



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

19 APR 2023

DIVISION MEMORANDUM
No. 267 s. 2023

**DISSEMINATION ON THE REVISED GUIDELINES ON THE UTILIZATION OF
COMPREHENSIVELY RELEASED FUNDS UNDER THE FY 2023 DISASTER
PREPAREDNESS AND RESPONSE PROGRAM (DRDP) FUNDS**

To: Assistant Schools Division Superintendents
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/DICs/Dist. Caretakers
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is **Regional Memorandum No. 0222, s. 2023** dated April 12, 2023 disseminating OUOPS Memo No. 2023-04-2551 titled "**Revised Guidelines on the Utilization of Comprehensively Released Funds Under FY 2023 Disaster Preparedness and Response Program (DRDP) Funds**" for information and guidance of all concerned.
2. For details, please refer to the attached communication.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent

4/18/23

SPP/MKP-JMA-NLR/SGOD/RAP
4/15/2023



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0222**, s. 2023

APR 12 2023

**DISSEMINATION ON THE REVISED GUIDELINES ON THE UTILIZATION OF
COMPREHENSIVELY RELEASED FUNDS UNDER THE FY 2023 DISASTER
PREPAREDNESS AND RESPONSE PROGRAM (DRDP) FUNDS**

To: Schools Division Superintendents
Regional and Division DRRM Coordinators
All Others Concerned

1. Enclosed is a copy of OUOPS Memo No. 2023-04-2551 titled "**Revised Guidelines on the Utilization of Comprehensively Released Funds Under the FY 2023 Disaster Preparedness and Response Program (DRDP) Funds**" for information and appropriate action.
2. For more information, you may contact Mr. Ranilo L. Edar through his mobile phone no. 09171566073.
3. Immediate and wide dissemination of this Memorandum to all concerned is desired.

SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/ESSD/TTP/rle



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 231-1433; (032) 414-7399
Email Address: region7@deped.gov.ph



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2023-04-~~2st~~^{1st}

MEMORANDUM

For : **Regional Directors**
Schools Division Superintendents
Regional and Division DRRM Coordinators

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Subject : **REVISED GUIDELINES ON THE UTILIZATION OF
COMPREHENSIVELY RELEASED FUNDS UNDER THE FY
2023 DISASTER PREPAREDNESS AND RESPONSE
PROGRAM (DPRP) FUNDS**

DATE : March 21, 2023

Purposes:

To prescribe the guidelines based on policies, procedures, rules, and regulations on the utilization of Comprehensively Released Funds under the FY 2023 Disaster Preparedness and Response Program (DPRP) and monitoring of expenses in accordance with the authorized general and specific provisions.

To synchronize fund utilization with the implementation of the overall physical and financial plans, targets, and schedules of the implementing units.

General Guidelines:

As a general rule, Regional Offices (ROs) and Schools Division Offices (SDOs) shall efficiently spend what is programmed in their respective allocations in the Comprehensively Released Funds under the FY 2023 DPRP Fund for the implementation, and monitoring of Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM) Programs, Projects, and Activities (PPAs).

This Comprehensively Released Funds does not cover and must not be used for response interventions unless otherwise indicated.

General Objective:

This Comprehensively Released Funds is intended for Implementing Units (IUs) to implement and monitor DRRM and CCAM PPAs funded under the FY 2023 DPRP Funds.

Coverage:

All Regions and Divisions of the Department of Education (DepEd) except the Bangsamoro Autonomous Region for Muslim Mindanao which received fund support from the DRRMS funded under the FY 2023 DPRP Funds.

Regional Offices shall further download immediately a specific amount of Comprehensively Released Funds to Schools Division Offices based on the attached allocation list.

Utilization of Allotments Issued:

Pursuant to the Department of Budget and Management (DBM) National Budget Circular (NBC) No. 590 dated January 03, 2023, titled **Guidelines on the Release of Funds for Fiscal Year (FY) 2023**, the amount for FCR totaled *Thirty-Seven Million Five Hundred Twenty-Eight Thousand Pesos (Php 37,528,000.00)* which will be directly transferred to Regional offices. Consequently, Regional offices shall prepare Sub-Allotment Release Order (Sub-ARO) to their respective Schools Division Offices following the allocation in the attached **Annex 1** (Implementation of Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM) Programs, Projects, and Activities) and **Annex 4** (Enhancement and/or Development of Contingency Plans).

