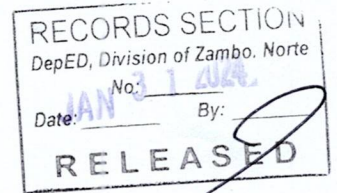




Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



January 30, 2024

Division Memorandum

No. 34, s. 2024

**ADDENDUM TO DM NO. 60 s. 2024 titled "DIVISION TRAINING WORKSHOP ON DEVELOPMENT OF SDO PUBLIC SERVICE CONTINUITY PLAN (PSCP)"**

TO: Assistant Schools Division Superintendent  
Functional Division Heads  
Section/Unit Heads  
Identified Division Office Personnel  
All others concerned.

1. To fully maximize the opportunity to collaboratively develop the SDO Public Service Continuity Plan (PSCP) this February 5-8, 2024 at Mibang Hotel the following personnel are enjoined in this activity:
  - a. Gekabel M. Velarde, PDO I, YFS
  - b. Edwin O. Curam, AO II, Supply Office
  - c. Shelamae E. Dayapdapan, AO II, Personnel
  - d. Gemima D. Garay, AO II, Payroll
  - e. Bryan O. Prejoles, AO II, Budget and Finance
  - f. Jolibee C. Inlcan, AdAs II, Cashier
  - g. Glinda L. Oca, Dentist II, SGOD-Dental
2. Anent to this, participants are entitled to claim Compensatory Time-Off (CTO) for the services rendered on Saturday, Sunday and holidays as per CSC- DBM Joint Circular No.2, s. 2004 titled, "Non-Monetary Remuneration for Overtime Services Rendered."
3. Participants are requested to bring the following:
  - a. Laptop and extension wire
  - b. Office Functions (Latest Version)
  - c. Citizens' Charter
4. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
5. Widest dissemination and strict compliance of this memorandum is desired.

For the Schools Division Superintendent

**RAYMOND M. SALVADOR CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

Reference/s: as stated  
Enclosure/s:

To be indicated in the Perpetual Index  
under the following subjects: PSCP  
DRRM/EKBSL/DM-003-2024/addendumPSCP/01302024