



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF SAGAY CITY

JUN 26 2024

Division **Memorandum**
 No. 385, s. 2024

FOUR (4)-DAY CAPABILITY BUILDING TRAINING AND WRITESHOP ON PUBLIC SERVICE CONTINUITY PLAN (PSCP) FOR DIVISION CHIEFS, UNIT HEADS, AND IDENTIFIED DIVISION PERSONNEL

To: OIC-Office of the Asst. Schools Division Supt.
 Chiefs of CID & SGOD
 Education Program Supervisors (CID & SGOD)
 Section and Unit Heads

1. Pursuant to National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No.33 and in accordance with **Civil Service Commission (CSC) Memorandum Circular No. 2, 2021, entitled Formulation of the Public Service Continuity Plan (PSCP)**, all government departments, offices, bureaus, services, units, and instrumentalities are required to create their own PSCPs. This office will hold a **Four (4)-Day Live-in Capacity Building Training and Writeshop on PSCPs** for Division chiefs, unit heads, and identified division personnel from **July 2–5, 2024, at the Acacia Hotel, Burgos Extension, Reclamation Area, Bacolod City.**

3. This activity aims to:

- a. review the process of crafting a Public Service Continuity Plan (PSCP) that is responsive to the need for the continuity of operation in DepEd offices after a worst-case scenario.
- b. apply the process of crafting a PSCP that is responsive to the need for the continuity of operation in DepEd offices after a worst-case scenario.
- c. develop a PSCP that is responsive to the need for the continuity of operation in DepEd offices after a worst-case scenario.
- d. promote the value of accountability, safety, collaboration, teamwork, continuous improvement, mutual trust, and respect to DepEd Sagay City Division personnel and other vulnerable individuals in the division office setting.

4. The participants are required to bring the following:

- * Job Description/Duties and Responsibilities;
- * Citizen Charter Organization Structure/Functions and Responsibilities
- * Laptop and Extension Wire

5. Attached in this Memorandum is the List of Participants in this Capability Training and Workshop on Public Service Continuity Plan.

6. Transportation expenses of the participants and secretariat shall be charged against local funds while the transportation and incidental expenses of the resource speakers will be charged against the DRRM DPRP Fund, meals and accommodation of the participants, secretariat and resource speakers shall be chargeable to the downloaded DRRM DPRF Funds on Public Service Continuity Planning subject to the usual accounting and auditing rules and regulations.



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7. This Memorandum will serve as the official Authority to Travel of the participants subject to compliance with required documents provided under DepEd Order No. 22, s. 2019 entitled Guidelines on Official Travels in the Department of Education.
8. For more information, you may contact Mr. James P. Sabio, Project Development Officer-II through mobile number 0943-1340-994 or email address at james.sabio@deped.gov.ph.
9. Immediate and wide dissemination of this Memorandum is desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

Enclosure: As stated:

Reference: NONE

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

CAMPAIGN

SCHOOL

SAFETY EDUCATION

2024 Document/jamespsabio
Memo on PSCP CapB and Writeshops





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**LIST OF PARTICIPANTS FOR THE PUBLIC SERVICE CONTINUITY PLAN (PSCP)
July 2-5, 2024**

	NAME	POSITION	SCHOOL / OFFICE
1	Marsette D. Sabbaluca, CESO VI	SDS	OSDS
2.	Mark Anthony J. Tan, PhD	OIC-ASDS	OSDS
3	Feliciano B. Mercurio	EPS-ALS	CID
4	Nenita P. Gamao. PhD	Chief of CID	CID
5	Noe B. Abdon	AO-V	OSDS
6	Ma. Linda S. Tan	AO IV(HRMO)	OSDS
7	Lucena R. Sabajas	AO V (Budget)	OSDS
8	Atty. Barbara Ann Tolentino	Attorney III	OSDS
9	Jonah Uypico	ICT	OSDS
10	Rhodora Desamparado	Records Section	OSDS
11	Romie J. Osal	Supply Officer	OSDS
12	Aimie C. Emnace	Cashier	OSDS
13	Josie Rebusquillo	Accountant III	OSDS
14	Jun Marl Alconga	EPS-II Soc-Mob	SGOD
15	John Paolo Jaropillo	Dentist II	SGOD
16	Lisette Grace U. Cabalang	Nurse II	SGOD
17	Engr. Edward S. Martorillas	Engineer III	SGOD
18	Nelson L. Gellera	SEPS, HRD	SGOD
19	Jerson F. Donasco	SEPS, Soc-Mob	SGOD
20	Jerald Maglantay	PDO-I LFD	SGOD
21	Josette P. Balandra, PhD	EPS-SGOD	SGOD
22	Engr Brenda Dinah Labangco	Planning Officer	SGOD
23	Marlon Dublin, PhD	EPS-(LRMD)	CID
24	James P. Sabio	PDO II (DRRM)	SGOD
25	Nova Zamora	SEPS-M&E	SGOD
B. Members of the Quality Assurance & Monitoring Team			
26.	Inger S. Pacheco	EPS-II M&E	SGOD
27.	Jecen A. Despi	EPS-II HRD	SGOD
C. Technical Working Group			
28.	Melona Celis	ADAS II	SGOD
29.	Emalyn B. Demetita	PDO-I	SGOD
30.	Mark Lester H. Navarro	COS	SGOD