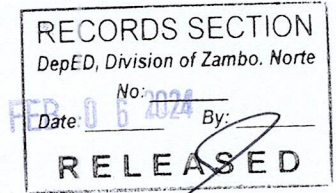




Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



February 6, 2024

Division Memorandum

No. 59, s. 2024

ASSIGNMENTS FOR 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. Relative to DM 60 s. 2024 titled “Division Training Workshop on Development of SDO Public Service Continuity Plan (PSCP)”, it is imperative for the finalization of the plan to secure continuity of essential and critical services during disruptions.
2. Hence this issuance is to reiterate the upcoming activities in line with SDO Public Service Continuity Plan development;

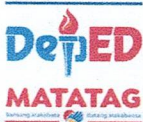
Title	Date	Venue	Participants
PSCP Finalization and Packaging	Feb. 27-29, 2024	Mibang Dipolog City	Continuity Core Group with Laptops
PSCP Presentation and acceptance	Mar. 1, 2024	4 th Floor, New SDO Building.	Division Continuity Core Team
PSCP Division Orientation	Mar. 4, 2024	4 th Floor, New SDO Building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

3. Furthermore, concerned personnel are reminded with their respective assignments (see enclosure) and have it submitted not later than February 23, 2024 through <https://bit.ly/PSCPZN>
4. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
5. Immediate dissemination and strict compliance of this memorandum is desired.

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

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/02062024





Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Attachment to Division Memorandum no. 84, 2024 ASSIGNMENTS FOR SDO PUBLIC SERVICE CONTINUITY PLAN (PSCP)

Drafting of SDO Public Service Continuity Plan (PSCP)

Position	Person Responsible
Introduction	1. Jessie E. Elacan
Purpose	
Policy Statement	2. Atty. Rey P. Janolino
Scope	3. Joseph L. Pantoja
Roles and Responsibilities	
Definition of Terms	4. Atty. Jean Daga
Assumptions	
Mission Essential Functions and Recovery Time Objectives	5. Ethyl Kimberly S. Labadan
Activation Criteria and Authority	
Continuity Strategies	6. QMS – Wilson H. Inding 7. Citizens Charter – Jed A. Nieves Functional Division 8. SGOD – Laisa Madel M. Cinches 9. OSDS – Edwin Curam 10. CID – Arcelita B. Zamoras
Resource Requirements	11. Jun Leonard U. Romarate
Communication Procedure	12. Julius O. Belagantol
Testing and Maintenance	13. Ethyl Kimberly S. Labadan
Reference	CCG
Appendices	CCG
Approval and Monitoring	CCG