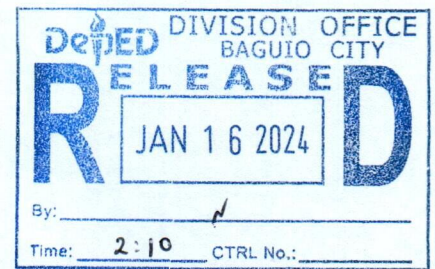




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



15 January 2024

**DIVISION MEMORANDUM**

No. **029-2024**

**TRAINING ON PUBLIC SERVICE CONTINUITY PLAN (PSCP)**

To: Chief Education Supervisors  
Public Schools District Supervisors  
Education Program Supervisors  
Division Office Personnel  
Public Elementary and Secondary School heads  
Project Development Officers I  
All Others Concerned

1. The Schools Governance and Operations Division (SGOD) through the Disaster Risk Reduction and Management Office will be conducting a training on Public Service Continuity Plan (PSCP) on January 23-26, 2024 at Ynad's Hotel and Resort, San Fernando City La Union.
2. The training aims to highlight internal capacities, recovery requirements and strategies of an agency than leans toward the continuous delivery of quality public services during an emergency or disaster.
3. Participants to this training are selected Division Office Personnel and newly hired Project Development Officer I. Please see enclosure 1 for the complete list of participants. Also, participants are encouraged to be at the SDO ground before 12 pm of January 23. First meal will be dinner of the same day.
4. Transportation expenses, accommodation and meals and snacks will be charged against the DRRM-PSF subject to the usual accounting and auditing rules and regulations.
5. This memorandum shall also serve as the travel order of the identified participants.
6. For queries and clarifications regarding this training, please contact Mr. Jimmy S. Santos, SEPS-Planning and Research at 446-6738 or email at jimmy.santos001@deped.gov.ph
7. Immediate dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-charge  
Office of the Schools Division Superintendent





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**Enclosure 1. List of Participants for the PSCP**

No.	PARTICIPANTS	Position	Division	Sex
1	Soraya T. Faculo, PhD	SDS	OSDS	F
2	Christopher C. Benigno	ASDS	OSDS	M
3	Niño M. Tibangay	CES	SGOD	M
4	Juliet C. Sannad	CES	CID	F
5	Lolita Manzano	EPS	CID	F
6	Virginia Alindayo	EPS	CID	F
7	Sydney Carino	EPS	CID	M
8	Nora Dalapnas	EPS	CID	F
9	Rheinic Caparas	EPS-II	CID	F
10	Jojo Ambros	EPS-II	CID	M
11	Christopher David Oliva	PDO II	CID	M
12	Santiago Bugtong	PSDS	CID	M
13	Rey Gapasin	PSDS	CID	M
14	Eric Arciaga	Admin. Asst.	OSDS	M
15	Honeylette Engngeg	AO II	OSDS	F
16	Ezra Fiao-ag	AO III	OSDS	F
17	Belen R. Tomin	Budget Officer	OSDS	M
18	Maria Milagrosa Galera	Cashier	OSDS	F
19	Sonny Paday-os	Computer Operator	OSDS	M
20	Ronald Cabatic	Computer Operator	OSDS	M
21	Arian Bangse-il	Records Officer	OSDS	F
22	Vima Cadungog	Supply Officer	OSDS	F
23	Maria Loretto Andrada	Dentist	SGOD	F
24	Dana Raella Dawayen	Dentist	SGOD	F
25	Maria Michelle Tauli	Dentist	SGOD	F
26	Jenny Orpiano	Dentist	SGOD	F
27	Alex Tumapang	Engineering Asst.	SGOD	M
28	Jerry Ymson	EPS	SGOD	M
29	Jocelyn Coldeg	EPS-II	SGOD	F
30	Amil Flamiano	EPS-II	SGOD	M
31	Samuel Bab-anga	EPS-II	SGOD	M
32	Mary Libeney Sito	Medical Officer IV	SGOD	F
33	Roger Sinot	Medical Officer IV	SGOD	M
34	Juliet Ursabia	Nurse II	SGOD	F
35	Cloudeth Almonte	PDO I	SGOD	F





