



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

SEP 02 2024


DIVISION MEMORANDUM

No. 536, s. 2024

**WORKSHOP ON THE CRAFTING OF REGIONAL OFFICE VI PUBLIC
SERVICE CONTINUITY PLAN (PSCP)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CTD & SGOD)
Public Schools District Supervisors / CLD
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Enclosed is a copy of **Regional Memorandum No. 782 s.2024** dated August 30, 2024 announcing to the field the conduct of "*Workshop on the Crafting of Regional Office VI Public Service Continuity Plan (PSCP)*".
2. Immediate dissemination of this Memorandum is desired.


NOEL B. ABDON
Administrative Officer V
In-charge of the Division

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

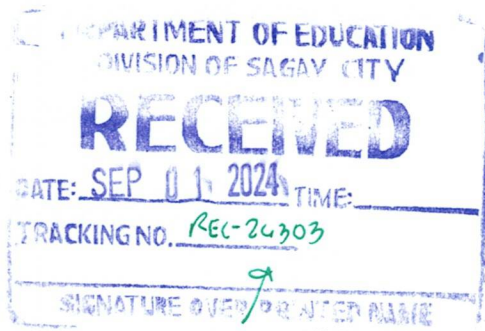
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Reference : As stated
Allotment : N/A
Encl.: As stated
ADMIN/NABDON 9/2/24



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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS



AUG 30 2024

REGIONAL MEMORANDUM
No. **782**, s. 2024

**WORKSHOP ON THE CRAFTING OF REGIONAL OFFICE VI PUBLIC
SERVICE CONTINUITY PLAN (PSCP)**

To: Chiefs and Unit Heads, Functional Division
Regional DRRM Team
All Others Concerned

1. In consonance with the issuance of Civil Service Commission (CSC) MC No. 2, s. 2021 titled, **Formulation of the Public Service Continuity Plan (PSCP)**, National Disaster Risk Reduction and Management (NDRRMC) Memorandum No. 33, s. 2018 titled, **Public Service Continuity Plan (PSCP) Template for Government Agencies**, and OUOPS Memorandum No. 2023-04-111515 titled, **Reiteration of the Public Service Continuity Plan (PSCP) Template for Government Agencies**, to develop the PSCP to ensure the continuous delivery of quality public services in times of emergency and disasters, this Office through the Education Support Service Division (ESSD) shall conduct the **Workshop on the Crafting of Regional Office VI Public Service Continuity Plan on September 16-20, 2024 at Punta Villa Hotel and Resort, Sto. Niño Sur, Arevalo, Iloilo City.**

2. This activity aims to:

- define the continuity planning process;
- understand the basic principles and importance of public service continuity plan;
- develop a public service continuity policy;
- know the roles and responsibilities of the continuity core team members;
- know the organization's essential functions, mission essential functions, recovery time objective and process in the conduct of impact analysis;
- identify appropriate continuity strategies for mission essential functions;
- identify the basic components of the public service continuity plan; and
- craft the Regional Office VI Public Service Continuity Plan.

3. The expected participants are the Functional Division Chiefs, Unit Heads, and the members of the Regional Office VI DRRM Team. Attached are the list of participants to this activity and the proposed program matrix for reference.



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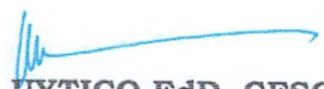


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4. The food and accommodation of the participants shall be charged against the DRRM Program Support Fund with SARO OSEC-6-23-5643 subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: (CSC) MC No. 2, s. 2021, (NDRRMC) Memorandum No. 33, s. 2018, OUOPS Memorandum No. 2023-04-111515

To be indicated in the Perpetual Index
under the following subjects

CALAMITY
PROCEDURE
TRAINING PROGRAM

WMV/RM/Workshop on the Crafting of Regional Office VI Public Service Continuity Plan
180/August 28, 2024



Address: Duran Street, Iloilo City, 5000
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Proposed Program Matrix

WORKSHOP ON THE CRAFTING OF REGIONAL OFFICE VI PUBLIC SERVICE CONTINUITY PLAN (PSCP)

