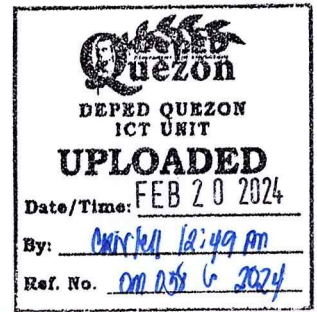




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



19 February 2024

**OFFICE MEMORANDUM**  
OM No. 058, s. 2024

**PUBLIC SERVICE CONTINUITY PLAN TRAINING WRITESHOP**

**TO :** Assistant Schools Division Superintendent  
Division Chiefs  
Section/Unit Heads  
All Others Concerned

In consonance with the **OUOPS No. 2023-04-11515 Reiteration of Public Service Continuity Plan**, this office announces the conduct of the Public Service Continuity Training Workshop on **February 27 to March 1, 2024**. The venue of the above activity is at Development Academy of the Philippines Cultural Center (DAPCC) Tagaytay.

Please refer to the attached Enclosure 1 for the list of participants, and Enclosure No. 2 for the Program of Activity and Training Module.

Foods and accommodation shall be charged to the Disaster Preparedness and Response Fund while Transportation and other Incidental expenses shall be against the Division and Local MOOE subject to usual accounting and auditing procedures.

Immediate dissemination of this Memorandum is desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

drrmapr02/19/2024

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Enclosure No. 1 to OM 058 s. 2024

**LIST OF PARTICIPANTS FOR PSCP WRITESHOP and FACILITATORS**

February 27 – March 1, 2024

No.	Name	Position	Office
1.	Rommel C. Bautista, CESO V	SDS	OSDS
2.	Joepi L. Falqueza	ASDS	OSDS
3.	Venus T. Balmedina	OIC - ASDS	OSDS
4.	Roselyn Q. Golfo	OIC - ASDS	OSDS
5.	Lorena S. Walangsumbat	Chief, CID	CID
6.	Elizabeth M. De Villa	Chief, SGOD	SGOD
7.	Atty. Rexcia Maria B. Baldeo	Attorney III	Legal
8.	Jee-Ann O. Borines	EPS	CID-LRMDS
9.	Asuncion C Ila	EPS	CID-ALS
10.	Joan Alejaida R. Mauhay	EPS	CID - SPED
11.	Raul R. Agaran	EPS	SGOD
12.	Engr. Ramir Arbolente	Engr. III	EFS
13.	Regina V. Marino	SEPS	SGOD-HRTD
14.	Marbin Jeramil D. Fragata	Planning Officer III	SGOD-Planning
15.	Dra. Marie Antoniette A. Tesalona, MD	Medical Officer III	SGOD - Health
16.	Dennis M. De Villa	Nurse II	SGOD – Health
17.	Paul Clifford N. Marquez	SEPS	SGOD – SMN
18.	Michelle G. Duma	SEPS	SGOD – M&E
19.	Edmundo R. Marin Jr.	Accountant III	Accounting Section
20.	Catherine A. Pureza	Budget Officer III	Budget Section
21.	Maria Dolores D. Atienza	Administrative Officer V	Admin. Section
22.	George D. Aguila	Supply Officer II	Supply Section
23.	Shiela E. Javen	Administrative Officer IV	Cashier Section
24.	Wennie O. Gaela	Administrative Officer IV	Personnel Section
25.	Sherelyn O. Pardilla	Administrative Officer IV	Records Section
26.	Noel C. Merino	Project Development Officer II	Facilitator SDO-Antipolo
27.	Ernane Escuvania	Project Development Officer II	Facilitator SDO-Binan
28.	Arvin P. Repaso	Project Development Officer II	Facilitator SDO-Quezon
29.	Orlando Barachina	Project Development Officer IV	Facilitator CO-DRRMS

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Enclosure No. 2 to OM 658 s. 2024

**List of Activity:**

Activity	Title	Professional Standards Covered	Schedule	Modality
1	Introduction to Public Service Continuity Plan	<p><b>PPSSH Domain 2:</b>            Managing School Operations and Resources</p> <p><b>Strand 2.5</b>            Demonstrate knowledge and understanding of laws, policies, guidelines, and issuances on managing school safety for disaster preparedness, mitigation and resiliency in ensuring continuous delivery of instructions.</p> <p><b>PPSS Domain 2:</b>            Strengthening Shared Accountability</p> <p><b>Strand 2.4:</b>            Demonstrating knowledge and understanding of laws, policies and guidelines and issuances on disaster risk reduction management.</p>	February 27- March 1, 2024	Face-to-Face
2	Workshop on PSCP Module 1-5	<p><b>PPSS Domain 2:</b>            Managing School Operations and Resources</p>	February 27- March 1 ,2024	Face-to-Face

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		<p><b>Strand 2.6</b> Identifying emerging opportunities and challenges in addressing the needs of learners, school personnel and other stakeholders.</p> <p><b>PPSS Domain 2:</b> Strengthening Shared Accountability</p> <p><b>Strand 2.4:</b> Supporting the management of disaster preparedness, mitigation and resiliency in the division/district/schools and learning centers to ensure delivery of basic education.</p>		
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Program Title		Training-Workshop on Public Service Continuity Plan					
Program Description		Public Service Continuity Plan (PSCP) consist of the internal capacities, recovery requirements and strategies of an agency or institution. It aims to ensure the continuous delivery of quality public services during an emergency, disaster or any other disruption by performing the mission essential function of the organization.					
	Duration	Topic	Session Objectives	Methodology	Assessment Strategies	Outputs	Resource Person/ Learning Facilitator
1	60 minutes	Introduction to PSCP	Discusses the basic principles associated with continuity, evolution	Explain the concept of PSCP Management using slide deck	Pre-Test  Draft Policy Statement	Result of Pre-test  Drafted Policy Stateme	

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			of continuity and importance of public service continuity planning			nt	
2	60 minutes	Module 1  Public Service Continuity Program Initiation	1. Identify the roles and responsibilities of the continuity core team members; and  2. Develop a public service continuity policy.	Presentation of Slide Deck on Modules  Writeshop	Draft Policy Statement	Drafted Policy Statement	
3	60 minutes	Module 2: Risk Assessment for Continuity of Operations  Module 3: Determining and Prioritizing Essential Functions	1. Explain the basic terms and concepts involved in risk assessment  1. Determine essential functions within the organization;		Draft Risk Assessment	Drafted Risk Assessment	
					Draft Impact Analysis	Drafted Impact Analysis	

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			<p>2. Determine recovery time objectives of mission essential functions; and</p> <p>3. Understand the process in conducting an impact analysis</p>			
4	120 minutes	<p>Module 4: Developing Continuity Strategies</p> <p>Module 5: Developing PSCP</p>	<p>1. Identify appropriate continuity strategies for mission essential functions</p> <p>2. Identify the basic components of the public service continuity plan.</p>		Draft Continuity Strategies	Drafted Continuity Strategies
5	120 minutes	Module 6: Exercising, Testing and Maintaining the PSC	Explain the overview of			Drafted Exercise and

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		Program	exercises		Draft Exercise and Action Plan	Action Plan	
	60 minutes	Presentatio n of Output	Present the final output per division		Post test	Result of Post Test	

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