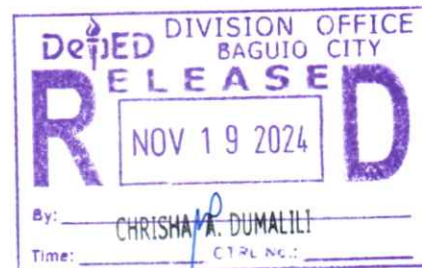




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



**18 November 2024**

**OFFICE MEMORANDUM**

No. 060,2024

**PARTICIPANTS TO THE PRESENTATION OF SDO BAGUIO CITY CONTINGENCY PLAN AND PUBLIC SERVICE CONTINUITY PLAN TO THE EXECUTIVE COMMITTEE**

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

1. The Schools Division Office (SDO) conducted writeshops to formulate the Office Contingency Plan and Public Service Continuity Plan (PSCP). These plans aim to ensure the Division Office is prepared to respond effectively to any potential hazards.

2. To create comprehensive Contingency and Public Service Continuity Plans, it is essential that all personnel involved understand how these plans work and how they are activated. Consequently, the presentation of the drafted outputs seeks to:

- a. Present the draft versions of the Schools Division Office Contingency Plan and the Public Service Continuity Plan (PSCP), the draft of the Schools Division Office Contingency Plans and the Draft of Public Service Continuity Plan (PSCP).
- b. Finalize the plans by incorporating comments and suggestions from the participants.

3. The presentation of the SDO Baguio City Contingency Plan and Public Service Continuity Plan is scheduled for **December 2, 2024 (Monday), at 8:00 AM** or immediately after the Flag Raising Ceremony. The event will take place at **Training Hall 1, 3rd Floor, SDO Building, Military Cutoff, Baguio City.**

4. Enclosed with this memorandum are the list of participants for the presentation and the activity matrix. in this memorandum are the participants for the presentation and the activity matrix.

5. For queries or clarifications, please contact Mr. Cliftone K. Bangse-il, DRRM Coordinator through [cliftone.bangseil@deped.gov.ph](mailto:cliftone.bangseil@deped.gov.ph).

6. Immediate dissemination of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

Enclosure:

1. List of Participants
  2. Activity Matrix
- SGOD/SMN/DRRM/ckb



**LIST OF PARTICIPANTS**

<b>Office of the Schools Division Superintendent</b>	<b>Number of Pax</b>
SDS	1
Nieves D. Ebanio, AOV	1
Atty. Annette L. Doyaoen, Legal Officer	1
Arian C. Bangse-il, Records	1
Vima G. Cadungog, Supply	1
Ma. Milagrosa A. Galera, Cash	1
Lilibeth G. Degsi, Accountant III	
Jahnet R. Simon, Bookkeeper	2
Belen R. Tomin, Budget Officer	1
Haris G. Dizon Jr., ITOII	
Sonny Paday-os	2
Ma. Louella C. Moncada, HRMO	
Christorey C. Simangan, AOIII	2
<b>Schools Governance and Operations Division</b>	
SGOD-Chief	1
Arlani B. Buccat, PDOI	
Augie Perll A. Simangan, PDOI	2
Jerry C. Ymson, SGOD-EPS	1
Juliet D. Piok, SEPS-SMN	
Amil S. Flamiano, EPSII	
Cliftone K. Bangse-il, PDOII	3
Asuncion C. Saguid, SEPS-SMME	
Jocelyn C. Coldeg, EPSII	2
Jimmy Santos, SEPS-P&R	1
Olivia O. Gomez, Planning Officer	1
Dr. Arlene Awing, MOIII	
Dr. Roger Sinot Jr., MOIV	
Dr. Libeney Sito, MOIV	3
Engr. Jordan Gas-ib, Engineer III	
Engr. Gerald S. Menzi, Engineer II	2
Jill M. Laban, Nurse II	
Agnes O. Totaan, Nurse II	
Maria Michelle Tauli, Dentist II	3
Jovelyn Petra T. Balantin, SEPS-HRD	
Samuel F. Bab-anga, EPSII	2
<b>Curriculum Implementation Division</b>	
CID-Chief	1
PSDS	
- Nixon Elahe	
- Rosanna Dizon	
- Lourdes Lomas-e	
- Rey Gapasin	
- Santiago Bugtong	5
EPS (Please identify)	2
Loida C. Mangangey, EPS-LR	
Christopher David G. Oliva, PDO II	2
ALS	1
<b>TOTAL</b>	<b>45</b>

### ACTIVITY MATRIX

DATE and TIME	TOPIC OUTLINE	PERSON RESPONSIBLE
8:01AM – 9:00AM	Preliminaries and Registration	Registration:  <b>CLIFTONE K. BANGSE-IL</b> DRRM Coordinator  Welcome Remarks:  <b>NIÑO M. TIBANGAY</b> SGOD-Chief  Message:  <b>SORAYA T. FACULO PhD, CESO VI</b> Schools Division Superintendent
9:01 – 9:30AM	Statement of Purpose	<b>Cliftone K. Bangse-il</b> Project Development Officer II
9:30AM to 10:30AM	Presentation of Contingency Plan	<b>Cliftone K. Bangse-il</b> Project Development Officer II
10:31AM-10:45AM	BREAK (SNACK)	
10:46AM – 11:00AM	Continuation of Presentation	<b>Cliftone K. Bangse-il</b> Project Development Officer II
11:01AM – 12:00NN	Open Forum (Critiquing)	
12:01AM – 1:00PM	LUNCH BREAK	
1:01PM – 3:00PM	Presentation of the PSCP	<b>Cliftone K. Bangse-il</b> Project Development Officer II
3:01PM – 3:15PM	BREAK (SNACK)	
3:16PM – 4:00PM	Open Forum (Critiquing)	
4:01PM – 4:30PM	Summarization of adjustments	<b>Cliftone K. Bangse-il</b> Project Development Officer II
4:30PM-5:00PM	Ways Forward	<b>Cliftone K. Bangse-il</b> Project Development Officer II