERLYN D. AGLUBA
45	Manticao District	RIC D. GABE



46	Medina North District	SHIRLYN EBARLE SANCHEZ
47	Medina North District	JEAN C. SISON
48	Medina South District	RANDY S. LLOREN
49	Medina South District	RAUL C. MARTE
50	MOGCHS	ANTONIO G. MAGLINAO
51	MOGCHS	VINCENT ROY R. SADICON
52	Naawan District	VEVIAN T. TUAZON
53	Naawan District	XERXES JUNE B. WAGA
54	Opol East District	CHARLOTTE MAE L. COMENDADOR
55	Opol East District	AMELY J. WAPIN
56	Opol West District	PHILIP JOHN O. DAGONDON
57	Opol West District	ALLAN J. LAZO
58	Salay District	AMIE LOVELLA P. CAPISTRANO
59	Salay District	GRETHEL R. LUBI
60	Sugbongcogon District	FRANCISCA G. ADLAON
61	Sugbongcogon District	BERNIE M. ALONG
62	Tagoloan EAST District	CYRIL H.DALUGDUG
63	Tagoloan EAST District	HADJIE C. JAGURIN
64	Tagoloan WEST District	ARCHIE CABINGAS ELLO
65	Tagoloan WEST District	ERNESTO A. SECO
66	Talisayan District	JUSTINIANO A.ABUEVA
67	Talisayan District	PHANCRASIA C.CABOTAJE
68	Villanueva North District	JOEL L. JAYME
69	Villanueva North District	DANILO G. MURING JR.
70	Villanueva South District	EVA C. GUILARAN
71	Villanueva South District	DAREL JOHN R. RAL
72	DIVISION OFFICE - ACCOUNTING OFFICE	ATTY. ELMAR G. ANOC
73	DIVISION OFFICE - ACCOUNTING OFFICE	MARK LORREN T. TEJANO
74	DIVISION OFFICE - AO V - ADMIN	FELY R. QUEZON
75	DIVISION OFFICE - AO V - ADMIN	GINO M. SEÑARA



76	DIVISION OFFICE - ASDS OFFICE	NARJELYN B. CAMBALON
77	DIVISION OFFICE - ASDS OFFICE	KAREN J. PAMA
78	DIVISION OFFICE - CASHIERING	CLINT M. ARENAL
79	DIVISION OFFICE - CASHIERING	CARMEN LOURDES R. MADRID
80	DIVISION OFFICE - CID	MICHELLE L. MIGABON
81	DIVISION OFFICE - CID	LILIAN B. SALAN
82	DIVISION OFFICE - ICT	VICENTE Y. HALLASGO III
83	DIVISION OFFICE - ICT	JAY ANTHONY B. PACTOS
84	DIVISION OFFICE - LEGAL	REINER L. ONG
85	DIVISION OFFICE - LEGAL	ATTY. CHRISTOPHER F. PASCO
86	DIVISION OFFICE - LRMDs	KIM ERIC G. LUBGUBAN
87	DIVISION OFFICE - LRMDs	LOUCILE L. PACLAR
88	DIVISION OFFICE - MEDICAL / DENTAL	CATHERINE S. MANUTA
89	DIVISION OFFICE - MEDICAL / DENTAL	JESELLE P. TABOR
90	DIVISION OFFICE - PHYSICAL FACILITIES	ENGR. MARIE JO T. ASA
91	DIVISION OFFICE - PHYSICAL FACILITIES	ENGR. SANDY L. SIMO
92	DIVISION OFFICE - PLANNING	ADORA ANGELICA G. BAHIAN
93	DIVISION OFFICE - PLANNING	ALDREICH LOIS A. GENITA
94	DIVISION OFFICE - RECORDS	JENNIFER C. ARIASA
95	DIVISION OFFICE - RECORDS	KENON H. PARA-ON
96	DIVISION OFFICE - SDS OFFICE	NUR MUHAMMAD A. MAPANDI
97	DIVISION OFFICE - SDS OFFICE	AIKOH M. RABE
98	DIVISION OFFICE - SGOD	MICHAEL MERVIN M. ACENAS
99	DIVISION OFFICE - SGOD	ANDREW HEROE R. JANUBAS
100	DIVISION OFFICE - SUPPLY AND PROPERTY	ELEONOR P. CRUZ
101	DIVISION OFFICE - SUPPLY AND PROPERTY	ARLENE C. VALMORES
102	TWG	ATTY. CIRILO K. RUBIATO II
103	TWG	JOY E. RAGANDANG
104	TWG	RALPH WALDO ALVIN V. PAGARA