The implementing guidelines must be observed in the use of allocated funds for planning, implementation, and monitoring of DRRM, and CCAM (See Annexes).

For consistency, the **DBM Circular No. 2007-1** titled *Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators* and the **Executive Order No. 77, s. 2019** titled *Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel* are provided to ensure that the expenses are properly conformed with. It likewise ensures that Regions and Divisions are given the necessary information on how to efficiently and effectively utilize the funds to its intended purpose.

Regional and Division DRRM Coordinators concerned shall observe the judicious and optimal utilization of funds, subject to existing accounting and auditing rules and regulations as well as the procurement guidelines. While the validity of the FY

15

2023 appropriations is until December 31, 2024 it is highly recommended that the said funds be obligated and disbursed on or before **December 31, 2023**.

Likewise, Quarterly reports containing the accomplishments, obligation, and disbursement status, and photo documentation on the use of the FCR must be submitted to the DRRMS using the templates provided through:

For more information, queries, and concerns, please contact Mr. Cecilio D. Peralta of the DRRMS at telephone number (02) 8637-4933 or through email at drmo@deped.gov.ph.

For immediate dissemination.



PURPOSES:

- To provide guidelines on the utilization of the Comprehensively Released Funds under the FY 2023 Disaster Preparedness and Response Program (DPRP) Funds based on policies, procedures, rules and regulations and monitoring of expenses in accordance with the general and specific provisions.
- To synchronize fund utilization with the implementation of the overall physical and financial plans, targets, and schedules of the implementing units.

GENERAL GUIDELINES:

As a general rule, Regional Offices (ROs) and Schools Division Offices (SDOs) shall spend what is programmed in their respective allocations in the Comprehensively Released Funds under FY 2023 DPRP Fund for the implementation of DRRM and CCAM Programs, Projects, and Activities.

This Comprehensively Released Funds does not cover and must not be used for response interventions unless otherwise indicated.

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ANNEX 1: IMPLEMENTING GUIDELINES ON THE USE OF FY 2023 COMPREHENSIVELY RELEASED FUNDS TO REGIONS FOR THE IMPLEMENTATION OF DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) AND CLIMATE CHANGE ADAPTATION AND MITIGATION (CCAM) PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs)

This Comprehensively Released Funds is intended for Implementing Units for the implementation of DRRM and CCAM PPAs.


1. Only the following activities are allowed for the utilization of the Comprehensively Released Funds:
 - a. Regular and special conduct of Regional and Division DRRM Coordination Meetings;
 - b. Monitoring and evaluation visits for the implementation of DRRM, and CCAM PPAs;
 - c. Capacity building on DRRM and CCAM PPAs for skill-enhancement of DRRM Coordinators;
 - d. Development and distribution of DRRM and CCAM advocacy materials (e.g., video, print, radio, television); and
 - e. Conduct of Nationwide Simultaneous Earthquake Drill (NSED) and the approved mandatory unannounced earthquake and fire drills (DepEd Order No. 53, s. 2022 titled *Mandatory Unannounced Earthquake and Fire Drills in Schools*).


2. Only the following expenses are allowed for the utilization of the Comprehensively Released Funds:
 - a. Travel expenses necessary for the conduct of DRRM and CCAM PPAs (e.g., face-to-face workshop and/or capacity building training, monitoring and evaluation, and school visits);
 - b. Board and lodging of participants and management team, use of function rooms and other equipment for face-to-face activities, subject to DepEd Order No. 02, s. 2018 titled Amendment to DepEd Order No. 15, s. 2017 or the Guidelines on the allocation of funds for venue, meals, and snacks, and room accommodation of official activities organized and conducted by the Department of Education (DepEd);
 - c. Honorarium of resource speakers based on the existing guidelines set by the Department of Budget and Management (DBM);
 - d. Payment of supplies and materials necessary in the development,

