



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



12 September 2024

OFFICE MEMORANDUM

No. 505-2024


**PARTICIPANTS TO THE CONDUCT OF PUBLIC SERVICE CONTINUITY PLAN
(PSCP) WRITESHOP PHASE II - DEVELOPMENT**

To: Chief Education Supervisors
Public Schools District Supervisors
All SDO Personnel
All Others Concerned

1. In accordance with Office Memorandum No. 47, s. 2024, the confirmed participants for the Conduct of the Public Service Continuity Plan (PSCP) Writeshop Phase II - Development are listed in Attachment A.
2. The PSCP Writeshop Phase II shall be held at Puerto de San Juan Beach Resort Hotel, San Juan, La Union on September 17-20, 2024.
3. The activity aims to:
 - a) Finalize the Continuity Core Team (CCT) and
 - b) Develop and Finalize the Public Service Continuity Plan (PSCP) of the Schools Division Office of Baguio City.
4. To facilitate the development of the PSCP, each section/unit will be required to accomplish the Pre Work in Attachment B.
5. Confirmed participants who are unable to attend the scheduled activity will be responsible for covering the incurred expenses, except in cases of extreme circumstances with justifiable reasons. The same policy applies to participants who leave during the activity's duration. If a participant is unable to attend, they must promptly notify the Division DRRM Coordinator to arrange for a replacement.
6. Participants should bring their laptops and extension cords for use during the workshops.
7. Meals, Snacks, Board and Lodging, and Transportation shall be provided during the activity duration under the Disaster Preparedness and Response Program (DPRP) Fund.
8. Below is the schedule of transportation services for ferrying participants to and from the venue. Participants who are unable to come during the scheduled date must arrange their own transportation, which will not be reimbursed.

Departure from SDO Baguio City to Puerto de San Juan Beach Resort Hotel	September 17, 2024
Departure from Puerto de San Juan Beach Resort Hotel to SDO Baguio City	September 20, 2024

9. The following participants shall also serve as the inspectorate team and technical working group for the whole duration of the activity.
- a. Alexander T. Tumapang
 - b. Amil Flamiano
 - c. Cliftone K. Bangse-il
10. The Inspectorate team is expected to check the compliance of the supplier with the specifications in the purchase order / contract, ensure that food and facilities are safe and inspect the condition of the premises.
11. Finally, this memorandum shall serve as travel authority for all Schools Division Office Participants.
12. For queries or clarifications, please contact Mr. Cliftone K. Bangse-il, DRRM Coordinator through cliftone.bangseil@deped.gov.ph.
13. Immediate dissemination of this Memorandum is desired.


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

SGOD/SMN/DRRM/ckb

LIST OF CONFIRMED PARTICIPANTS

Office of the Schools Division Superintendent (OSDS)

1. Ma. Lorena A. Galera *MB*
2. Razor M. Lid-ayan
3. Arian C. Bangse-il
4. Vima G. Cadungog
5. Ma. Louella C. Moncada
6. Honeylette C. Engnggeg
7. Lilibeth G. Degsi
8. Jahnet R. Simon
9. Lea Marie Laureano
10. Atty. Annette L. Doyaoen
11. Sonny Paday-os

Curriculum Implementation Division (CID)

1. Lourdes B. Lomas-e
2. Rosanna D. Dizon
3. Nixon C. Elahe
4. Christopher David G. Oliva

Schools Governance and Operations Division (SGOD)

1. Joanna Mae S. Villareal
2. Asuncion C. Saguid
3. Amil Flamiano
4. Cliftone K. Bangse-il
5. Kimberly Reyanne P. Yap
6. Alexander T. Tumapang
7. Arlani B. Buccat
8. Augie Pearl Simangan
9. Roger D. Sinot Jr.
10. Maria Loreto Andrada
11. Maria Michelle Tauli
12. Agnes O. Totaan
13. Jill M. Laban

Resource Persons

1. Louie Glenn Lardizabal, CDRRMO
2. Stephanie Trinidad, OCD

Total Participants: 30

LIST OF ORGANIZATIONAL FUNCTIONS AND FUNCTIONAL REQUIREMENTS

Organizational Function(s)	Functional Requirement(s)
Identify important functions the organization performs through your Section or unit. - The organizational functions must be based on the mandate of the agency or organization. It may be based on its implementing rules and regulation, citizen's charter or process model (ISO).	Identify the requirements to perform each function.