105	TWG	CHERIE K. RUBIATO
106	TWG	CINDY C. ANCHETA
107	TWG	JANETH P. REVECHO

2. Other provisions stated in Division Memorandum No.26, s. 2024 are still in effect.
3. Wide dissemination of this Memorandum is enjoined.


EDILBERTO L. OPLENARIA, EdD., CESO V
Schools Division Superintendent 





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE

REGIONAL OFFICE NO. 10, CIDEL CENTER, A. LUNA , CORNER SGT. VELEZ ST., CAGAYAN DE RO CITY, PHILIPPINES

OFFICE ORDER No. 002, s. 2024
January 4, 2024

TO : ALL CONCERNED PERSONNEL

SUBJECT : PROVISION OF TECHNICAL ASSISTANCE


Relative to the conduct of Contingency Planning and Public Service Continuity Planning for the Agency of DepEd Division of Misamis Oriental, the following personnel are hereby directed to provide technical assistance on the indicated schedules as shown below:

Training	Date	Venue	Resource Persons
DepEd Misamis Oriental - Contingency Planning	Jan. 23-26, 2024	Pearlmont Hotel,	1.Ed Cyross P. Cagaanan (TCM) 2.Cheryl T. Namoc (RP) 3.Toni Gail N. Jariolne (shadow)
DepEd Misamis Oriental - Public Service Continuity Planning	Feb. 20-23, 2024	CDOC	1.Trestan Rey A. Ebare 2.Dale Jordan A. Gumahad (shadow)

Per COA Circular No. 2023-004 dated June 14, 2023 re Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No 2012-001 dated June 14, 2023, Section 5.4.4, you are authorized to receive honorarium or token from the requesting LGU.

Further, Ms. Ed Cyross P. Cagaanan and Mr. Trestan Rey A. Ebare are directed to coordinate with DepEd Division of Misamis Oriental on their submission of an After-Activity Report (AAR) not later than February 9, 2024 for the CP Training and March 8, 2024 for the PSCP Training.

For information, guidance and compliance.


DIR. ANTONIO B. SUGAROL
Regional Director



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. **26** S. 2024

9 JAN 2024

**SCALING-UP ORGANIZATIONAL ACCOUNTABILITY AND
RESPONSIBILITY:
2024 Contingency Planning Seminar-Workshop
for Schools and Division Personnel**

TO: Public School District Supervisors
District DRRM Coordinators
Select Division Personnel
All Others Concerned

1. In compliance with Republic Act 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010 which mandated the need to strengthen preparedness and capacity to respond in times of disasters, DepEd - Division of Misamis Oriental shall conduct seminar-workshop on contingency planning for school and division personnel on **January 23-26, 2024** at Pearlmont Hotel, Cagayan de Oro City.
2. Attached to this memorandum is the list of participants and training matrix for reference.
3. It is advised that attendees shall bring their own laptops.
4. Participation in the said activity is treated as OFFICIAL BUSINESS. Traveling expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent



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Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph

MATATAG
Bansang Makabata Batang Makabansa

SCALING-UP ORGANIZATIONAL ACCOUNTABILITY AND RESPONSIBILITY:**2024 Contingency Planning Seminar-Workshop
for Schools and Division Personnel (January 23-26, 2024)**

