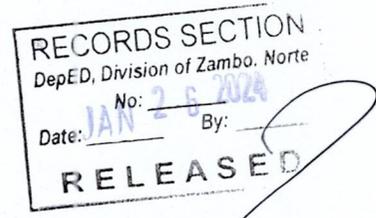




Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



January 25, 2024

Division Memorandum  
 No. 61, s. 2024

**FINALIZATION, PRESENTATION AND ORIENTATION 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. In line with DepEd MATATAG Agenda with the ZN Division Reform Agenda and strategic directions which highlights the importance of resiliency in organization to deliver mission essential function amidst disruption, it is imperative for the finalization, presentation for approval and orientation of the crafted PSCP to the Division Office personnel.
2. Hence this Division shall organized a series of activities for the finalization to orientation of SDO Public Service Continuity Plan (PSCP) with the following schedules:

Title	Date	Venue	Participants
PSCP Finalization and Packaging	Feb. 27-29, 2024	Mibang Dipolog City	Continuity Core Group with Laptops
PSCP Presentation and acceptance	Mar. 1, 2024	4 <sup>th</sup> Floor, New SDO Building.	Division Continuity Core Team
PSCP Division Orientation	Mar. 4, 2024	4 <sup>th</sup> Floor, New SDO Building	Division Continuity Core Team PMT and selected personnel

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. 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.

**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-003-2024/PSCP/01242024





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 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment to Division Memorandum no. 61, 2024 FINALIZATION, PRESENTATION AND ORIENTATION OF SDO PUBLIC SERVICE CONTINUITY PLAN (PSCP)

**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