



Republic of the Philippines

## Department of Education

REGION III- CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

July 1, 2024

### SCHOOLS DIVISION MEMORANDUM

No. 210, s. 2024

#### SCHOOLS DIVISION CONDUCT OF TRAINING-WRITESHOP FOR THE DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN (PSCP)

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Unit Heads  
All Others Concerned

1. Pursuant to Republic Act 10121 entitled *Philippine Disaster Risk Reduction Act of 2010* which enjoined a whole-of-government approach in DRRM, this Office will conduct a training-writeshop on the Development of Contingency Plan on July 17-20, 2024. The training on July 17 will be held in MNHS Main-JHS Conference Hall at 8:30 a.m. while the writeshop on July 18-20 will be in Bolinao, Pangasinan.
2. The activity aims to capacitate the participants in formulating PSCP and equipped participant's knowledge about delivery of the essential functions in an organization regardless of any disaster that might occur.
3. All participants are advised to bring their own laptop and extension cords to be used during the writeshop.
4. Attached is the training matrix for reference.
5. Immediate and wide dissemination of the Memorandum is desired.

  
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: Republic Act 10121  
To be indicated in the Perpetual Index  
Under the following subjects:

PUBLIC SERVICE CONTINUITY PLAN

REA PSCP Training Writeshop  
012/July 1, 2024

\_\_\_\_\_, s. 2024



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## SCHOOLS DIVISION CONDUCT OF TRAINING-WRITESHOP FOR THE DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN (PSCP) TRAINING MATRIX July 17-20, 2024

<b>Day 1 (MNHS-Main JHS - July 17, 2024)</b>		
8:30 – 9:10	Nationalistic Song	AVP
	Prayer	<b>LAMBERTO P. CORPUZ</b> <i>Senior Education Program Specialist</i>
	DepEd Munoz Hymn	AVP
	Roll Call of Participants	<b>ENGR. ALVIN D. TANGONAN</b> <i>DepEd Engineer</i>
	Welcome Remarks	<b>RONILO E. HILARIO, CESO VI</b> <i>Asst. Schools Division Superintendent</i>
	Inspirational Message	<b>JOHANNA N. GERVACIO PhD, CESO V</b> <i>Schools Division Superintendent</i>
	Statement of Purpose	<b>BERNARDO A. GARGABITE EdD</b> <i>Chief ES – SGOD</i>
	Introduction to the Guest Speaker	<b>JOEL G. DIZON</b> <i>Education Program Specialist</i>
9:11 – 9:30	Introduction to Public Service Continuity Planning	<b>MARIA LUISA L. GAMINO</b> <i>Project Development Officer II</i>
9:31 – 10:00	<b>Module 1:</b> Public Service Continuity Initiation	<b>MARIA LUISA L. GAMINO</b> <i>Project Development Officer II</i>
10:01 – 10:15	SNACK	All Participants
10:16 – 12:00	<b>Module 2:</b> Risk Assessment for Continuity of Operations	<b>MARIA LUISA L. GAMINO</b> <i>Project Development Officer II</i>
12:01 – 13:00	LUNCH	All Participants
13:01 – 14:30	<b>Module 3:</b> Determining and Prioritizing Essential Functions	<b>MARK JAYSON VALDEZ</b> <i>Education Program Specialist II</i>
14:31 – 14:45	SNACK	All Participants
14:46 – 16:00	<b>Module 4:</b> Developing Continuity Strategies	<b>MARK JAYSON VALDEZ</b> <i>Education Program Specialist II</i>
<b>Day 2 (Pangasinan - July 18, 2024)</b>		
13:01 – 14:00	<b>Preliminaries</b>	
14:01 – 17:00	<b>Module 5:</b> Developing the Public Service Continuity Plan (Discussion-workshop) <ul style="list-style-type: none"> <li>➤ Introduction</li> <li>➤ Purpose</li> <li>➤ Policy Statements</li> <li>➤ Scope</li> <li>➤ Roles and Responsibilities</li> </ul>	<b>ROSAN E. ARISTON</b> <i>Project Development Officer II</i>



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	<ul style="list-style-type: none"> <li>➤ Definition of Terms</li> <li>➤ Assumptions</li> </ul>	
<b>Day 3 (Pangasinan July 19, 2024)</b>		
8:30 – 9:00	<b>Preliminaries</b>	
9:01 – 12:00	<b>Module 5:</b> Developing the Public Service Continuity Plan (Discussion-workshop) <ul style="list-style-type: none"> <li>➤ Mission Essential Functions and Recovery Time Objectives</li> <li>➤ Activation Criteria, Procedures and Authority</li> </ul>	<b>JOEL G. DIZON</b> <i>Education Program Specialist II</i>
12:01 – 13:00	LUNCH	
13:01 – 17:00	<b>Module 5:</b> Developing the Public Service Continuity Plan (Discussion-workshop) <ul style="list-style-type: none"> <li>➤ Continuity Strategies</li> <li>➤ Resource Requirements</li> <li>➤ Communication Procedure</li> <li>➤ Testing and Maintenance</li> <li>➤ References</li> <li>➤ Appendices</li> <li>➤ Approval &amp; Monitoring</li> </ul>	<b>JOEL G. DIZON</b> <i>Education Program Specialist II</i>
	<b>Module 6:</b> Exercising, Testing, and Maintaining the Public Service Continuity Program	<b>ROSAN E. ARISTON</b> <i>Project Development Officer II</i>
<b>Day 4 (Pangasinan July 20, 2024)</b>		
8:30 – 9:00	Preliminaries	
9:01 – 11:30	Presentation of Output	Selected SDO Personnel (per unit)
11:31 – 12:00	Closing Remarks	<b>WINNIE W. POLI</b> <i>Education Program Supervisor</i>