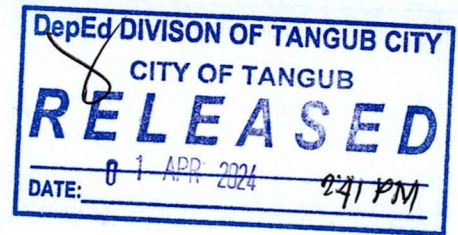




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



March 21, 2024

**DIVISION MEMORANDUM**

No. 134, s. 2024

**CRAFTING OF DIVISION PUBLIC SERVICE CONTINUITY PLAN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors  
Public Schools District In-Charge  
Division Office Personnel  
All Others Concerned  
This Division

1. Pursuant to OUOPS Memorandum No. 2023-04 titled Guidelines on the Utilization and Reporting of the FY2023 Disaster Preparedness and Response Program (DPRP) Funds where Annex C: Implementing Guidelines of the FY2023 Disaster Preparedness and Response Program Funds for the Development and/or Enhancement of Public Service Continuity Plan (PSCP) in DepEd Field Office, this Division will conduct a Division Workshop on Crafting Of Division Public Service Continuity Plan on **April 2 to 5, 2024, at La Elena Pension House, Jimenez, Misamis Occidental.**

2. The objectives of this activity are the following:

- a. Capacitate personnel on the importance of a Public Service Continuity Plan in ensuring the organizational management is prepared to respond to potential disruptions in the delivery of services
- b. Develop a Division Public Service Continuity Plan

3. The participants of this activity are as follows:

Name	Position
1. Shambaeh A. Abantas-USman	Schools Division Superintendent
2. Erlinda G. Dael	Assistant Schools Division Superintendent
3. Sheldon F. Honculada	Education Program Supervisor
4. Wilfredo B. Canete	Education Supervisor I
5. Jolito P. Vince	Education Supervisor I
6. Rene Boy G. Roxas	Senior Education Program Specialist
7. Redeemer D. Denapo	Senior Education Program Specialist
8. Mohamad T. Batingolo	Project Development Office II
9. Dorothy P. Neri	Planning Officer III
10. Stephen T. Amen	Nurse II

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11. Alden M. Antonio	Information Technology Officer
12. Ailmae M. Galariana	Admin Assistant II
13. Marites C. Suminguit	Budget Officer III
14. Eleanor A. Bellingan	Administrative Officer IV
15. Delialah L. Laping	Administrative Assistant III
16. Arnold C. Montefalcon	Division Guidance Councilor
17. Wilson M. Ozaraga	Engineer III

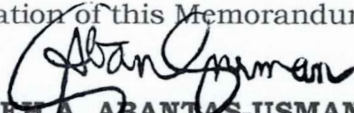

4. Other participants will attend the re-echo of the same activity on different schedules to be announced. The participants are as follows.

<b>Name</b>	<b>Position</b>
1. Lorna C. Penonal	Chief ES, SGOD
2. Angelina B. Buaron	Chief ES, CID
3. Puriza L. Legaspi	Education Supervisor I
4. Gina L. Mandawe	Education Supervisor I
5. Elfida D. Enerio	Education Supervisor I
6. Liegh S. Enayo	Education Program Specialist II
7. Bride Joy M. Candano	Education Program Specialist II
8. Arniel B. Mehoy	Project Development Office I
9. Rey P. Manlangit	Administrative Assistant III
10. Jun Clifford C. Estrella	Dentist II
11. Delma R. Denapo	Administrative Officer V
12. Ronnie M. Senarillos	Supply Officer II
13. Krizza Lorraine E. Duhaylungsod	Administrative Officer VI

5. Certificate of appearance/attendance shall be issued after the activity for participants with complete attendance for the whole duration.

6. Meals and accommodation shall be charged against the Disaster Preparedness and Response Program (DPRP) FY 2023 while traveling expenses shall be charged to local funds subject to usual accounting and auditing policies, rules, and regulations.