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36	Raymart Alo	PDO I	SGOD	M
37	Leah Marie Calabias	PDO I	SGOD	F
38	Sherelyn Mayao	PDO I	SGOD	F
39	Rodalyn Olatic	PDO I	SGOD	F
40	Aira Mae Ongngad	PDO I	SGOD	F
41	Louisa Pedralvez	PDO I	SGOD	F
42	Ferdinand Sapalong	PDO I	SGOD	M
43	Arlani Buccat	PDO I	SGOD	F
44	Jimmy Santos	SEPS	SGOD	M
45	Juliet Piok	SEPS	SGOD	F
46	Stephanie Trinidad	LDRRMO II	CDRRMO	F
47	Louie Glen Lardizabal	LDRRMO III	CDRRMO	M





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**Enclosure 2. Training Matrix**

<b>Day 1</b>		
<b>Particulars</b>	<b>Person-in-charge</b>	<b>Time</b>
Arrival, Registration and Check-in	SocMob	1:00-2:00 PM
Prayer	AVP	2:01-2:05 PM
Nationalistic Song	AVP	2:06-2:10 PM
Statement of Purpose	Nino M. Tibangay, PhD	2:11-2:15 PM
Message	SDS Soraya T. Faculo, PhD	2:16- 2:30 PM
Acknowledgment of Participant	Jimmy S. Santos	2:31-2:45 PM
Introduction to Public Service Continuity Planning	1 hour	2:46- 4:00 PM
Module 1: Public Service Continuity Program Initiation	1 hour	4:01-5:00 PM
Open Forum	15 minutes	5:01-5:15 PM
Module 2: Risk Assessment for Continuity of Operations	1 hour	5:16-6:15 PM
Module 3: Determining and Prioritizing Essential Functions	1 hour 30	6:16- 7:30 PM
<b>Day 2</b>		
Risk Assessment	1 hour	8:00-9:00 AM
Establishing Mission Essential Functions	2 hours	9:01- 11:00 AM
Module 3: Determining and Prioritizing Essential Functions (continuation)	1 hour	11:01-12:00 PM
Lunch break	1 hour	12:01-1:00 PM
Open Forum / Plenary	30 minutes	1:00-1:30 PM
Workshop: Impact Analysis	2 hours 30 minutes	1:31-4:00 PM
Presentation of Output	1 hour	4:01-5:00 PM
<b>Day 3</b>		
Recap	30 minutes	8:00-8:30 AM
Module 4: Developing Continuity Strategies	1 hour 30	8:31- 10:00 AM
Open Forum	15 minutes	10:01- 10:15 AM
Module 5: Developing the Public Service Continuity Plan	2 hours	10:15- 12:00 PM
Lunch break	1 hour	12:01-1:00 PM
Module 5: Developing the Public Service Continuity Plan (continuation)		1:01-1:30 PM





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Open Forum	30 minutes	1:31-2:00 PM
Health break	15 minutes	2:01-2:15 PM
Workshop: Continuity Strategies	2 hour 45 minutes	2:16- 5:00 PM
<b>Day 4</b>		
	<b>Duration</b>	
Recap	15 minutes	8:00-8:15 AM
Module 6: Exercising, Testing, and Maintaining the Public Service Continuity Program	2 hours 15 minutes	8:16- 10:30 AM
Open Forum	15 minutes	10:31- 10:45 AM
Workshop: Exercise Plan and Action Plan	1 hour 30 minutes	10:46- 12:00 PM
Closing Program and Lunch	30 minutes	12:31 PM- 1:00PM
Home Sweet Home		1:01 onwards

