



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

July 18, 2024

DIVISION MEMORANDUM
No. 147 s. 2024

DIVISION TRAINING/WRITESHOP ON PUBLIC SERVICE CONTINUITY PLAN

TO : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Schools Division Office Top Level Management
Selected Public Schools District Supervisors
All others concerned

1. 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.
2. Having a PSCP at the Schools Division Office ensures the continuity and equitable access to educational services, even during disasters and emergencies. Thus, the DepEd Disaster Risk Reduction and Management Service (DRRMS) provides funds for the Division office-level training and writeshop on the development of and enhancement of existing PSCP of the division office.
3. Also, in conformity with DepEd Sorsogon Province's Division Change Plan crafted by Schools Division Superintendent William E. Gando with the Vision: **Total Holistic Education through Vibrant Integrated Linkages with Leaderships, Alliances, Groups and Entities to Individually Nurture Children (THE VILLAGE INC)**, the Schools Division Office (SDO) in partnership with **Office of Civil Defense (OCD) Regional Office V** will conduct the **Division Training/Writeshop on Public Service Continuity Plan** based on these objectives: 1. to train key Schools Division Office (SDO) personnel in crafting the SDO PSCP; and, 2. to produce and submit the SDO PSCP to DRRMS.



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4. The Division Training/Writeshop on PSCP is scheduled on **July 30 to August 2, 2024** at **Villa Isabel Hotel and Resort, Sorsogon City**. The participants are **SDO top level management and selected public schools district supervisors**. The list of participants, secretariat and resource persons is attached as Enclosure 1 and the matrix of activities is also provided as Enclosure 2.
5. All participants are requested to bring their own laptops that will be used for the writeshop. The OCD V will issue certificates of completion for the completers thus, the participants are expected to adhere to strict implementation of punctuality and attendance. For details, please contact our Division DRRM Coordinator Joseph John J. Perez through his mobile numbers 0968-52-8888-6 or 0918-944-3656 and email address josephjohn.perez@deped.gov.ph.
6. Travel and other incidental expenses relative to the conduct of this activity are chargeable against school/SDO MOOE/local funds subject to usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.

WILLIAM E. GANDO, CESO VI
Schools Division Superintendent

sgod/socmobnet/jjp



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Enclosure 1:

Participants to the Division Training/Writeshop on Public Service Continuity Plan

Schools Division Office	
SDS William E. Gando, CESO VI	ASDS Wilfredo J. Gavarra
SGOD Chief Florencio P. Bermundo	CID Chief Gina Q. Tarog
Div. Legal Officer Atty. Noel B. Evan	Admin. Officer Jomar E. Enguerra
Div. Accountant Paul Andy D. Deblois	Budget Officer Valentina E. Hugo
Division Cashier Rica D. Espigol	Supply Officer Albert C. Perez
Medical Officer Dr. Belardo G. Hadap, Jr.	Planning Officer Esperanza G. Espigol
Div. Engineer Jose Ma. Albert H. Perez	OIC-HRMO Jeff Howell I. Mape
District Offices	
Barcelona OIC-PSDS Gloria Reymundo	Irosin II OIC-PSDS Manuel V. Estera
Bulan I PSDS Isaias Bermas	Juban PSDS Lucy M. Hamor
Bulusan OIC-PSDS Liza D. Salonga	Magallanes North PSDS Marissa Bendicio
Casiguran OIC-PSDS Ferdinand E. Hamor	Matnog II OIC-PSDS Rodolfo Evasco, Jr.
Castilla East OIC PSDS Genelita A. Nantiza	Pilar I PSDS Eddie P. Sabalboro
Donsol West 1 PSDS Eduardo A. Pollarca	Prieto. Diaz PSDS Rina D. Despuig
Gubat South PSDS Lilia Zita A. Pura	Sta. Magdalena OIC-PSDS Grace Imelda Guab
Secretariat	
PDO II Joseph John J. Perez	EPS II Designate Dodge E. Lagman
Resource Persons – c/o Office of Civil Defense Regional Office V	

Enclosure 2 : **ACTIVITY MATRIX**

TIME	DAY 1 : July 30, 2024 (Tuesday)
8:00-9:00am	Arrival & Registration
9:00-10:00am	Opening Program Lupang Hinirang, Oratio Emperata, Sorsogon March Presentation of Participants Secretariat Welcome Remarks Wilfredo J. Gavarra, ASDS Rationale & Updates Director Nenneth E. Alama, DRRMS Message William E. Gando, CESO VI Photo Opportunity
10:00-10:15am	Health Break
10:15-11:00am	Course Overview, Introduction of Training Team, House Rules, Pre-test
11:00-12:00pm	Module 1 – PSC Program Initiation
12:00-1:00pm	Lunch break
1:00-3:00pm	Module 2 – Risk Assessment for Continuity of Operations
3:00-3:15am	Health Break



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3:15-4:45pm	Module 3 – Determining and Prioritizing Essential Functions (Part 1)
4:45-5:00pm	Daily Course Evaluation
	DAY 2: July 31, 2014 (Wednesday)
8:00-9:00am	Prayer, Energizer, Management of Learning
9:00-10:00am	Assignment No. 1 – Policy Statement (including processing of answers)
10:00-10:15am	Health Break
10:15-11:15am	Assignment No. 2 – Risk Assessment
11:15-12:00pm	Assignment No. 3 – Establishing Mission Essential Functions (including processing of answers)
12:00-1:00pm	Lunch Break
1:00-2:00pm	Continuation of Assignment No. 3
2:00-3:00pm	Module 3 – Determining and Prioritizing Essential Functions (Part 2)
3:00-3:15pm	Health Break
3:15-4:30pm	Assignment No. 4 – Impact Analysis
4:30-5:00pm	Open forum/processing of answers
5:00-5:15pm	Daily Course Evaluation
	DAY 3: August 1, 2024 (Thursday)
8:00-9:00am	Prayer, Energizer, Management of Learning
9:00-10:00am	Module 4: Developing Continuity Strategies
10:00-10:15am	Health Break
10:15-10:30am	Open forum/processing of answers
10:30-12:00pm	Module 5 – Developing the Public Service Continuity Plan
12:00-1:00pm	Lunchbreak
1:00-3:00pm	Module 5 – Developing the Public Service Continuity Plan (continuation)
3:00-3:15pm	Health Break
3:15-4:30pm	Assignment No. 5 – Continuity Strategies
4:30-5:00pm	Open forum/processing of answers
5:00-5:15pm	Daily Course Evaluation
	DAY 4: August 2, 2024 (Friday)
8:00-9:00am	Prayer, Energizer, Management of Learning
9:00-10:00am	Module 6 – Exercising, Testing and Maintaining the PSCP
10:00-10:15am	Health Break
10:15-11:30am	Assignment No. 6 – Exercise Plan and Action Plan
11:30-12:00pm	Processing
12:00-1:00pm	Lunchbreak
1:00-1:30pm	Post test
1:30-2:00pm	Training Evaluation
2:00-3:00pm	Closing Program Impression per Group, Feedback from Training Team Awarding of Certificates Ways Forward



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