



Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS



SCHOOL MEMORANDUM

No. 080, s. 2025

CONTINGENCY PLANNING

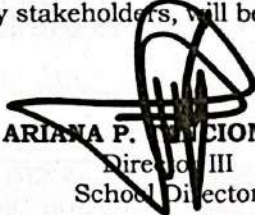
To: Chief Administrative Officers
Chief Education Program Specialist
All School Office Personnel
All Others Concerned

In view of the increasing frequency and intensity of natural and human-induced emergencies, it is imperative for the organization to enhance its preparedness mechanisms. This memo outlines the contingency planning initiative, which aims to prepare the organization to respond efficiently and effectively to emergencies and mitigate their humanitarian impacts.

response, the BHSA Seminar-Workshop on Developing Contingency Plans (CP) for Multi-Hazard will be held on **May 27-30, 2025**, at the **Mansion Garden Hotel, Subic Bay Freeport Zone (SBFZ)** with the following objectives:

- Harmonize the contingency plan at the national level**, ensuring alignment across all sectors and regions for a unified response framework.
- Ensure learning continuity and protect the safety, health, and well-being of learners, teachers, and BHSA personnel**, especially during times of crisis.
- Update the roles and functions of involved offices**, clarifying mandates and operational responsibilities to support education continuity under emergency scenarios.
- Improve coordination and communication mechanisms** among offices and stakeholders to ensure timely and accurate dissemination of information and response actions.
- Enhance preparedness, prevention, and mitigation measures** to reduce the adverse effects of disasters and emergencies on the education sector.
- Safeguard learners, personnel, and educational investments** by instituting comprehensive emergency response and risk reduction strategies.

All relevant units are hereby instructed to support the development, implementation, and continuous improvement of this contingency plan. Coordination with local and national authorities, as well as engagement with community stakeholders, will be essential for effective execution.


MIA ARIANA P. CIONGCO, PhD
Director III
School Director

Encl.:
Reference:
To be indicated in the Perpetual Index
Under the following subjects

MEMO

OSD01/OSD05 May 20, 2025
Enclosure no. 1 to SM No. ____ s. 2025



"Bayan ng Bayani, Bayani ng Sining"

Brgy. Ibaba, Bagac, Bataan

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**BHSA Seminar on Developing Contingency Plans (CP) for Multi-Hazard
 May 27-30, 2025**

LIST OF PARTICIPANTS

NO.	NAME	DIVISION	POSITION
1	MIA ARIANA P. TANCIONGCO	ACADEMIC DIVISION	
2	RONALD BANTUGAN		CEPS
3	SAMUEL QUIROZ		SVEPS
4	ROSIE BASILIO		SEPS
5	GLENDA DELA FUENTE		EPS II
6	PEPITO HERNANDEZ		MT I
7	JOSHUA BARROMETRO		ADAS II
8	ALMA GARCIA	STUDENTS AFFAIR DIVISION	CAO
9	PERLIE ANNE SAMONTE		SAO
10	LOUISA DAWN DE GUZMAN		DIETICIAN/NUTRITION IST
11	TIMI LABANDILO		NURSE I
12	FRANCE JOY BONAGUA		DENTIST I
13	JERELINE M. OLIVERIA		DORM MANAGER II
14	BERNADETTE DELA CRUZ	FINANCE DIVISION	CAO
15	MARK JENO GAOR		ACCOUNTANT III
16	EMMANUEL FELICILDA		AO II
17	MIKE JAYVEE BANTUGAN		ADAS II
18	MARILYN GUEVARRA	ADMINISTRATIVE DIVISION	AO I
19	MARILOU BENLIRO		AO II
20	ROMINA VELASCO		AOV
21	AVEGAIL VICENTE		AO V
22	MARISOL CUNANAN		AO III
23	CHRISTIAN RODRIGUEZ		AO I
24	MELBOURNE SALONGA	OFFICE OF THE SCHOOL DIRECTOR	ITO I
25	RENNOR CLAVEL		ISA II
26	RAYMOND CALING		PLANNING OFFICER II
27	HANNAH GRACE PEDROCILLO		PLANNING OFFICER I
28	NEIL JONATHAN PANTALEON		CLERK
29	GLENN C. DIWA	DENR	RESOURCE SPEAKER
30	MA. LOURDES A. ALBORIDA	PDRRMO-BULACAN	RESOURCE SPEAKER
31	ROWENA SORIANO	DRRMO-ANGELES CITY	RESOURCE SPEAKER
32	RICKY S. PINLAC	MDRRMO-ANGAT	RESOURCE SPEAKER
33	RONNEL L. SANTOS	PDRRMO-BATAAN	RESOURCE SPEAKER



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TRAINING MATRIX
DAY 1
May 27, 2025