- production and distribution of DRRM and CCAM advocacy materials;
- e. Contingency funds to cover the payment of miscellaneous expenses incidental to the conduct of DRRM and CCAM PPAs, such as, but not limited to, gasoline, oil, toll fees and minor repair of the service vehicle;
 - f. Communication allowance for DRRM Coordinators not exceeding One Thousand Pesos (PhP1,000.00) per month only to monitor the implementation of DRRM and CCAM PPAs;
 - g. Communication expenses for secretariat from regions and divisions based on the existing policies and guidelines in DepEd Order 11, s. 2022 and DepEd Order No. 35 s. 2021 titled Amendment to DepEd Order No. 038, s. 2022 or the Guidelines authorizing payment of communication expenses of the DepEd personnel relative to the implementation of Alternative Work Arrangement for the Year 2020;
 - h. Payment of Registration fee to DRRM and CCAM-related training for plantilla-DRRM Coordinators; and
 - i. Renewal of handheld radio licenses.
3. The allocated funds shall not be allowed to be used for the following:
 - a. Payment of salaries and overtime of Job Orders, Casual and Contract of Service (CoS) staff; and
 - b. Purchase of equipment that may fall under Capital Outlay.
 4. The regional and division fund support allocation for FY 2023 is provided in **Enclosure 1: Breakdown of FY 2023 For Comprehensive Release Funds: Implementation of Disaster Risk Reduction and Management (DRRM) and Climate Change Adaptation and Mitigation (CCAM) Programs, Projects, and Activities.**
 5. Regional and Division DRRM Coordinators shall furnish copies of their approved Expenditure Matrix to the DRRMS using **Enclosure 2: Expenditure Matrix for DRRM and CCAM Programs, Projects, and Activities.**
 6. Regional and Division DRRM Coordinators shall provide a photo documentation using **Enclosure 3: Photo Documentation on the Implementation of Programs, Projects, and Activities.**
 7. Regional and Division DRRM Coordinators shall submit the status of program implementation and fund utilization on a quarterly basis using the **Enclosure 4: Quarterly Status of the Comprehensive Release Funds on**

the Implementation of DRRM and CCAM PPAs prepared and signed by the DRRM Coordinator, attested by the Budget Officer and approved by the Regional Director for the Regional office or the Schools Division Superintendent for the Division office addressed to the Director IV of the DRRMS using the email: drms@deped.gov.ph with the subject [PSF2023] Region/Division | Report (e.g., [PSF2023] Region III Report; [PSF2023] Region III SDO Pampanga Report).

APPROVED:


ANNALYN M. SEVILLA
Undersecretary for Finance


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

Enclosure 1: Breakdown of FY 2023 For Comprehensive Release Funds

**Implementation of Disaster Risk Reduction and Management (DRRM) and
Climate Change Adaptation and Mitigation (CCAM)
Programs, Projects and Activities**

REGION	ALLOCATION
CAR	891,000.00
CARAGA	1,074,000.00
NCR	1,020,000.00
REGION I	1,538,000.00
REGION II	1,601,000.00
REGION III	2,331,000.00
REGION IV-A	2,532,000.00
REGION IV-B	957,000.00
REGION V	2,241,000.00
REGION VI	2,529,000.00
REGION VII	2,537,000.00
REGION VIII	1,891,000.00
REGION IX	1,056,000.00
REGION X	1,624,000.00
REGION XI	1,350,000.00
REGION XII	1,161,000.00
TOTAL	26,333,000.00

K

**Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE**

Enclosure 1: Breakdown of FY 2023 For Comprehensive Release Funds

**Implementation of Disaster Risk Reduction and Management (DRRM) and
Climate Change Adaptation and Mitigation (CCAM)
Programs, Projects and Activities**

