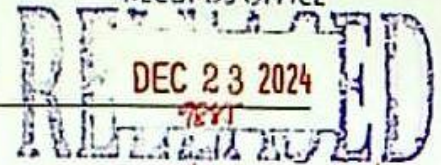




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



December 20, 2024 Time: 8:12

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No.: 542, s. 2024

**TRAINING ON THE DEVELOPMENT OF THE PUBLIC SERVICE CONTINUITY
PLAN OF THE SCHOOLS DIVISION OF DAGUPAN CITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD & CID
Concerned SDO Personnel

1. Under the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, series of 2018, titled "*Public Service Continuity Plan (PSCP) Template for Government Agencies*", the Office Of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS), enjoins all field offices and schools to develop its respective PSCP using the prescribed template of the NDRRMC.
2. The Republic Act 10121 requires a whole-of-government approach to Disaster Risk Reduction and Management (DRRM), and government agencies are enjoined to mainstream DRRM measures and budgets in their various initiatives and programs towards the provision of public goods as per their respective mandates.
3. This mandate also implies that the government must continue to exist and deliver its essential functions regardless of any disaster that might occur. Hence, a DRRM mechanism known as the Public Service Continuity Plan (PSCP) was developed by the NDRRMC in partnership with the Philippine Disaster Resilience Foundation (PDRF), a major network of private sector actors working on disaster risk reduction and management initiatives.
4. At the 38th Cabinet Meeting held last 10 June 2019, the Cabinet approved the directive for all agencies to craft and submit their public service continuity plans and to establish public service continuity sites in pre-identified areas in Luzon, Visayas, and Mindanao.
5. In the Schools Division of Dagupan City, training on the **Development of Public Service Continuity Plan** is scheduled on **January 7-10, 2025**, from **8:00 a.m. until 7:00 p.m.**, to be held at the **Lenox Hotel**, Rizal Street, Dagupan City.




Address: Burgos St., Poblacion Oeste, Dagupan City
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6. Attached is the list of participants and the training matrix.
7. For further information and clarification, you may contact the Division DRRM Coordinator, **Ms. Elvira N. Villamor** via email at elvira.villamor@deped.gov.ph.
8. Information and immediate dissemination of this memorandum is desired.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent



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List of Participants

**DEVELOPMENT OF THE PUBLIC SERVICE AND CONTINUITY PLAN OF THE
 SCHOOLS DIVISION OF DAGUPAN CITY**

January 7-10, 2025

Venue: Lenox Hotel, Rizal Street, Dagupan City

A. TRAINING PARTICIPANTS

Name	Position/Term of Reference
1. Dr. Rowena C. Banzon	Schools Division Superintendent (Participant)
2. Anna Liza M. Chan	OIC-Asst. Schools Division Superintendent (Participant)
3. Maria Linda R. Ventenilla	Chief Education Supervisor, CID (Participant)
4. Edilberto Abalos	Chief Education Supervisor, SGOD (Participant)
5. Myrel Angelica N. Lopez	Administrative Officer V (Participant)
6. Atty. Jose O. Oviedo	Attorney III (Participant)
7. Dr. Isabelita N. Daroya	PSDS, CID (Participant)
8. Dr. Jaime C. Siapno	PSDS, CID (Participant)
9. Dr. Sheryl S. Villacorta	PSDS, CID (Participant)
10. Renata Rovillos	EPS, CID (Participant)
11. Engr. Tatum Grace L. Manzano	Engineer III, EFU (Participant)
12. Harlong C. Reyes	Accountant III (Participant)
13. Reynante Infante	Information Technology Officer (Participant)
14. Allan D. Manaois	AO II (Participant)
15. Dr. Theresa P. Parayno	Medical Officer III (Participant)
16. Dr. Vladimir C. Parayno	SEPS, Soc Mob (Participant)
17. Isagani D. Rosario	SEPS, SM&E (Participant)
18. Diana Irish J. Solis	SEPS, HRD (Participant)
19. Joann L. Jimenez	Planning Officer III (Participant)
20. Dr. Edgar T. Timbol	EPS II, SM&E (Participant)
21. Dr. Haydee C. Maiquez	EPS II, SocMob (Participant)
22. Pilita O. Bautista	AO IV (Records Officer) (Participant)
23. Clarita F. Tamayo	AO IV (Supply Officer) (Participant)
24. Jennette A. Sison	AO IV (HRMO) (Participant)
25. Gilliane S. Casaclang	EPS II, HRD (Facilitator/Participant)