7. Immediate and wide dissemination of this Memorandum is desired.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent 



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**CRAFTING OF DIVISION PUBLIC SERVICE CONTINUITY PLAN**

**TRAINING MATRIX**

<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
<b>April 2, 2024 Day 1</b>		
8:00 – 9:30	Arrival of Participants	<b>Facilitators</b>
9:30 – 10:00	Preliminaries <ul style="list-style-type: none"><li>• Prayer</li><li>• National Anthem</li><li>• Mindfulness/Energizer</li><li>• Introduction of Participants</li></ul>	<b>Host</b> <b>Video Presentation</b>
10:00 -10:20	Welcome Remarks	<b>Lorna C. Penonal</b> Chief ES, SGOD
10:20 – 10:40	Inspirational Message	<b>Shambaeh A. Abantas-Usman, CESO VI</b> Schools Division Superintendent
10:40 – 10: 50	Opening Message	<b>Erlinda G. Dael, CESE</b> Assistant Schools Division Superintendent
10:50 – 11:00	Health Break	<b>ALL</b>
11:00 – 12:00	Presentation of Strand Direction	<b>Mohamad T. Batingolo</b> Project Development Officer II
12:00 – 1:00	Lunch Break	<b>ALL</b>
1:00 – 3:00	<ul style="list-style-type: none"><li>• Overview of Public Service Continuity Plan</li><li>• Legal and Policy Basis of PSCP</li></ul>	<b>Resource Speaker</b>
3:00 – 3:15	Health Break	<b>ALL</b>
3:15 – 5:00	<ul style="list-style-type: none"><li>• Development of PSCP in the Philippines</li><li>• Evolution of Continuity Planning</li></ul>	<b>Resource Speaker</b>
<b>April 3, 2024 Day 2</b>		
8:00 – 8:30	Preliminaries <ul style="list-style-type: none"><li>• Prayer</li><li>• National Anthem</li><li>• Mindfulness/Energizer</li></ul>	<b>Facilitators</b>
8:30 – 10:30	<ul style="list-style-type: none"><li>• Basic Concepts and Principles of Public Service Continuity Plan Management</li></ul>	<b>Resource Speaker</b>
10:30 – 10:45	Health Break	<b>ALL</b>
10:45 – 12:00	<ul style="list-style-type: none"><li>• Distinguishing the PSCP</li></ul>	<b>Resource Speaker</b>
12:00 – 1:00	Lunch Break	<b>ALL</b>
1:00 – 3:00	<ul style="list-style-type: none"><li>• Formulation of Public Service Continuity Plan</li></ul>	<b>Resource Speaker</b>
3:00 – 5:00	<ul style="list-style-type: none"><li>• Forms and Templates</li></ul>	<b>Resource Speaker</b>



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<b>April 4, 2024 Day 3</b>		
8:00 – 8:30	Preliminaries <ul style="list-style-type: none"><li>• Prayer</li><li>• National Anthem</li></ul> Mindfulness/Energizer	<b>Facilitators</b>
8:30 – 9:00	Recap of Previous Topic	<b>Host</b>
9:00 – 10:00	Exercise and Testing Plan	<b>Resource Speaker</b>
10:00 – 10:10	Health Break	<b>ALL</b>
10:10 – 12:00	Open Forum	<b>Participants</b>
12:00 – 1:00	Lunch Break	<b>ALL</b>
1:00 – 5:00	Workshop	<b>ALL</b>
<b>April 5, 2024 Day 4</b>		
8:00 – 8:30	Preliminaries <ul style="list-style-type: none"><li>• Prayer</li><li>• National Anthem</li></ul> Mindfulness/Energizer	<b>Facilitators</b>
8:30 – 11:00	Presentation of Division Public Service Continuity Plan	<b>Participants</b>
11:00 – 12:00	Closing Remarks	<b>Angelina B. Buaron</b> Chief ES, CID
12:00 – 1:00	Lunch Break	
<b>Departure of Participants</b>		

Prepared by:  
  
**MOHAMAD T. BATINGOLO**  
Project Development Officer II

Noted:  
  
**LORNA C. PENONAL**  
Chief ES, SGOD

Recommending approval:  
  
**ERLINDA G. DAEL, PhD, CESE**  
Assistant Schools Division Superintendent

Approved:   
**SHAMBAH A. ABANTAS USMAN, PhD, CESO VI**  
Schools Division Superintendent



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