



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

November 30, 2023

DIVISION MEMORANDUM
No. 588, s. 2023

PUBLIC SERVICE CONTINUITY PLAN

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


- Relative to Division Memo No. 559, s. 2023, this Division has organized a team for the development of its Public Service Continuity Plan (PSCP) which is called the Continuity Core Team (CCT); such team was categorized into the following sub-teams or composition:
 - Head of Agency
 - Senior Leadership
 - Continuity Managers
 - Continuity Coordinators
 - Continuity Planning Team
 - Continuity Core or Working Group
- Moreover, on November 20 to 24, 2023, the CCT have undergone a Workshop and Writeshop for the drafting and development of the Division PSCP.
- Hence, this issuance is to reiterate the upcoming series of activities in relation to the crafting and development of the PSCP with the following schedules:

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



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City

4. On the other hand, concerned personnel are reminded with their respective assignments (see enclosure) and have it submitted not later than December 01, 2023 through this link: <https://bit.ly/SDO-Dipolog-PSCP>.
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/20231130-DM-PSCP
November 30, 2023



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog_city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City

ENCLOSURE: ASSIGNMENTS

What	Who	When
Final Draft Version		
Introduction	Nur N. Hussien	Submission Date: December 01, 2023 Submit to: https://bit.ly/SDO-Dipolog-PSCP
Purpose		
Policy Statement	Atty. Maria Cecille B. Tanaga	
Scope	Randyl A. Geraga	
Roles and Responsibilities	Yuri Nathaniel Nadala	
Definition of Terms	Shellah Marie T. Pactol	
Assumptions		
Mission Essential Functions and Recovery Time Objectives	Alan Chiu	
Activation Criteria, Procedures and Authority		
Continuity Strategies	QMS – Nur Hussien SC – Cielbert Dondoyano Jr Office Functions: SGOD – Luisiano Murro OSDS – Janine Tubio CID – not applicable	
Resource Requirements	Alineil U. Divinagracia	
Communication Procedure	Jose Mari Apilan	
Testing and Maintenance	Alan Chiu	
References	CCG	
Appendices	CCG	
Approval and Monitoring	CCG	