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26. Christian Paul Espiritu	Nurse I, Welfare Officer (Participant)
27. Chelsea M. Paras	PDO I, YFD, (Documenter /Participant)
28. Kristel Gay Raymundo	Administrative Assistant III (Secretariat / Participant)
29. Edwin Juliano	IT Support (Participant)
30. Vincent B. Idio	Administrative Support II (Participant)

B. RESOURCE PERSONS

Name	Position/Term of Reference
31. Orlando Barachina	Project Development Officer IV, DRRMS-CO
32. Bjorn M. Cruz	Project Development Officer II, SDO Alaminos City
33. Engr. Jeremiah Parvian	Project Development Officer II, SDO Ilocos Norte
34. Manuel Pulga	Project Development Officer II, SDO Pangasinan 2
35. Elvira N. Villamor	Project Development Officer II, SDO Dagupan City



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Office of the Schools Division
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Program/Activity Matrix (Day 1)

Title: Development of the Public Service Continuity Plan of the Schools Division of Dagupan City		
Date: January 7, 2025		
Venue: Lenox Hotel, Rizal Street, Dagupan City		
Time	Session/Activity	Facilitator
7:00 AM-7:30 AM	Meeting of TWG	
7:00 AM-8:00 AM	Breakfast	
8:00 AM-8:30 AM	Registration of Participants	PMT/TWG
8:30 AM-9:00 AM	National Anthem Opening Prayer Bagong Pilipinas Hymn SDO Dagupan Hymn DepEd Quality Policy Statement	AVP
	Safety Reminders	Safety Officer of Venue
	Acknowledgment of Participants	Isagani Rosario Senior Education Program Specialist Monitoring and Evaluation Unit
	Welcome Remarks	Dr. Edilberto R. Abalos Chief Education Supervisor SGOD
	Inspirational Message	Dr. Rowena C. Banzon, CESO V Schools Division Superintendent
PHOTO OPPORTUNITY		
9:00 AM-9:05 AM	The setting of Objectives and Expectation Setting	Dr. Vladimir C. Parayno Senior Education Program Specialist Social Mobilization Unit
9:05 AM-9:25 AM	PRE-TEST	
9:25 AM-9:30 AM	Introduction of Resource Persons	Diana Irish J. Solis Senior Education Program Specialist Human Resource and Development Unit
9:30 AM-12:00 NN	Introduction to PSCP and Contextualization of PSCP in the Basic Education Sector (Health Break)	Orlando Barachina Project Development Officer IV DRRMS - Central Office
12:00 NN-1:00 PM	Lunch Break	
1:00 PM-2:30 PM	Module I: Public Service Continuity Initiation	Bjorn M. Cruz Project Development Officer II SDO Alaminos City
2:30 PM-6:00 PM	Write Shop: Section 1-7	Bjorn M. Cruz



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	Project Development Officer II SDO Alaminos City
3:45 PM-4:00 PM	Health Break
6:00 PM-7:00 PM	Presentation
7:00 PM-7:10 PM	Administrative Announcement Daily Course Evaluation
7:10 PM	Dinner



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Superintendent

Program/Activity Matrix (Day 2)

