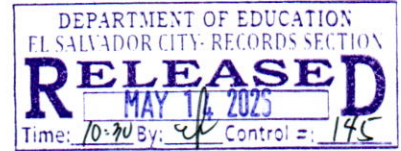




Republic of the Philippines
Department of Education

REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



May 12, 2026

DIVISION MEMORANDUM
 NO. 145, s. 2026

SUBMISSION OF UPDATED SCHOOL DRRM CONTINGENCY PLAN

To: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD
 Project Development Officer II
 All Public Elementary and Secondary School Heads
 All School DRRM Coordinators
 All Others Concerned

1. Relative to the DepEd Order No. 21, s. 2015 entitled *Disaster Risk Reduction and Management Coordination and Information Management Protocol*, this Office informs the field on the submission of the updated School DRRM Contingency Plan on May 25, 2026.
2. Contingency Planning is one of the DRRM mechanisms that is used to establish measures and arrange response priorities ahead of time prior to a certain disaster. It helps ensure the achievement of safer, adaptive, and disaster-resilient communities towards sustainable development.
3. Further, schools are expected to submit two (2) original copies of the updated contingency plan per hazard, which serve as the division copy and the school copy. Kindly check the attached annexes for reference.
4. Moreover, kindly use the following format and refer to enclosure A:
 - Paper Size: A4 (8.3 inches x 11.7 inches)
 - Font Style: Bookman Old Style
 - Font Size: 12 points
 - Spacing: Single Space
 - Footer: Right-aligned page number
 - Ring bound with clear binding cover.
5. This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.



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Effectivity	08.29.25	Page	1 of 2

6. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

RM

Encls: As stated.

Reference: DepEd Order No. 21, s. 2015

To be indicated in the Perpetual Index
under the following subject: DRRM CONTINGENCY PLAN

Re: SUBMISSION OF UPDATED SCHOOL DRRM CONTINGENCY PLAN

SGOD/DRRM/jee

Annex A

Contingency Plan Format

CP Sequence per Sheet:

- Cover Page (Front Page)
- Table of Content (Sheet 2)
- List of Tables (Sheet 3)
- List of Diagrams (Sheet 3)
- List of Acronyms (Sheet 4)
- List of Appendices (Next Sheet)
- Chapter I - Background (Start of CP paper)
- Last Page (For Signatories)

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

**<NAME OF SCHOOL AND SCHOOL
ID/OFFICE >**

**Contingency Plan
for <HAZARD>**

As of May 1, 2026

Annex C: Signatories

NAME OF SCHOOL
SCHOOL ID

Contingency Plan for <HAZARD>

Prepared by:

School DRRM Coordinator Name
Designation

School Head Name
Designation

Reviewed by:

JURICA ETHEL L. ESTRADA
Project Development Officer II

ROLLY B. LABIS, Ed.D.
Chief, SGOD

Recommending Approval:

CONNIEBEL N. NISTAL
Asst. Schools Division Superintendent

Approved by:

RANDOLPH B. TORTOLA
Schools Division Superintendent