



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent



DIVISION MEMORANDUM

SGOD-2024-592

To : Assistant Schools Division Superintendent
Chief Education Supervisors – (CID&SGOD)
Concerned SDO Personnel

Subject : CONDUCT OF DEVELOPMENT OF SCHOOLS DIVISION OFFICE
PUBLIC SERVICE CONTINUITY PLAN

Date : September 18, 2024

In reference to National Disaster Risk Reduction and Management Council Memorandum No. 33 s. 2018 entitled Public Service Continuity Plan (PSCP) Template for Government Agencies. The development of a Public Service Continuity Plan (PSCP) is a critical component of organizational management that involves preparing for and responding to potential disruptions in the delivery of public services. The plan is intended to help the government function and provide essential services continuously, particularly during disasters and emergencies. Having a PSCP in the DepEd SDO – Digos City ensures the continuity and equitable access to educational services, even during disasters and emergencies.

With this, the Division Disaster Risk Reduction Management (DRRM) Service will be conducting a three-day workshop titled **“Conduct of Development of Schools Division Office Public Service Continuity Plan” on October 23-25, 2024** at **Arnaldo’s Hotel and Restaurant, Digos City**.

The objective of this plan is to ensure that essential public services are maintained, risk are minimized, and that the Schools Division of Digos City is well-prepared to respond to and recover from disruptions, ultimately safeguarding the well-being and interests of the public.

Traveling expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and procedures.

For your information, guidance and compliance.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: SEP 19 2024 TIME: 2:17 PM

BY: 

For and in the absence of the
Schools Division Superintendent


SOLLIE B. OLIVER, JD, MATE

Chief ES, SGOD
Officer-In-Charge

Enclosed: As stated.
SGOD/DRRM/jtc



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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List of Participants

No.	Name	School/Office
Division Personnel		
1	Melanie P. Estacio	SDS
2	Maria Genevieve T. Francisquete	ASDS
3	Beverly S. Daugdaug	CID Chief
4	Sollie B. Oliver	SGOD Chief
5	Eleser D. Mateo	PSDS
6	Atty. Rodel Pagayon	EPS
7	Jem Boy Cabrella	EPS
8	Leilani Señires	EPS
9	Cherrie Anne B. Bohol	EPS
10	Noreliza A. Misal	Accountant – III
11	Neptune L. Tambilawan	AOV-Budget
12	Francis Jude Alcomendras	AOV- Admin
13	Atty. Clarisse A. Llaban	Atty. III
14	Heide B. Escalona	AO II – OIC Supply
15	Peter-Jason C. Senarillos	SEPS-SocMob
16	Marjun B. Rebosquillo	SEPS-Planning and Research
17	Reyzen O. Monserate	SEPS-M&E
18	Janice S. Alquizar	EPS-II -HRD
19	Cecile C. Uy	EPS-II – SMM&E
20	Lyra O. Pilarte	MO III
21	Stephen Pascual	ITO
22	Airon Alejandro	PO-II
23	Jerick S. Vergara	Engineer II
24	Jasmine Asarak	Dentist II
25	Fracis Millicent Durano	Nurse II
26	Aleli M. Chiong	AO IV – Record Section
27	Myhrra Faye C. Llanos	AO IV- HR
28	Mark V. Castañares	AO II – SDS Secretary
29	Claire Marris N. Moral	AO II – ASDS Secretary
30	Sheena A. Asarak	AO II – CASH Section
TWG		
1	Jayzon T. Cardines	PDO II
2	April Rose A. Alcala	PDO I
3	Gabrielle Carvajal	COS



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Day 1		
Time	Activity	Resource Person
7:30-8:15am	Registration (Attendance) Preliminaries (AVP) Recognition of Participants Rationale	TWG SOLLIE B. OLIVER, JD, MATE Chief ES – SGOD
8:15-8:30am	Opening Remarks Inspirational Message	MARIA GENEVEIVE T. FRANCISQUETE ASDS MELANIE P. ESTACIO OIC-SDS
8:30-8:50am	Photo Opportunity And Present the link and instruction for the evaluation of the activity	TWG Cecile C. Uy EPS II
8:50-9:30	Training Orientation	Resource Speaker
9:30- 10:00am	Course Overview	Resource Speaker
9:25:9:35 am	Pre-Test	Resource Speaker
9:35-9:55am	Break	
9:55 am- 12:00pm	Introduction to Public Service Continuity Planning	
12:00- 1:00pm	Lunch Break	
1:00-2:00pm	Module 1 Public Service Continuity Program Initiation	Resource Speaker
2:00-3:00pm	Module 2 Risk Assessment for Continuity of Operations	Resource Speaker
3:00-4:30pm	Module 3: Determining and Prioritizing Essential Functions (1 st part)	Resource Speaker



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4:30-5:00pm	Open Forum and Instruction of Day 2	
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Day 2		
Time	Activity	Resource Person
6:30-7:30am	Breakfast	
7:30-8:00am	Attendance	TWG
8:00-8:30am	Recap	Participants
8:30-10:00am	Module 4: Developing Continuity Strategies	Resource Speaker
10:00 am – 12:00 pm	Module 5: Developing the Public Service Continuity Plan	Resource Speaker
12:00-1:00pm	Lunch Break	
1:00-2:00pm	Open Forum	Resource Speaker
2:00 – 4:30pm	Develop and enhance Public Service Continuity Plan	Resource Speaker
4:30-5:00pm	Instructions and Announcements for day 3	Jayzon T. Cardines PDO II
Day 3		
6:30-7:30am	Breakfast	
7:30-8:00am	Attendance	TWG
8:00-9:00am	Recap	Participants
9:00am-12:00pm	Module 6: Exercising, Testing, and Maintaining the Public Service Continuity Program	Resource Speaker
12:00-1:00pm	Lunch Break	
1:00 – 2:30 pm	Activity: Exercise Plan and Action Plan	Resource Speaker
2:30 – 3:00 pm	Post-Test	Resource Speaker



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3:00 – 3:30 pm	Closing Remarks	
3:00- 4:00 pm	Training Evaluation	Resource Speaker
4:00 4:30 pm	Awarding of Certificates	TWG
4:30 – 5:00 pm	Closing Program	TWG



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