Title: Development of the Public Service Continuity Plan of the Schools Division of Dagupan City		
Date: January 8, 2025		
Venue: Lenox Hotel, Rizal Street, Dagupan City		
Time	Session/Activity	Facilitator
7:00 AM-8:00 AM	Breakfast	7:00 AM-8:00 AM
8:00 AM-8:30 AM	Makabayan Song Opening Prayer Wellness Exercise RECAP	Group 1
8:30 AM-10:00 AM	Module 2: Risk Assessment for Continuity of Operations	Engr. Jeremiah Parvian Project Development Officer II SDO Ilocos Norte
10:00 AM-10:15 AM	Health Break	
10:15 AM-11:15 NN	Workshop Module 2	Engr. Jeremiah Parvian Project Development Officer II SDO Ilocos Norte
11:15 PM-12:15 PM	Presentation	
12:15 PM-1:15 PM	Lunch Break	
1:15 PM-2:45 PM	Module 3: Determining and Prioritizing Essential Functions	Orlando Barachina Project Development Officer IV DRRMS – Central Office
2:30 PM-6:00 PM	Workshop Module 3	Orlando Barachina Project Development Officer IV DRRMS – Central Office
3:45 PM-4:00 PM	Health Break	
6:00 PM-7:00 PM	Presentation	
7:00 PM-7:10 PM	Administrative Announcement Daily Course Evaluation	
7:10 PM	Dinner	



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Program/Activity Matrix (Day 3)

Title: Development of the Public Service Continuity Plan of the Schools Division of Dagupan City		
Date: January 9, 2025		
Venue: Lenox Hotel, Rizal Street, Dagupan City		
Time	Session/Activity	Facilitator
7:00 AM-8:00 AM	<i>Breakfast</i>	
8:00 AM-8:30 AM	Makabayan Song Opening Prayer Wellness Exercise RECAP	Group 2
8:30 AM-10:00 AM	Module 4: Developing Continuity Strategies	Engr. Jeremiah Parvian Project Development Officer II SDO Ilocos Norte
10:00 AM-10:15 AM	Health Break	
10:15 AM-11:15 NN	Workshop Module 4	Engr. Jeremiah Parvian Project Development Officer II SDO Ilocos Norte
11:15 PM-12:15 PM	Presentation	
12:15 PM-1:15 PM	Lunch Break	
1:15 PM-2:45 PM	Module 5: Developing the Public Service Continuity Plan	Bjorn M. Cruz Project Development Officer II SDO Alaminos City
2:45 PM-6:00 PM	Workshop Module 5	Bjorn M. Cruz Project Development Officer II SDO Alaminos City
3:45 PM_4:00 PM	Health Break	
6:00 PM-7:00 PM	Presentation	
7:00 PM-7:10 PM	Administrative Announcement Daily Course Evaluation	
7:10 PM	Dinner	



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Enclosure 3: Program/Activity Matrix (Day 4)

Title: Development of the Public Service Continuity Plan of the Schools Division of Dagupan City		
Date: January 10, 2025		
Venue: Lenox Hotel, Rizal Street, Dagupan City		
Time	Session/Activity	Facilitator
7:00 AM-8:00 AM	<i>Breakfast</i>	
8 00 AM-8:30 AM	Makahayan Song Opening Prayer Wellness Exercise RECAP	Group 3
8:30 AM-10:00 AM	Module 6: Exercising, Testing, and Maintaining the Public Service Continuity Program	Orlando Barachina Project Development Officer IV DRRMS-Central Office
10:00 AM-10:15 AM	Health Break	
10:15 AM-12:00 NN	Tabletop Exercises	TWG
12:00 NN-1:00 PM	Lunch Break	
1:00 PM-4:00 PM	Final Presentation	
4:00 PM-4:20 PM	AVP Presentation of Day 1-4 Impression of Participants Awarding of Certificates Acceptance of Challenge	TWG
4:20 PM-4:30 PM	Awarding of Certificates	SDS, ASDS, Chief-SGOD, Chief-CID
4:30 PM-4:35 PM	Closing Remarks	Anna Liza M. Chan, CESE OIC-Assl. Schools Division Superintendent
4:35 PM-4:50 PM	Daily Course Evaluation	

DAY	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
DAY 1	/	/	/	/	/
DAY 2	/	/	/	/	/
DAY 3	/	/	/	/	/
DAY 4	/	/	/	/	/



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