September 16-20, 2024

Time	Activity
Day 1 – September 16, 2024	
8:00 am – 5:00pm	Arrival and Registration of Participants
	Opening/Preliminaries Program
	Levelling of Expectations
	Overview of Public Service Continuity Plan
	Introduction to Public Service Continuity Planning
	Workshop: Policy Statement
	Module 1: Public Service Continuity Program Initiation
	Module 2 : Risk Assessment for Continuity of Operations
Day 2 – September 17, 2024	
8:00am – 5:00pm	Management of Learning
	Module 3: Determining and Prioritizing Essential Functions (1 st Part)
	Workshop: Risk Assessment
	Workshop: Establishing Mission Essential Functions
	Module 3: Determining and Prioritizing Essential Functions (2 nd Part)
Day 3 – September 18, 2024	
8:00am – 5:00pm	Management of Learning
	Workshop: Establishing Mission Essential Functions
	Open Forum/Plenary
	Module 4: Developing Continuity Strategies
	Workshop: Impact Analysis
Day 4 – September 19, 2024	
8:00am – 5:00pm	Management of Learning
	Module 5: Developing the Public Service Continuity Plan
	Workshop: Continuity Strategies
	Open Forum/Plenary
	Module 6: Exercising, Testing and Maintaining the Public Service Continuity Plan
	Workshop: Exercise Plan and Action Plan
Day 5 – September 20, 2024	
8:00am – 5:00pm	Management of Learning
	Presentation and Feedback Giving
	Closing Program

**WORKSHOP ON THE CRAFTING OF REGIONAL OFFICE VI PUBLIC
SERVICE CONTINUITY PLAN (PSCP)**

LIST OF THE PARTICIPANTS

	NAME	DIVISION
1	Ramir B. Uytico EdD, CESO III	ORD
2	Victor G. DeGracia, Jr, PhD, CESO V	ARD
3	Atty. Jessica S. Sapalo	Administrative Section
4	Martha I. Ampig CPA, MBA	Finance
5	Elena P. Gonzaga PhD	CLMD
6	Leonerico E. Barredo PhD	ESSD
7	Donald G. Ginene PhD	FTAD
8	Susan D. Severino PhD	HRDD
9	Leo D. Dedoroy PhD	PPRD
10	Jude Thaddeus I. Iledan PhD	QAD
11	Mark Anthony Durana	LRMDS
12	Romeo Sanchez	Personnel
13	Merlina C. Jaleco	Records
14	Cornelio G. Gandicela, Jr.	Supply
15	Rex Puljanan	Cash
16	Daisy Dumalaog	ERF
17	Jepnie Jan G. Barrido	RPSU
18	Engr. Kristine Fernandez	BAC
19	Regina Peña	GSU
20	Atty. Mariles Palacios	Legal Unit
21	Hernani Escullar, Jr	PAU
22	Noel Donell Narida	ICT
23	Jhona Lyda Sitchon	BFD
24	Trichelle Juele	BFD
25	Atty. Melchor Villalobos	Jalandoni Estate
26	John-John Panela	RO DRRM Team
27	Rissa Calogho	RO DRRM Team
28	Janine E. Galindo	RO DRRM Team
29	Denmark Barrido	RO DRRM Team
30	Engr Lester Alentaje	RO DRRM Team
31	Robert Francis Deles	RO DRRM Team
32	Ervin V. Banza	RO DRRM Team
33	Noel E. Santillan	RO DRRM Team
34	Mark Louie C. Liwa	RO DRRM Team
35	Alan A. Pornel	RO DRRM Team
36	Thelma Matin	RO DRRM Team
37	Zander F. Frofunga	RO DRRM Team
38	Jhon Mark Gegantoni	RO DRRM Team
39	Irene S. Magante	RO DRRM Team
40	Melchor Kim Kwan	RO DRRM Team
41	Ma.Lira Cynthia B. Quejada	RO DRRM Team
42	Jennie Rose Jacela	RO DRRM Team
43	Jonalyn Lizada	RO DRRM Team
44	Jennifer Macairan	RO DRRM Team
45	Rosemarie Girado	ORD Staff
46	Cherry Lou L. Albeza	ARD Staff
47	Wendyl Mae Villaprudente	RO DRRM Team
48	Ruby Llave	M & E (QAD)
49	Cherry D. Elgario	TWG
50	Thea Mae Genton	TWG
51	Engr Lester Alentaje	TWG
52		Resource Speaker
53		Resource Speaker
54		Resource Speaker
55		Resource Speaker
56		Resource Speaker