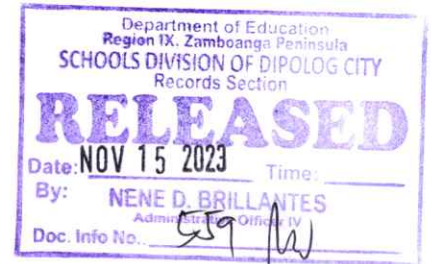




Republic of the Philippines
Department of Education
 Region IX – Zamboanga Peninsula
 SCHOOLS DIVISION OF DIPOLOG CITY



November 14, 2023

DIVISION MEMORANDUM
 No. 559, s. 2023

PUBLIC SERVICE CONTINUITY PLAN WORKSHOP-WRITESHOP

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
 CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
 CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
 SELECT DIVISION PERSONNEL
 This Division
 All Other Concerned

1. Pursuant to the Office of the President of the Philippines Cabinet Action/Decision File No. 381-120517-34, all government agencies should have their respective Public Service Continuity Plan (PSCP) to guarantee the continuity of operations amidst disruptions.
2. Moreover, the National Disaster Risk Reduction and Management Council (NDRRMC) has released a PSCP Template for Government Agencies through NDRRMC Memo No. 33, s.2018. The Civil Service Commission (CSC) has also released Memo Circular No. 02, s.2021 where all government entities are enjoined to formulate and submit their respective PSCP to the Office of the Civil Defense.
3. Hence, this division has organized a series of activities for the crafting/development of its **Public Service Continuity Plan (PSCP)** with the following schedules:

Title	Date	Venue	Participants
PSCP Workshop-Writeshop	Nov. 20 to 24, 2023	Top Plaza Hotel, Dipolog City	Division Continuity Core Team
PSCP Finalization and Packaging	Dec. 04 to 07, 2023	TBD	Continuity Core Group
PSCP Presentation and Acceptance	Dec. 14, 2023	TBD	Division Continuity Core Team
PSCP Roll-Out and Publication	Dec. 15, 2023	TBD	All Division Personnel

Note: See enclosure for the list of names of the participants



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4. Participants to these trainings are requested to bring the following:
 - a. Laptop
 - b. Office Functions (Latest Version)
 - c. Citizen's Charter
5. For questions or clarifications, kindly contact **NUR N. HUSSIEN**, SGOD Chief.
6. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: none

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

SGOD, DRRM
PSCP
DRRM

ADC/20231115-DM-PSCP-Writeshop
November 15, 2023



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ENCLOSURE 1: DIVISION CONTINUITY CORE TEAM (CCT)

CCT Position	Name/Office/Section
Head of Agency	Ma. Liza R. Tabilon, EdD., CESO V/SDS
Senior Leadership	Lourma I. Pucolan, CESE/ASDS Amelinda D. Montero, DM/CID Chief Nur N. Hussien, DM/SGOD Chief
Continuity Managers	Marie Antoinette F. Nazareth/Planning Atty. Maria Cecille B. Tanaga/ Legal Randyl A. Geraga /OIC-AOV
Continuity Coordinators	Nur N. Hussien, DM/SGOD Chief Rambelle C. Flores/HRD Alan D. Chiu/DRRM
Continuity Planning Team	Randyl A. Geraga/Budget Ana Riva E. Lanat/Accounting Love L. Ricafort/Personnel Deborah Mae L. Alejo/Supply Alineil U. Divinagracia/Cash Florenda E. Perocho/Records Section Shellah Marie T. Pactol/General Services Cielbert E. Dondoyano, Jr./Public Affairs Jose Mari M. Apilan/ICT Vince G. Fuerzas/CID Admin Serapino E. Estabat, Jr./Learning Resources Jovencia M. Samante/Alternative Learning Delivery Zhyrine P. Mayormita/EPS Reila Angela Josol/EPS Adrian Refugio/PSDS Melanie Bantilan/PSDS Mariel Gwen L. Abarca/SGOD Admin Crispo Gahisan /SMN Luisiano Murro, Jr./SMME Engr. Christopher Ace B. Bael/Education Facilities Clees Paul Z. Tabiliran/Health & Nutrition
Continuity Core Group	Nur N. Hussien, DM Rambelle C. Flores Marie Antoinette F. Nazareth Alan D. Chiu Jesel B. Chiu Cielbert E. Dondoyano, Jr. Mariel Gwen L. Abarca