REGION: VII

OFFICE	ALLOCATION
REGIONAL OFFICE	171,000.00
Bais City	60,000.00
Bayawan City	60,000.00
Bogo City	60,000.00
Bohol	590,000.00
Canlaon City	60,000.00
Carcar City	60,000.00
Cebu	501,000.00
Cebu City	60,000.00
City of Naga, Cebu	60,000.00
Danao City	60,000.00
Dumaguete City	60,000.00
Guihulngan City	60,000.00
Lapu-Lapu City	60,000.00
Mandaue City	60,000.00
Negros Oriental	255,000.00
Siquijor	60,000.00
Tagbilaran City	60,000.00
Talisay City	60,000.00
Tanlay City	60,000.00
Toledo City	60,000.00
TOTAL	2,537,000.00

Figure 2: FY 2023 Expenditure Matrix for DRRM, CCAM, Peacebuilding Programs, Projects and Activities

Results-Based Planning Framework			Proposed PPA	PPA Objective	Target Participants	Target Date of Implementation	Target Date of Completion	Budgetary Requirements	Source
Category	Output	Output Indicator							

Prepared by:

Approved:

Coordinator

Regional Director/Schools Division Superintendent

Department of Education
Disaster Risk Reduction and Management Service
Region/Schools Division Office

Enclosure 3: Photo Documentation on the Implementation of Programs, Projects, and Activities

I. Narrative:

II. Photo Documentation with Caption:

III. Propose Outcome/Impact:

Prepared by:

DRRM Coordinator

Approved:

Regional Director/
Schools Division Superintendent

Department of Education
 Disaster Risk Reduction and Management Service

Year: **2023**

Figure 4: Quarterly Status of the Comprehensive Release Funds on the Implementation of DRRM, and CCAM PPAs

Date	Schools Division Office	Amount Received	PPAs	Purpose	Results-Based Planning Framework			Actual Accomplishment	Amount Utilized						Remarks	
					Strategy	Output	Output Indicator		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL	VARIANCE		

Prepared by:

Attested by:

Approved:

Coordinator

Budget Officer


Regional Director/
 Schools Division Superintendent

ANNEX 4: IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF FY 2023 COMPREHENSIVELY RELEASED FUNDS TO REGIONS FOR THE ENHANCEMENT AND DEVELOPMENT OF CONTINGENCY PLANS

1. The Comprehensively Released Funds shall be utilized for the **training on Contingency Planning**, and **workshop on the development and/or enhancement of Contingency Plans** for natural and human-induced hazards, taking into consideration the latest COVID-19 health protocols. The regional and division fund allocation for Contingency Planning is provided in **Enclosure 5: Breakdown of FY 2023 For Comprehensive Release Funds: Development/Enhancement of Contingency Plans**.
2. It is recommended that this Comprehensively Released Funds shall cover **25 personnel from concerned units/sections of the regional/division office (including 2 resource persons)** for **2 training and workshop days**.
3. The Comprehensively Released Funds shall be utilized for any, or a combination of the following expenses:
 - *Board and lodging of the participants and resource persons, if live-in training and workshop*
 - *Meals of the participants and resource persons*
 - *Honorarium for resource persons based on the existing guidelines set by the Department of Budget and Management (DBM)*
 - *Reproduction of materials and kits*
4. Due to the limited number of participants, regions and divisions may opt to modify the workshop and training design in order to cover additional participants.
5. To harmonize all Contingency Plans, the regions and divisions are advised to utilize **Enclosure 6** as a provided template. It can also be accessed through [www.drrm.gov.ph](#).
6. Regional and Division DRRM Coordinators shall submit a copy of the developed and/or enhanced Contingency Plans **two weeks after the conduct of the training and workshop** to DRRMS at [www.drrm.gov.ph](#).
7. For documentation and monitoring, Regional and Division Budget Officers in coordination with the Regional and Division DRRM Coordinators shall submit the status of fund utilization **two weeks after the conduct of the training and workshop**, using **Enclosure 7: Monitoring of Utilization of For Comprehensively Released (FCR) Funds to Regions and Divisions for the Enhancement and Development of Contingency Plans** to DRRMS at [www.drrm.gov.ph](#).

