



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.


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

MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent

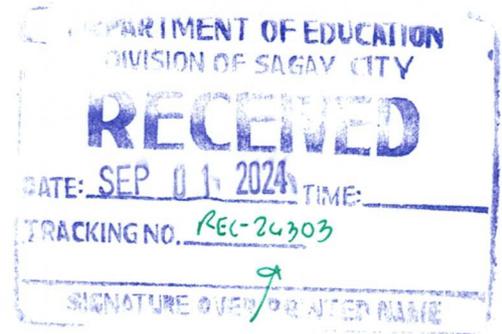
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Reference : As stated
Allotment : N/A
Encl.: As stated
ADMIN/NABDON 9/2/24



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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:

- a. define the continuity planning process;
- b. understand the basic principles and importance of public service continuity plan;
- c. develop a public service continuity policy;
- d. know the roles and responsibilities of the continuity core team members;
- e. know the organization's essential functions, mission essential functions, recovery time objective and process in the conduct of impact analysis;
- f. identify appropriate continuity strategies for mission essential functions;
- g. identify the basic components of the public service continuity plan; and
- h. 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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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



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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 |
| 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 |
| Day 5 – September 20, 2024 | |
| 8:00am – 5:00pm | Worshop: Exercise Plan and Action Plan |
| | 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. Fofunga | 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 | | |
| 53 | | Resource Speaker |
| 54 | | Resource Speaker |
| 55 | | Resource Speaker |
| 56 | | Resource Speaker |