LIST OF PARTICIPANTS		
SCHOOL PERSONNEL		
DISTRICT	PSDS or representative	District DRRM Coordinator or representative
1	Alubijid East District	JERAMEEL W. PAMISA
2	Alubijid West District	ELY L. MAGDALE
3	Balingasag Central District	BEATRIZ E. ACDAL
4	Balingasag North District	JOEL A. CONCEPCION
5	Balingasag South District	SOL S. VALLEDOR
6	Balingoan District	HERMES JOYMAR T. LABIANO
7	Claveria Central District	RYMAR L. ASIL
8	Claveria North East District	MARIFE D. BALABA
9	Claveria West District	MA. FIDELA C. SALVADOR
10	Gitagum District	ALFIE G. ANTIPOORTA
11	Initao South District	LIEZL R. LIMBACO
12	Initao North District	MARK JOSEPH C. JIMENEZ
13	Jasaan North District	ALLEN L. NOEL
14	Jasaan South District	CYDEL P. VALMORES
15	Kinoguitan District	LILIBETH C. BACO
16	Lagonglong District	EDNA T. MAGOS
17	Laguindingan District	ROIE M. UBAYUBAY
18	Libertad District	JOYLITO O. VILLASTIQUE
19	Lugait District	ALIDANGIE M. GABE
20	Magsaysay I District	NORMAN P. SAYSON
21	Magsaysay II District	MARITES S. MERCADO
22	Manticao District	RIC D. GABE
23	Medina North District	JEAN C. SISON
24	Medina South District	RAUL C. MARTE
25	MOGCHS	ANTONIO G. MAGLINAO
26	Naawan District	VEVIAN T. TUASON
27	Opol East District	AMELY J. WAPIN
28	Opol West District	MANOLITO A. TEJERO
29	Salay District	GRETHEL R. LUBI
30	Sugbongcogon District	FRANCISCA G. ADLON
31	Tagoloan WEST District	ERNESTO A. SECO
32	Tagoloan EAST District	CYRIL H. DALUGDUG
33	Talisayan District	JUSTINIANO A. ABUEVA
34	Villanueva North District	JOEL L. JAYME
35	Villanueva South District	EVA C. GUILARAN

LIST OF PARTICIPANTS		
DIVISION PERSONNEL		
OFFICE/SECTION	Participants 1	Participant 2
1	ACCOUNTING OFFICE	ATTY. ELMAR G. ANOC
2	ASDS OFFICE	KAREN J. PAMA
3	AO V - ADMIN	FELY R. QUEZON
4	CASHIERING	CLINT M. ARENAL
5	CID	LILIAN B. SALAN
6	ICT	VICENTE Y. HALLASGO III
7	LEGAL	ATTY. CHRISTOPHER F. PASCO
8	LRMDS	KIM ERIC G. LUGUBAN
9	MEDICAL / DENTAL	JESELLE P. TABOR
10	PHYSICAL FACILITIES	SANDY S. SIMO
11	PLANNING	ALDREICH LOIS A. GENILA
12	RECORDS	KENON H. PARA-ON
13	SDS OFFICE	AIKOH M. RABE
14	SGOD	ANDREW HEROE R. JANUBAS
15	SUPPLY AND PROPERTY	ELEANOR P. CRUZ

TECHNICAL WORKING GROUP	
CIRILO K. RUBIATO II	
JOY E. RAGANDANG	RALPH WALDO ALVIN V. PAGARA
CHERIE K. RUBIATO	CINDY C. ANCHETA



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO

SCHOOLS DIVISION OF MISAMIS ORIENTAL

TRAINING & DEVELOPMENT MATRIX

The Training and Development Matrix is an attachment to the Training Design that indicates the time, date and list of topics and its speakers. This will serve as a guide for participants and its program management team on the flow and delivery of the training.

A. Training Information

Title of Training or Program	SEMINAR-WORKSHOP ON DRRM CONTINGENCY PLANNING
Description	The legal basis of this training is Republic Act (RA) 10121 otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandated all government agencies to institutionalize policies, structures, coordination mechanisms and programs With Continuing budget appropriation on disaster risk reduction and management (DRRM) from national to local levels.
Proposed Training Date/s	January 23-26, 2024
No. of Training Hours	32 HOURS
Target Participants	35-Public Schools District Supervisor, 35-District DRRM Coordinators and 30-Select Division Personnel

B. Matrix

Day 1- January 23, 2024

Time	Activity/Topic	Person-In-Charge
8:00 – 9:00 am	Arrival and Registration of Participants	
9:00-9:30 am	Preliminaries: National Anthem Opening Prayer Roll-Call of Participants Welcome Message	Cirilo K. Rubiato II Division DRRM Coordinator Edilberto L. Oplenaria Schools Division Superintendent

