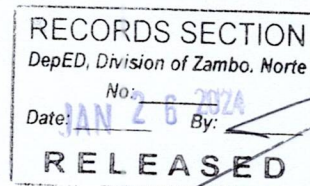




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



January 25, 2024

Division Memorandum

No. 60, s. 2024


**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. Pursuant to the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, s. 2018, all government member agencies of Disaster Risk Reduction Management (DRRM) Councils at all levels, all government departments, offices, bureaus, services, units, and instrumentalities are required to develop their own Public Service Continuity Plan (PSCP). This is an all-hazard plan that aims to ensure continuous delivery of services to the public amidst any disruption. It works by highlighting internal capacities, recovery requirements and strategies to minimize damage and loss of essential processes, ensure succession of leadership, and improve continuity capabilities of all government entities.
2. Hence this Division has organized a series of activities for the crafting/development of its Public Service Continuity Plan (PSCP) on **February 13-16, 2024** at *Mibang Hotel, Dipolog City* to be attended by selected Division Personnel (See Annex A List of Participants).
3. Anent 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."
4. Participants are requested to bring the following:
 - a. Laptop and extension wire
 - b. Office Functions (Latest Version)
 - c. Citizens' Charter
5. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
6. Widest dissemination and strict compliance of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent


JOY E. LETRAN-SINGSON EMD
Chief Education Supervisor, SGOD
Officer-In-Charge

Reference/s: as stated

Enclosure/s: Annex A. List of Participants

To be indicated in the Perpetual Index
under the following subjects: PSCP
DRRM/EKBSL/DM-002-2024/PSCP/01242024



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment to Division Memorandum no. 60, 2024 DIVISION TRAINING WORKSHOP ON DEVELOPMENT OF SDO PUBLIC SERVICE CONTINUITY PLAN

PARTICIPANTS

Position	Name/Office/Section
Head of Agency	1. Roy C. Tuballa EMD, JD, CESO V/SDS
Senior Leadership	2. Raymond M. Salvador CESO VI/ASDS 3. TBA/CID Chief 4. Joy E. Letran-Singson EMD/SGOD Chief
Continuity Managers	5. Giparel B. Elumba/Planning 6. Atty. Rey P. Janolino/Legal 7. Helen E. Tangon/ AOV
Continuity Coordinators	8. Joy E. Letran-Singon EMD/SGOD Chief 9. Robert I. Poculan III/ SEPS/HRD 10. Ethyl Kimberly S. Labadan/DRRM
Continuity Planning Team	11. Casemera V. Lunjas/Budget 12. Arvie M. Ompoy, CPA/ Accounting 13. Marylynne Bayron/Personnel 14. Jun Leonard U. Romarate/Supply 15. Elena A. Nieves/Cashier 16. Arnel C. Masion/Records 17. Helen E. Tangon/General Services 18. Nicollette Ria E. Tangon/Public Affairs 19. Julius O. Belagantol/ICT 20. Atty. Jean Daga/BAC Sec 21. Ma. Kristine Z. Ragay/CID AdAs 22. Marvin Barrientos/Learning Resources 23. Evelyn C. Labad/Alternative Learning Delivery 24. Nilda Y. Galaura/EPS 25. Arcelita B. Zamoras/ EPS 26. Mary Jerica L. Ocupe/SGOD AdAs 27. Jessie E. Elacan/SMN 28. Wilson H. Inding/SMME 29. Dave A. Patigayon/EFS 30. Joseph L. Pantoja/YFS 31. Sonia Y. Uy/ Medical 32. Joy Marie O. Labog/Dental
Continuity Core Group	33. Ervie A. Acaylar 34. Robert I. Poculan III 35. Leonido A. Pampilo Jr. 36. Nilda Y. Galaura 37. Jun Leonard U. Romarate 38. Ethyl Kimberly S. Labadan 39. Eunice D. Janolino 40. Joseph L. Pantoja 41. Laisa Madel M. Cinches 42. Eng. Dave A. Patigayon

PMT

1. Jed A. Nieves
2. Hazel Ranjith
3. Christian James C. Paco
4. Sheena Marie Suelto
5. Atty. Christine Joyce C. Paco
6. Jessica L. Caburatan
7. Josephine U. Dano, RN

Invited Resource Speakers

1. Alan D. Chiu
2. OCD Representative
3. OCD Representative
4. OCD Representative