8. All expenses shall be subject to the usual budgeting, accounting, auditing and procurement rules and regulations. Misuse and/or mismanagement of these funds for the purpose other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.
9. The judicious utilization of the fund is expected. Obligation, implementation, and payment shall be compliant to the Executive Order (EO) No. 91, entitled Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purposes.

APPROVED:


ANNALYN M. SEVILLA
Undersecretary for Finance


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

**Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE**

Enclosure 5: Breakdown of FY 2023 For Comprehensive Release Funds

Development/Enhancement of Contingency Plans

REGION: VII

OFFICE	ALLOCATION
REGIONAL OFFICE	30,000.00
Bais City	37,000.00
Bayawan City	37,000.00
Bogo City	35,000.00
Bohol	37,000.00
Canlaon City	18,000.00
Carcar City	27,000.00
Cebu	37,000.00
Cebu City	37,000.00
City of Naga, Cebu	37,000.00
Danao City	18,000.00
Dumaguete City	33,000.00
Guihulngan City	18,000.00
Lapu-Lapu City	37,000.00
Mandaue City	36,000.00
Negros Oriental	37,000.00
Siquijor	37,000.00
Tagbilaran City	33,000.00
Talisay City	36,000.00
Tanjay City	18,000.00
Toledo City	37,000.00
TOTAL	672,000.00

CHAPTER I. BACKGROUND

A. Introduction

<Sample introduction>

Municipality X is one of the 17 municipalities that comprise Province Y. It has a land area of 6,731 hectares comprising 3.63% of the land area of the province. It is approximately 76 road kilometers from Municipality Z, the capital town of Province Y, 237 road kilometers from City V, 12 hours sea travel and 45 minutes air travel from Metropolis and other prime cities in the country.

Classified as 1st class and basically a tourism municipality, Municipality X is where the world-famous Island Bae is located. It became a municipality on December X, 19XX by virtue of Republic Act XXXX. It comprises 14 barangays where 3 of which are located in Island Bae.

Of the 14 barangays of the municipality, the three (3) most populated barangays are: Barangay A with a population of 12,526 followed by Barangay B with 11,076 people and Barangay C with 6,593 people.

The projected population of Municipality X for 20XX is at 60,000 with 15,000 households. Its population density is 720 persons/square kilometer on average. Island Bae has a higher density of 2,836 persons/square kilometer. Municipality X has a diverse culture, religion and dialect brought about by its popular tourism industry patronized by varied provinces and foreign countries. The population growth rate of Municipality X is at 6.45% per annum, the highest in the region. Indigenous people are the Local Ati.

Enclosure 6

**<insert DepEd Logo, Logo of
Schools Division Office and
Regional Office>**

<NAME OF SCHOOL AND SCHOOL ID/OFFICE >

**Contingency Plan for
<HAZARD>**

As of <DATE>

Department of Education
DISASTER RISK REDUCATION AND MANAGEMENT SERVICE

Enclosure 5: Breakdown of FY 2023 For Comprehensive Release Funds

Development/Enhancement of Contingency Plans

REGION	ALLOCATION
CAR	200,000.00
CARAGA	461,000.00
NCR	592,000.00
REGION I	536,000.00
REGION II	367,000.00
REGION III	763,000.00
REGION IV-A	809,000.00
REGION IV-B	166,000.00
REGION V	377,000.00
REGION VI	624,000.00
REGION VII	672,000.00
REGION VIII	464,000.00
REGION IX	174,000.00
REGION X	415,000.00
REGION XI	407,000.00
REGION XII	158,000.00
TOTAL	7,185,000.00

B. Hazard Analysis

CP Form 1: Hazard Analysis

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

*for the sample rating scale on probability and impact, refer to Contingency Planning Guidebook pp. 29

**for the rating on impact, determine the rate in three (3) areas such as impact on life, property and public service continuity; add all the ratings and divide it by 3 (areas) to get the final rate.