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ENCLOSURE 2: INDICATIVE TRAINING MATRIX

Topic/Activity	Responsible Person
DAY 1 (November 20, 2023)	
Preliminaries and Opening Ceremonies <ul style="list-style-type: none"> • Attendance/Registration • Philippine National Anthem • Opening Prayer 	Secretariat AVP
Welcome Remarks Opening Message	Lourma I. Pucolan, CESO VI Asst. Schools District Superintendent Ma. Liza R. Tabilon, CESO V Schools District Superintendent
Activity Overview and Introduction to PSCP	Nur N. Hussien, DM SGOD Chief
DepEd Dipolog Citizen's Charter	Cielbert E. Dondoyano Jr PDO-I/PAU
Module 1: Public Service Continuity Program Initiation <ul style="list-style-type: none"> • Workshop 1: Policy Statement • Presentation of Outputs 	Rambelle C. Flores SEPS-HRD
Module 2: Risk Assessment for Continuity of Operations <ul style="list-style-type: none"> • Workshop 2: Risk Assessment • Presentation of Outputs 	Rambelle C. Flores SEPS-HRD
DAY 2 (November 21, 2023)	
Preliminaries <ul style="list-style-type: none"> • Attendance/Registration • Nationalistic Song • Opening Prayer • Recapitulation of Day 1 Activity 	Secretariat AVP Host/Facilitator
Module 3: Determining and Prioritizing Essential Functions <ul style="list-style-type: none"> • Workshop 3: Establishing Essential Functions • Workshop 4: Impact Analysis • Presentation of Outputs 	Alan D. Chiu PDO-II (DRRM)
Module 4: Developing Continuity Strategies <ul style="list-style-type: none"> • Workshop 5: Continuity Strategies • Presentation of Outputs 	Alan D. Chiu PDO-II (DRRM)
DAY 3 (November 22, 2023)	
Preliminaries <ul style="list-style-type: none"> • Attendance/Registration • Nationalistic Song • Opening Prayer • Recapitulation of Day 2 Activity 	Secretariat AVP Host/Facilitator
Module 5: Developing the Public Service Continuity Plan	Alan D. Chiu PDO-II (DRRM)
Module 5: Developing the Public Service Continuity Plan (continued) <ul style="list-style-type: none"> • Writeshop for PSCP 	Alan D. Chiu PDO-II (DRRM)
DAY 4 (November 23, 2023)	
Preliminaries <ul style="list-style-type: none"> • Attendance/Registration • Nationalistic Song • Opening Prayer 	Secretariat AVP



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Topic/Activity	Responsible Person
<ul style="list-style-type: none"> Recapitulation of Day 3 Activity 	Host/Facilitator
Module 6: Exercising, Testing and Maintaining the Public Service Continuity Program <ul style="list-style-type: none"> Workshop 6: Exercise Plan Presentation of Output 	Alan D. Chiu PDO-II (DRRM)
Presentation of the draft Public Service Continuity Plan <ul style="list-style-type: none"> Introduction Purpose Policy Statement Scope Roles and Responsibilities Definition of Terms Assumptions Mission Essential Functions and Recovery Time Objectives Activation Criteria, Procedures and Authority Continuity Strategies Resource Requirements Communication Procedure Testing and Maintenance References Appendices Approval and Monitoring 	Assigned Groups
DAY 5 (November 24, 2023)	
Attendance/Registration	Secretariat
Presentation of the draft PSCP (continued)	Assigned Groups
Closing Program	Host
Philippine National Anthem Prayer	AVP
Testimonies	Select Participants
Awarding of Certificates	Host
Closing Remarks	Amelinda D. Montero, DM CID Chief

Training Management Team

Activity Proponent	Nur N. Hussien, DM Rambelle C. Flores Alan D. Chiu
Attendance and Registration	Marie Antoinette F. Nazareth Jesel B. Chiu
Secretariat and Certificates	Rambelle C. Flores Luisiano S. Murro Jr
Photo Documentation	Cielbert E. Dondoyano, Jr. Mariel Gwen L. Abarca
Support Staff	Florenda E. Perocho Vince G. Fuerzas



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