Time	Topic	Responsible Person
8:30 - 9:00	Arrival of Participants Registration	TWG
9:00 - 9:45	Opening Program, Preliminaries, National Anthem, Prayer Opening Remarks Statement of Purpose	AVP MIA ARIANA P. TANCIONGCO School Director/Director III Alma R. Garcia Chief Administrative Officer – Student Affairs Division
9:45 - 10:00	Health Break (AM Snack)	TWG
10:00 - 11:00	Overview of Contingency Planning • Definition of CP • References of CP • Importance of CP • Stakeholders involved in CP • Common Myths and Facts on CP	Resource Speaker: Glenn C. Diwa Facilitators: Ma. Lourdes A. Alborida Ronnel L. Santos Ricky L. Pinlac Rowena Soriano
11:00 - 12:00	Formulating the Contingency Plan • Background • Goals and Objectives	Resource Speaker: Ma. Lourdes A. Alborida Facilitators: Glenn C. Diwa Ronnel L. Santos Ricky L. Pinlac Rowena Soriano
12:00 - 1:00	Lunch Break	TWG
1:00 - 2:00	• Response Arrangements	Resource Speaker: Ronnel L. Santos Facilitators: Ma. Lourdes A. Alborida Glenn C. Diwa Ricky L. Pinlac Rowena Soriano
2:00 - 3:00	• Activation of CP	Resource Speaker: Rowena Soriano Facilitators: Ma. Lourdes A. Alborida Ronnel L. Santos Ricky L. Pinlac Glenn C. Diwa
3:00 - 3:15	Health Break (PM Snack)	TWG
3:15 - 5:00	Workshop Proper	Resource Speaker: Ricky L. Pinlac Facilitators: Ma. Lourdes A. Alborida Ronnel L. Santos Glenn C. Diwa Rowena Soriano
5:00 - 6:00	Check-in of Participants	TWG
6:00 - 7:00	Dinner	TWG
7:00 - 8:00	Continuation of Workshop	All Participants



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 REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

DAY 2
May 28, 2025

Time	Topic	Responsible Person
7:00 – 8:00	Breakfast	TWG
8:00 – 8:15	Preliminaries, Nationalistic Song, Prayer	
8:15 – 8:30	Recap (Day 1 Topic)	AVP
8:30 – 9:30	Contingency Planning Forms - CP Form 1: Hazard Analysis - CP Form 2: Anatomy of Hazard	Romina Velasco Administrative Officer V – Administrative Division Resource Speaker: Glenn C. Diwa Facilitators: Ma. Lourdes A. Alborida Rommel L. Santos Ricky L. Pinlac Rowena Soriano
9:30 – 9:45	Health Break (AM Snack)	TWG
9:45 – 11:00	- CP Form 3A: Scenario Generation for Natural Hazard - CP Form 3B: Scenario Generation for Human-Induced Hazard	Resource Speaker: Ma. Lourdes A. Alborida Facilitators: Rommel L. Santos Glenn C. Diwa Ricky L. Pinlac Rowena Soriano
11:00 – 12:00	- CP Form 4A: Affected Population - CP Form 4B: Breakdown of Affected Population	Resource Speaker: Rommel L. Santos Facilitators: Glenn C. Diwa Ma. Lourdes A. Alborida Ricky L. Pinlac Rowena Soriano
12:00 – 1:00	Lunch Break	TWG
1:00 – 2:00	CP Form 5: Cluster Identification	Resource Speaker: Rowena Soriano Facilitators: Glenn C. Diwa Rommel L. Santos Ricky L. Pinlac Ma. Lourdes A. Alborida
2:00 – 2:15	Health Break (PM Snack)	TWG
2:15 – 5:00	CP Form 6: Response Activities	Resource Speaker: Ricky L. Pinlac Facilitators: Glenn C. Diwa Rommel L. Santos Rowena Soriano Ma. Lourdes A. Alborida
4:00 – 7:00	Drafting of forms based on the discussed topic	All Participants
7:00 – 8:00	Dinner	TWG