<Describe the results of the accomplished form.>

C. Hazard to Plan for: *<Insert hazard that ranked as number one in CP Form 1>*

CP Form 2: Anatomy of the Hazard

HAZARD TO PLAN FOR

ROOT CAUSES

EARLY WARNING SIGNS

TRIGGERING FACTORS

**EXISTING
MITIGATING MEASURES**

for the detailed instructions in formulating this template, refer to Contingency Planning Guidebook pp. 32
<Describe the results of the accomplished form >

D. Scenario

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

Infrastructure

- Totally damaged CLs
- Partially damaged CLs
- Damaged WASH facilities
- Damaged other infrastructures and ancillary facilities (e.g., laboratories, clinic, library)

Non-infrastructure

- Damaged furnitures and fixtures
- Damaged learning resources and self-learning modules
- Damaged Information and Communication Technology (ICT) equipment
- Damaged laboratory equipment
- Damaged medical and dental equipment and supplies
- damaged technical-vocational supplies and equipment

Communication

Power/ Electricity

Transportation

Response Capabilities

Others

Others

Others

<Describe the results of the accomplished form.>

CP Form 3B: Scenario Generation for Human-Induced 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 Personnel (Male, Female)			
No. of Dead Personnel (Male, Female)			
No. of Injured Personnel (Male, Female)			
No. of Missing 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

Infrastructure

Non-infrastructure

Communication

Power/ Electricity

Transportation

Environment

Response Capabilities

Government Trust

Others _____

Others _____

Others _____

<Describe the results of the accomplished form.>

CP Form 4A.1: Affected Learners

AREA/ LOCATION	NO. OF LEARNERS AFFECTED	NO. OF LEARNERS INSIDE EVACUATION CENTERS	DISPLACED LEARNERS NO. OF LEARNERS OUTSIDE EVACUATION CENTERS	REASONS FOR DISPLACEMENT
TOTAL				

<Describe the results of the accomplished form.>

CP Form 4A.2: Affected Personnel

AREA/ LOCATION	NO. OF TEACHING PERSONNEL AFFECTED	DISPLACED TEACHING PERSONNEL			NO. OF NON- TEACHING PERSONNEL AFFECTED	DISPLACED NON-TEACHING PERSONNEL		
		NO. OF TEACHING PERSONNEL INSIDE EVACUATION CENTERS	NO. OF TEACHING PERSONNEL OUTSIDE EVACUATION CENTERS	REASONS FOR DISPLACEME NT		NO. OF NON- TEACHING PERSONNEL INSIDE EVACUATION CENTERS	NO. OF NON- TEACHING OUTSIDE EVACUATION CENTERS	REASONS FOR DISPLACEME NT
TOTAL								

<Describe the results of the accomplished form.>

CP Form 4B.1: Breakdown of Affected Learners

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

<Describe the results of the accomplished form.>

*notes: further disaggregate between specific grade levels (for easier comparison vs. enrollment data)
no JHS in the template

CHAPTER II. GOALS AND OBJECTIVES

A. Goal

<Sample goal statement>

The goal of the contingency plan is to provide effective, efficient, timely and well-coordinated response mechanisms in the event of the occurrence of a typhoon in Municipality X. Such mechanisms shall help to protect lives, properties and the environment, and restore the immediate needs of the affected communities.

B. General Objective(s)

<Sample objectives>

The general objectives of the contingency plan are as follows:

- 1. To ensure the protection of lives and properties in the event of typhoon in Municipality X,*
- 2. To determine the immediate needs and the resources that will meet the needs in the event of typhoon;*
- 3. To establish coordination and linkages between and among the stakeholders of Municipality X in the event of the typhoon.*

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					

<Describe the results of the accomplished form.>

CHAPTER III. RESPONSE ARRANGEMENTS

A. Response Clusters

Response Activities

CP Form 6: Response Activities

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

Note: Refer to DepEd Order No. 33 s. 2021, Enclosure 2.
<Describe the results of the accomplished form.>

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						

<Describe the results of the accomplished form.>

Resource Gap Summary



B. Emergency Operations Center

CP Form 10: Emergency Operations Center

LOCATION	CONTACT INFORMATION	
	Primary	Alternate
Landline:		Satellite Phone:
Mobile:		Radio Frequency:
Email Address:		Others:
Social Media:		
Others:		

