



Republic of the Philippines
Department of Education
 REGION III- CENTRAL LUZON
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

September 12, 2024

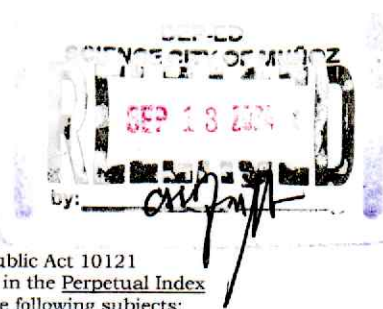
SCHOOLS DIVISION MEMORANDUM

No. 305, 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, also known as the Philippine Disaster Risk Reduction and Management Act of 2010, which promotes a whole-of-government approach to DRRM, this Office will conduct a training-writeshop on the Development of Contingency Plans on September 16, and 18-20, 2024. The training session on September 16 will be held at 9:00 a.m. in the Schools Division Office (SDO) Conference Hall, while the writeshop from September 18-20 will take place in Baguio City.
2. The activity aims to equip participants with the skills to develop a Public Service Continuity Plan (PSCP) and enhance their knowledge of delivering essential functions within an organization, regardless of any disaster that may occur.
3. Participants are advised to bring their own laptops and extension cords for use during the activity, as well as their own meal provisions for the first day of the orientation.
4. Attached are the training matrix and list of participants 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
 021/September 12, 2024



Address: Brgy. Rizal, Science City of Muñoz, 3119
 Telephone No.: (044) 806 -2192; Email Address: munozone.science.city@deped.gov.ph



Republic of the Philippines

Department of Education

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

Enclosure No. 1 to Schools Division Memorandum No. 305, s. 2024

SCHOOLS DIVISION CONDUCT OF TRAINING-WRITESHOP FOR THE DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN (PSCP) TRAINING MATRIX September 16, 18-20, 2024

Day 1 (SDO Conference Hall – September 16, 2024)		
9:00 – 9:30	Nationalistic Song	AVP
	Prayer	LAMBERTO P. CORPUZ <i>Senior Education Program Specialist</i>
	DepEd Munoz Hymn	AVP
	Roll Call of Participants	ENGR. ALVIN D. TANGONAN <i>DepEd Engineer</i>
	Welcome Remarks	RONILO E. HILARIO, CESO VI <i>Asst. Schools Division Superintendent</i>
	Inspirational Message	JOHANNA N. GERVACIO PhD, CESO V <i>Schools Division Superintendent</i>
	Statement of Purpose	BERNARDO A. GARGABITE EdD <i>Chief ES – SGOD</i>
	Introduction to the Guest Speaker	JOEL G. DIZON <i>Education Program Specialist</i>
9:30 – 10:00	Introduction to Public Service Continuity Planning	MARIA LUISA L. GAMINO <i>Project Development Officer II</i>
10:00 – 10:30	Module 1: Public Service Continuity Initiation	MARIA LUISA L. GAMINO <i>Project Development Officer II</i>
10:31 – 10:45	BREAK	All Participants
10:46 – 12:00	Module 2: Risk Assessment for Continuity of Operations	MARIA LUISA L. GAMINO <i>Project Development Officer II</i>
12:01 – 13:00	LUNCH BREAK	All Participants
13:01 – 14:30	Module 3: Determining and Prioritizing Essential Functions	MARK JAYSON VALDEZ <i>Education Program Specialist II</i>
14:31 – 14:45	BREAK	All Participants
14:46 – 16:00	Module 4: Developing Continuity Strategies	MARK JAYSON VALDEZ <i>Education Program Specialist II</i>
Day 2 (Baguio City - September 18, 2024)		
13:01 – 14:00	Preliminaries	



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozone.science.city@deped.gov.ph



Republic of the Philippines

Department of Education

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

14:01 – 17:00	Module 5: Developing the Public Service Continuity Plan (Discussion-workshop) <ul style="list-style-type: none"> ➤ Introduction ➤ Purpose ➤ Policy Statements ➤ Scope ➤ Roles and Responsibilities ➤ Definition of Terms ➤ Assumptions 	ROSAN E. ARISTON <i>Project Development Officer II</i>
Day 3 (Baguio City - September 19, 2024)		
8:30 – 9:00	Preliminaries	
9:01 – 12:00	Module 5: Developing the Public Service Continuity Plan (Discussion-workshop) <ul style="list-style-type: none"> ➤ Mission Essential Functions and Recovery Time Objectives ➤ Activation Criteria, Procedures and Authority 	JOEL G. DIZON <i>Education Program Specialist II</i>
12:01 – 13:00	LUNCH	
13:01 – 17:00	Module 5: Developing the Public Service Continuity Plan (Discussion-workshop) <ul style="list-style-type: none"> ➤ Continuity Strategies ➤ Resource Requirements ➤ Communication Procedure ➤ Testing and Maintenance ➤ References ➤ Appendices 	JOEL G. DIZON <i>Education Program Specialist II</i>



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806-2192; Email Address: munozone.scity@deped.gov.ph



Republic of the Philippines

Department of Education

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

	➤ Approval & Monitoring	
	Module 6: Exercising, Testing, and Maintaining the Public Service Continuity Program	ROSAN E. ARISTON <i>Project Development Officer II</i>
Day 4 (September 20, 2024)		
8:30 – 9:00	Preliminaries	
9:01 – 11:30	Presentation of Output	Selected SDO Personnel (per unit)
11:31 – 12:00	Closing Remarks	WINNIE W. POLI <i>Education Program Supervisor</i>



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph



Republic of the Philippines

Department of Education

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

Enclosure No. 2 to Schools Division Memorandum No. 305 s. 2024

LIST OF PARTICIPANTS

#	NAME	UNIT
1	SDS Johanna Gervacio	OSDS
2	ASDS Ronilo Hilario	OSDS
3	Mr. Fhriessy Cruz S. Bermuda, II	OSDS
4	Mr. Jomel V. Mangawang	OSDS
5	Mr. Johann M. Tabing	OSDS
6	Ms. Emalyn R. Maglanoc	OSDS
7	Ms. Winnie S. Valdez	OSDS
8	Mr. Aaron Sobrevilla	OSDS
9	Ms. Stella Marie C. Dumale	OSDS
10	Ms. Kimberly Joan N. Tadeo	OSDS
11	Ms. Winnie Poli	SGOD
12	Mr. Bernardo Gargabite	SGOD
13	Dra. Marianne C. Coronel	SGOD
14	Dr. Jayson V. Flores	SGOD
15	Mr. Cyril S. Talusan	SGOD
16	Mr. Lamberto P. Corpuz	SGOD
17	Engr. Alvin D. Tangonan	SGOD
18	Mr. Joel G. Dizon	SGOD
19	Mr. James Patrick Barias	SGOD
20	Ms. Rosan E. Ariston	SGOD
21	Dr. Larry B. Espiritu	CID
22	Dr. Mary Queen P. Orpilla	CID
23	Ms. Leilani Tidalgo	CID
24	Dr. Nelie D. Sacman	CID
25	Dr. Novalyn C. Rodolfo	CID
26	Ms. Melody Galingan	CID
27	Ms. Mercedita Saldero	CID
28	Mr. Augusto Mateo	CID
29	Ms. Zoraida Espino	CID
30	Ms. Aileen Mactal	CID



Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; Email Address: munozone.scity@deped.gov.ph