



Republic of the Philippines
Department of Education
CARAGA REGION



August 7, 2023

REGIONAL MEMORANDUM
No. 0730, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This region

**PLANNING-WORKSHOP ON THE DEVELOPMENT OF PUBLIC SERVICE
CONTINUITY PLAN (PSCP) AND ENHANCEMENT REVIEW OF THE
CONTINGENCY PLAN (CP) FOR SDOs**

1. As one of the major targets of DRRM for FY 2023, the Disaster Risk Reduction and Management (DRRM) Program of this office shall conduct the Planning-Workshop on the Development of Public Service Continuity Plan (PSCP) and Enhancement Review of the Division Contingency Plan (CP) on **August 15-17, 2023**, in Carmen, Agusan del Norte. The specific venue for the activity shall be informed to the SDOs once finalized.

2. The SDO participants to the activity are the following:

<i>SDOs</i>	<i>Name of Participants</i>	<i>Position/ Designation</i>
Agusan del Norte	Jamel I. Sacar	PDO II-DRRM Coordinator
Agusan del Sur	Ryan G. Muanag	PDO II-DRRM Coordinator
Bayugan City	Ma. Joanna Rey Bughao	PDO II-DRRM Coordinator
Bislig City	Mario L. Lesiguez	PDO II-DRRM Coordinator
Butuan City	Emelio B. Makiling, Jr.	PDO II-DRRM Coordinator
Cabadbaran City	Japheth K. Salar	PDO II-DRRM Coordinator
Dinagat	Nieva Lucille D. Diaz	PDO II-DRRM Coordinator
Siargao	Catherine B. Landao	EPS II/DRRM Co-Focal
Surigao City	Johnmark L. Gorgonio	PDO II-DRRM Coordinator
Surigao del Norte	Gilde Erazo Floramyr Sarvida	PDO II-DRRM Coordinator MT II-on detail/Co-Focal
Surigao del Sur	Melchor O. Catcha	PDO II-DRRM Coordinator



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<i>SDOs</i>	<i>Name of Participants</i>	<i>Position/ Designation</i>
Tandag City	Glee Cris Urbiztondo	PDO II-DRRM Coordinator

3. Participants shall be provided with full board and lodging for the whole duration of the activity. Hence, only travel expenses, per diems, and other applicable expenses shall be reimbursed charged to the local funds (DRRM or MOOE) subject to the usual accounting and auditing procedures.

4. For the pre-work, participants shall be provided with templates for both the plans through their official email addresses. Participants are expected to start the draft particularly on data sets to be utilized in the planning. Technical assistance shall be provided by the resource speakers during the actual workshop.

5. For the information of the participants, the tentative program schedule is set as follows:

<i>Date</i>	<i>Topics</i>	<i>Resource Speaker/s</i>
Aug. 15, 2023	Overview of DepEd DRRM Program - <i>legal bases/issuances</i> - <i>Pillars/KRAs/targets for FY 2023</i>	Regional DRRMC
	Introduction to Public Service Continuity Plan (PSCP) and Contingency Plan (CP)	Regional DRRMC
	Enhancement Review of the Contingency Plan (CP): - <i>Presentation of SDO Contingency Plans per table/form</i> - <i>Issues and concerns relating to contingency planning</i>	SDO DRRM Coordinators
August 16, 2023	Orientation on Public Service Continuity Plan (PSCP) - <i>Templates/data sets/sample PSCP</i> - <i>Open Forum</i>	OCD Caraga
	Workshop Proper on PSCP	RO/SDO DRRMCs
August 17, 2023	Continuation of the Workshop - <i>Presentation and open forum</i> - <i>TA on drafting the PSCP.</i>	OCD Caraga
	Presentation of PSCP	RO/SDO DRRMCs

6. After the activity, SDOs are required to roll-out the planning in the school level. However, participants with prior commitments shall be represented by technical personnel from planning unit or by a designated alternate DRRM Coordinator from the division or from the district office.



7. Both plans of the SDOs shall be approved by the SDS and uploaded/submitted to CO-DRRMS, copy furnish the Regional DRRMC, not later than **September 22, 2023**.

8. Finally, participants are required to bring laptops and extension wires. Expected arrival at the venue on day 1 is at latest 9:00 o'clock with breakfast as first meal of the day.

9. For other related concerns, your staff may contact the Regional DRRM Coordinator, Megnon P. Beldad, at 0910-472-3654.

10. For immediate dissemination.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


FE L. ALEGADO 8/7/2023
Chief, Finance Division

Encl/s.: NONE

Reference/s: NONE

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

CONTINGENCY PLAN DRRM PSCP

ESSD/mpb
08/07/2023



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