POSITION (CUSTOMIZE AS APPROPRIATE)	EOC MANAGEMENT TEAM NAMES AND AGENCY/ OFFICE/ ORGANIZATION (PRIMARY AND ALTERNATE)	CONTACT INFORMATION (PRIMARY AND ALTERNATE)
EOC Manager		
Operations Coordinator		
Planning Coordinator		
Logistics Coordinator		
Finance/ Admin Coordinator		
Others		
Others		
Others		



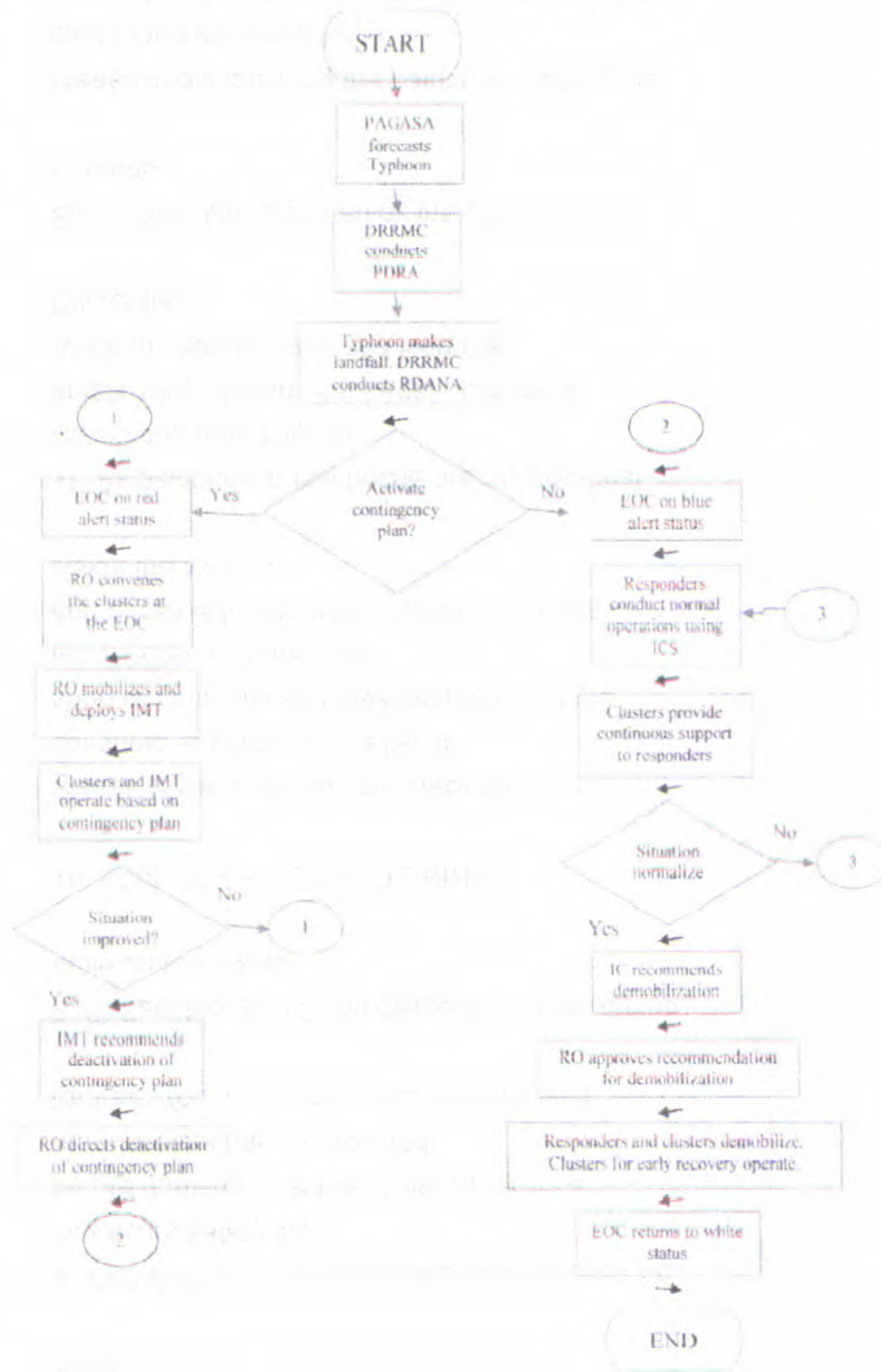
CHAPTER IV. ACTIVATION

<Use flow chart to describe CP activation and deactivation>

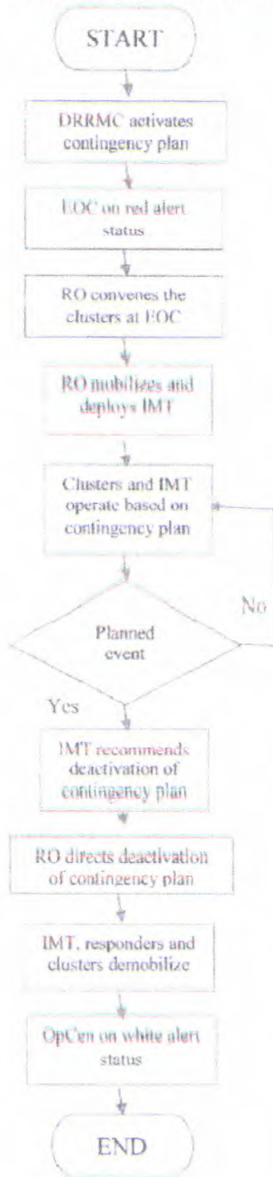
Non-Activation

<Indicate if the CP will be maintained as a continuing plan or will be integrated in the overall DRRM plan when not used.>

Sample CP Activation Flow Chart for Typhoon



Sample CP Activation Flow Chart for Planned Event



Attachment 7: Monitoring of Utilization of For Comprehensively Released (FCR) Funds to Regions and Divisions for the Enhancement and Development of Contingency Plans

The monitoring sheet aims to track status of utilization of the For Comprehensively Released (FCR) Funds for the Enhancement and/or Development of Contingency Plans. This is primarily for the use of the region and division DRRM coordinators who are expected to conduct Contingency Planning training and workshop on the development and/or enhancement of Contingency Plans in their offices as well as to monitor the utilization of funds. This should be submitted to the DRRMS two weeks after the conduct of training and workshop.

