



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

14 July 2026

SCHOOLS DIVISION MEMORANDUM

No. 240, s. 2026

SCHOOLS DIVISION TRAINING-WORKSHOP FOR THE ENHANCEMENT OF LEARNING AND SERVICE CONTINUITY, CONTINGENCY AND DRRM PLAN FOR THE SCHOOL YEAR 2026-2027

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Pursuant to DepEd Order No. 14, s. 2026 titled *Learning Continuity in Emergencies* which aims to prioritize the safety of its stakeholders while ensuring learning continuity; DepEd Order No. 22, s. 2024 titled *Revised Guidelines on Class and Work Suspension in Schools during Disasters and Emergencies* which provides guidelines for suspending in-person classes and work during disaster or emergency; and Republic Act 10121 otherwise known as the *Philippine Disaster Risk Reduction and Management Act of 2010*, this Office announces the conduct of Training for the Enhancement of Learning and Service Continuity, Contingency and DRRM Plans on July 21, 2026 8:30 a.m. at the SDO Teacher's Hall.
2. The participants in this activity are all Schoolheads, Project Development Officers I and Administrative Officers II. Participants should respond to the Pre-registration link through <https://tinyurl.com/SY2627DRRMTraining> until July 20, 2026.
3. The output of the activity should be submitted to the Schools Division Office, subject for review following the schedule below:

Type of Plan	Deadline of Submission
DRRM Plan	July 23, 2026
LSCP	July 29, 2026
Contingency Plan (EQ – required)	August 6, 2026
Contingency Plan (Hazard 2)	August 13, 2026
Contingency Plan (Hazard 3)	August 20, 2026

4. Attached are the templates of the plans, for your reference.
5. Immediate and wide dissemination of this Memorandum is desired.

Encl: As stated

Reference: DO 14, s. 2026, DO 22, s. 2024, RA 10121

To be indicated in the Perpetual Index

Under the following subjects:

DRRM PLAN

REA Training on LSCP, Contingency, DRRM Plan
011/July 14, 2026

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Schools Division Superintendent



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SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to the Schools Division Memorandum No. 240, s. 2026

TEMPLATE FOR CONTINGENCY PLAN

Part I. Introduction

- A. Background
- B. Hazard Analysis (CP Form 1)
- C. Anatomy of the Hazard (CP Form 2)
- D. Scenario (CP Form 3, CP Form 4)

Part II. Goals and Objectives

- A. Goal
- B. Objectives

Part III. Response Arrangements

A. Response Arrangements

- Cluster Identification (CP Form 5)
- Response Activities (CP Form 6)
- Resource Inventory (CP Form 7)
- Resource Projection (CP Form 8)
- Resource Gap Summary (CP Form 9)

B. Emergency Operations Center

- Emergency Operations Center (CP Form 10)

C. Incident Command System

- Incident Command System (CP Form 11)

Part IV. Activation, Deactivation and Non-Activation

- Flowchart

Annexes

- Working Group

Encoded by:

School DRRM Coordinator (alternate)

Reviewed by:

School DRRM Team

Approved by:

School Head

Received and Technically Reviewed by:

BERNARDO A. GARGABITE EdD

Chief ES – SGOD

Noted:

JOHANNA N. GERVACIO PhD, CESO V

Schools Division Superintendent



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Enclosure No. 2 to Schools Division Memorandum No. 240 s. 2026

TEMPLATE FOR LEARNING AND SERVICE CONTINUITY PLAN

- Part I. Introduction
- Part II. Objectives
- Part III. Scope
- Part IV. Risk Assessment
- Part V. Profiling of Learners
- Part VI. Learning Interventions
- Part VII. Resources Required
- Part VIII. Impact to School-Based Services

Prepared by:
School Head

Received and Technically Reviewed by:
BERNARDO A. GARGABITE EdD
Chief ES - SGOD

LARRY B. ESPIRITU PhD
Chief ES - CID

Approved by:
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Enclosure No. 3 to Schools Division Memorandum No. 240, s. 2026

TEMPLATE FOR DRRM PLAN

Thematic Area: <i>Prevention and Mitigation</i>						
PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	TARGETS	KEY OUTPUTS	TIMELINE	RESOURCES		
				HUMAN	MATERIAL	FINANCIAL

Thematic Area: <i>Preparedness</i>						
PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	TARGETS	KEY OUTPUTS	TIMELINE	RESOURCES		
				HUMAN	MATERIAL	FINANCIAL

Thematic Area: <i>Response and Early Recovery</i>						
PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	TARGETS	KEY OUTPUTS	TIMELINE	RESOURCES		
				HUMAN	MATERIAL	FINANCIAL

Thematic Area: <i>Rehabilitation and Recovery</i>						
PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	TARGETS	KEY OUTPUTS	TIMELINE	RESOURCES		
				HUMAN	MATERIAL	FINANCIAL

Prepared by:
SCHOOL HEAD



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