	Statement of Purpose	Maria Teresa M. Absin Chief - SGOD
9:30-9:45am	Training Proper: Expectation Setting and Heart Contract	Cirilo K. Rubiato II Division DRRM Coordinator
9:45-10:00am	Hazards in Misamis Oriental	Resource Speaker from OCD-10
10:00-12:00nn	The Education Cluster in Times of Emergencies	Resource Speaker from OCD-10
12:00nn-1:00pm	Lunch Break	
1:00pm-1:30pm	Check-in of Participants to their room assignments	
1:30-3:00pm	Workshop 1: Enhancement/ Development of Contingency Measures for Earthquakes, Fires, Typhoons, Floods, or Human-induced Hazard	Resource Speaker from OCD-10
3:00pm-5:00pm	Workshop 2: Identification of Gaps and Measures (Part 1)	Resource Speaker from OCD-10

Day 2 - January 24, 2024

Time	Activity/Topic	Person-In-Charge
8:00 – 8:30 am	Arrival and Registration of Participants	
8:30-9:00 am	Invocation Safety Measures Orientation	Cirilo K. Rubiato II Division DRRM Coordinator
9:00-9:30am	Training Proper: Energizer and Recap	Cirilo K. Rubiato II Division DRRM Coordinator
9:30-12:00am	Workshop No. 3: Mapping of Resources	Resource Speaker from OCD-10
12:00nn-1:00pm	LUNCH BREAK	
1:00pm-3:00pm	Workshop No. 4: Mapping of Partners	Resource Speaker from OCD-10
3:00-5:00pm	Workshop No. 5: Determining Timeline of Contingency Measures	Resource Speaker from OCD-10

Day 3 - January 25, 2024

Time	Activity/Topic	Person-In-Charge
8:00 – 8:30 am	Arrival and Registration of Participants	
8:30-9:00 am	Invocation Safety Measures Orientation	Cirilo K. Rubiato II Division DRRM Coordinator
9:00-9:30am	Training Proper: Energizer and Recap	Cirilo K. Rubiato II Division DRRM Coordinator
9:30-12:00am	Workshop No. 6: Other parts of the Contingency Planning	Resource Speaker from OCD-10
12:00nn-1:00pm	LUNCH BREAK	
1:00pm-5:00pm	Completion of Contingency Plans	Resource Speaker from OCD-10

Day 4 - January 26, 2024

Time	Activity/Topic	Person-In-Charge
8:00 – 8:30 am	Arrival and Registration of Participants	
8:30-12:00am	Training Proper: Presentation of outputs and giving of feedbacks	Resource Speaker from OCD-10
12:00nn-1:00pm	LUNCH BREAK	
1:00pm-4:00pm	Presentation of outputs and giving of feedbacks	Resource Speaker from OCD-10
4:00pm-5:00pm	Closing Program Impression Commitment Distribution of Certificates Acknowledgement Closing Prayer	Cirilo K. Rubiato II Division DRRM Coordinator

C. Program Management Team

Function	Name	Designation
Program Consultant	TRESTAN REY A. EBARE	CHIEF, CAPACITY BUILDING AND TRAINING SECTION OF OCD 10
Program Management Team Leader	MARIA TERESA M ABSIN	CHIEF, SGOD
Program Management Asst Leader	CIRILO K. RUBIATO II	PDO II - DRRM
QAME Associate	DANNY A. ASIO	SPES-MONITORING
Technical Officer	FREDDIEJUNE DELIG	ITO
Secretariat	MICHAEL MERVIN ACENAS	PDO I - YOUTH FORMATION

Prepared By:



CIRILO K. RUBIATO II
PDO II - DRRM

Noted by:



IRISH KARYLLE D. MONTE
SEPS-HRD

Reviewed By:



RHODORA L. GALLARES
Education Program Supervisor

Reviewed By:



MARIA TERESA M. ABSIN
Chief, SGOD

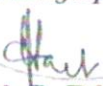
Certified Appropriation Available:

~~**MARK LORREN T. TEJANO**~~
AO-V - Budget Officer

Certified Funds Available:

~~**ELMAR G. ANOC, CPA**~~
Accountant III

Recommending Approval



ERLINDA G. DAEL
Asst. Schools Division Superintendent

Approved:



EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent