



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

31 July 2024

DIVISION MEMORANDUM
No. 501 s. 2024

**PUBLIC SERVICE CONTINUITY PLAN (PSCP) REVIEW AND
ORIENTATION FOR SDO PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Private and Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **Republic Act No. 10121**, titled **Philippine Disaster Risk Reduction and Management Act of 2010** and **NDRRMC Memorandum Circular No. 33, s. 2018**, titled **Public Service Continuity Plan (PSCP)**, this Office infuse the Orientation to SDO Personnel on July 31, 2024. This orientation will take place at Bunsuran Food Court, Brgy. Potol, Tayabas City from 8:00 AM to 5:00 PM.
2. The activity aims to:
 - a. revisit the first draft of the Public Service Continuity Plan (PSCP)
 - b. provide input for the public service continuity plan in the office and know how to use it in the workplace; and
 - c. appreciate the value of Public Service Continuity Plan (PSCP) in the workplace.
3. Participants will include staff members from the Division of Tayabas City's SGOD office as well as other offices.
4. Attached are Enclosure 1: Program matrix and Enclosure 2: Program Management Team.
5. For clarifications, contact Ariel C. Cabuyao, Project Development Officer II- Division DRRM Coordinator, through mobile no. 09338177135 or email at ariel.cabuyao@deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Republic Act No. 10121 and and
NDRRMC Memorandum Circular No. 33, s. 2018

To be indicated in the Perpetual Index
under the following subject:

DRRM
PSCP
SDO PERSONNEL

SGOD – public service continuity plan (pscp) review and orientation for sdo personnel
SGO7OC63-001348 /July 31, 2024

Enclosure 1

PROGRAM MATRIX
PUBLIC SERVICE CONTINUITY PLAN (PSCP) REVIEW AND
ORIENTATION FOR SDO PERSONNEL
August 1, 2024, | 8:00 a.m. to 5:00 p.m.
VENUE: Bunsuran Food Court

Time	Duration	Session	Resource Person
8:00 - 8:30	30 min	Opening Program/Preliminaries	PMT
8:30 -10:00	90 min	Presentation of Public Service Continuity Plan (PSCP)	Ariel C. Cabuyao
10:00 -10:15	15 min	Health Break	
10:15 -12:00	105 min	Presentation of Public Service Continuity Plan (PSCP)	Ariel C. Cabuyao
12:00 – 1:00	60 min	Lunch	
1:00 -3:00	120 min	Open forum	Participants
3:00 -3:15	15 min	Health Break	
3:15 -5:00	105 min	Presentation of Output	Ariel C. Cabuyao

Enclosure 2

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none">- Oversees the implementation of the entire program.- Orients the PMT and resource persons on their terms of reference and details of the program design- Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards- Leads the debriefing sessions with the PMT and resource speakers- Leads in crafting the Program Completion Report
Learning Managers	Ariel C. Cabuyao	<ul style="list-style-type: none">- Leads the conduct of the program per session room- Ensures that the program is carried out based on the detailed design in collaboration with the resource persons- Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs- Facilitates management of learning activities as scheduled and as needed- Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator
Resource Speakers / Subject Matter Experts	Ariel C. Cabuyao	<ul style="list-style-type: none">- Applies effective presentation and facilitation techniques in conducting assigned sessions- Provides expert content input during learning sessions

M&E Officer	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter/ Secretariat	La Tricia Dalit Ian Neric O. Ilao Shyra Cena Rojas Judy Ann Dalmacio	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials
Logistics Officer	Maria Corazon A. Borbon	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning - Ensure that training adheres to online ethical considerations
Welfare Officer	Cris John Supetran Mariles Contreras	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, resource persons are always adequate and available in the venue - Attends to emerging inclusion, safety security, health and

		wellness concerns of participants, PMT and resource persons (including incidents of social exclusion, sexual harassment, etc.)
Finance Officers	Benjamin Millares Agnes Luzadas	<ul style="list-style-type: none"> - Oversees all finance related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation - Initiates procurement processes of resources, materials and relevant services and follow up funds disbursement with appropriate offices - Monitors and documents all disbursements against budget to support liquidation. - Liquidates all fund disbursement and prepares a financial report.