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DAY 3
May 29, 2025

Time	Topic	Resource Person
7:00 – 8:00	Breakfast	TWG
8:00 – 8:15	Preliminaries, Nationalistic Song, Prayer	AVP
8:15 – 8:30	Recap (Day 2 Topic)	Samuel Quiroz SVEPS – Academic Division
8:30 – 9:30	CP Form 7: Resource Inventory	Resource Speaker: Rowena Soriano Facilitators: Glenn C. Diwa Rommel L. Santos Ricky L. Pinlac Ma. Lourdes A. Alborida
9:30 – 9:45	Health Break (AM Snack)	TWG
9:45 – 10:45	CP Form 8: Resource Projection	Resource Speaker: Glenn C. Diwa Facilitators: Ma. Lourdes A. Alborida Rommel L. Santos Rowena Soriano Ricky L. Pinlac
10:45 – 12:00	- CP Form 9: Resource Gap Summary - CP Form 10: Emergency Operations Center	Resource Speaker: Ma. Lourdes A. Alborida Facilitators: Glenn C. Diwa Rommel L. Santos Rowena Soriano Ricky L. Pinlac
12:00 – 1:00	Lunch Break	TWG
1:00 – 2:00	CP Form 11: Incident Command System	Resource Speaker Rommel L. Santos Facilitators: Glenn C. Diwa Ricky L. Pinlac Rowena Soriano Ma. Lourdes A. Alborida
2:00 – 2:15	Health Break (PM Snack)	TWG
2:15 – 5:00	Activity: Formulation of Contingency Plan Drafts per groupings	Resource Speaker Ricky L. Pinlac Facilitators: Glenn C. Diwa Rommel L. Santos Rowena Soriano Ma. Lourdes A. Alborida TWG (Monitoring)
4:00 – 7:00	Drafting of forms based on the discussed topic	All Participants
7:00 – 8:00	Dinner	TWG



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REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

DAY 4
May 30, 2025

Time	Topic	Resource Person
7:00 – 8:00	Breakfast	TWG
8:00 – 8:15	Preliminaries: Nationalistic Song Prayer	AVP
8:15 – 8:30	Recap (Day 3 Topic)	Mark Jeno Gaor Accountant III – Finance Division
8:30 – 9:30	Presentation of Conplan Drafts	Group 1
9:30 – 9:45	Health Break (AM Snack)	TWG
9:45 – 10:45	Presentation of Conplan Drafts	Group 2
10:45 – 11:45	Presentation of Conplan Drafts	Group 3
11:45 – 12:45	Lunch Break	TWG
12:45 – 1:45	Presentation of Conplan Drafts	Group 4
1:45 – 3:00	Critiquing of ConPlan Drafts	Facilitators: Glenn C. Diwa Ronnel L. Santos Rowena Soriano Ma. Lourdes A. Alborida Ricky L. Pinlac
3:00 – 3:15	Health Break (PM Snack)	TWG
3:15 – 4:15	Closing Program - Certificate Awarding - Check out	TWG



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TECHNICAL WORKING GROUP (TWG)

Group/Designation	Name	Position
Registration	Marisol Cunanan	Administrative Officer III
	Louisa Dawn De Guzman	Dietician/Nutritionist
	Christian Rodriguez	Administrative Officer I
Venue/Food	Avegail Vicente	Administrative Officer V
	Emmanuel Felicilda	Administrative Officer II
	Jereline Oliveria	Dormitory Manager II
Transportation	Marilyn Guevarra	Administrative Officer I
	Marilou Benlirio	Administrative Officer II
Room assignment	Bernadette dela Cruz	Chief Administrative Officer
Documentation	Rosie Basilio	Senior Education Program Specialist
	Perlie Ann Samonte	Supervising Administrative Officer
	Joshua Barrometro	Administrative Assistant II
Certificates	Samuel Quiroz	Supervising Education Program Specialist
	Ma. Glenda dela Fuente	Education Program Specialist II
	Mike Jayvee Bantugan	Administrative Assistant II
Monitoring and Evaluation	Hannah Grace Pedrocillo	Planning Officer I
Technical/AVP	Melbourne Salonga	Information Technology Officer I
	Rennor Clavel	Information Systems Analyst II
Safety	Timi Labandilo	Nurse I
	France Joy Bonagua	Dentist II
Facilitator	Raymond Caling	Planning Officer II



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Department of Education
REGION III
BATAAN HIGH SCHOOL FOR THE ARTS

GROUP ACTIVITY: Formulation of Contingency Plan Drafts

GROUP 1	
1	Ronald Bantugan
2	Romina Velasco
3	Joshua Barrometro
4	Avegail Vicente
5	Jomar dela Cruz
6	Mike Jayvee Bantugan

GROUP 2	
1	Alma Garcia
2	Mark Jenö Gaor
3	Pepito Hernandez
4	Ma. Glenda dela Fuente
5	Louisa Dawn de Guzman

GROUP 3	
1	Bernadette dela Cruz
2	Samuel Quiroz
3	Rosie Basilio
4	France Joy Bonagua
5	Emmanuel Felicilda
6	Jereline Oliveria

GROUP 4	
1	Oliver Arevalo
2	Perlie Ann Samonte
3	Timi Labandilo
4	Neil Jonathan Pantaleon
5	Christian Rodriguez
6	Marilyn Guevarra

MONITORING	
1	Melbourne Salonga
2	Rennor Clavel
3	Raymond Caling
4	Hannah Grace Pedrocillo
5	Mia Ariana Tanciongco