Instructions: Please fill out necessary information below. The reporting template on utilization of For Comprehensively Released (FCR) Funds for the Enhancement and/or Development of Contingency Plans, shall be accomplished two weeks after the conduct of training and workshop, along with the accomplishment report. If there are cells not applicable, kindly indicate "N/A". If there are concerns regarding the reporting sheet, kindly contact the DRRMS immediately through email drmo@deped.gov.ph or telephone no. (02) 8637 4933. Thank you very much.

Date:

Location:

Received (MM-DD-YYYY):

Sub-ARO Number:

Amount Allocated (for the Activity)	Amount Liquidated	Liquidated as of (MM-DD-YYYY)	With Certificate of Liquidation (YES/NO)	With photo documentation (YES/NO)	Unused Fund (Php)	Official Receipt No.	Remarks
15,000.00	12,500.00	3-10-2022	yes	yes	2,500.00	12345657	

Prepared by:

Reviewed by:

Approved by:

Date Accomplished:

DRRM Coordinator

Regional/ Division Finance Officer

RD/SDS

DD-Month-YYYY

ANNEXES

Working Group

Purpose:

<Sample purpose statement>

The Working Group will be responsible for the refinement, finalization, testing, evaluation, packaging, updating and improvement of the CP.

Duties and Responsibilities:

<Sample duties and responsibilities>

- 1. Facilitate the refinement and finalization of the CP to include testing, evaluation, packaging, updating and improvement;*
- 2. Develop work plan for the completion and updating of the CP;*
- 3. Organize consultation meetings with the planners and relevant technical experts regarding the development of the CP; and*
- 4. Facilitate the presentation and endorsement of the CP to the authorities for comments and approval.*

Members:

Head :

Facilitator :

Secretariat :

Cluster Representatives :