



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**  
NO. 228, s. 2024

MAY 29 2024

**DIVISION SEMINAR-WORKSHOP ON THE DEVELOPMENT  
OF PUBLIC SERVICE CONTINUITY PLAN**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Elementary and Secondary Education  
All Others Concerned

1. This Office announces the conduct of the Division Seminar-Workshop on the Development of the Public Service Continuity Plan on June 3-5, 2024, at Subic Riviera Hotel and Residences located at Lot 9 Block B Subic Commercial and Light Park, CBD Area SBFZ, Olongapo City, Philippines.
2. The activity aims to:
  - a. Develop a Division Public Service Continuity Plan.
  - b. Orient the SDO key officials on PSCP.
  - c. Explain the process of determining and prioritizing essential functions.
  - d. Equip participants with the skills to draft their Service Continuity Plan.
3. Attached is the list of participants, for reference.
4. Participants shall bring laptops and extension cords for the workshop.
5. This Memorandum also serves as travel authority for identified participants.
6. Immediate dissemination of this Memorandum is desired.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
To be indicated in the perpetual index

SC 12/GAL  
May 24, 2024



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**Department of Education**  
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**Division Seminar-Workshop on the Development  
Of Public Service Continuity Plan**  
June 3-5, 2024

SDO		
No.	Name of Participants	Position
1	Carolina S. Violeta	SDS
2	Armando C. Capili	ASDS
3	Ramon C. Perez	SGOD-Chief
4	Milagros M. Peñaflor	CID-Chief
5	Pilar C. Ignacio	AO V
6	Myra V. Dilig	Accountant III
7	Rhodora C. Ganzon	Budget Officer II
8	Dr. Roberto Luneta	Medical Officer
9	Jethro M. Nocom	SEPS
10	Merck Bryan A. Gragasin	Division Engineer III
11	Robert Pantig	EPSvr
12	Perlie Ann T. Samonte	Planning Officer III
13	Lorena Inlong	AO IV
14	Rosalie Joy G. Trinidad	AO IV
15	Ethel Joyce Bartolome	AO IV
16	Ma. Liza Manuel	AO IV
17	Edwin R. Bermillo	EPSvr
18	Mar-Elen Fe G. Reñosa	EPSvr-SGOD
19	Alma R. Garcia	SEPS
20	Jessalyn Anne M. Linsangan	EPS II
21	Gerald A. Lingad	PDO II
22	Misty B. Dela Cruz	EPS II
23	Francez Paulene C. Tabije	M&E
24	Nerissa Valenzuela	Nurse
25	Rojomel Idquival	PDO I
26	Johndale B. Yuzon	Engr. I
27	Nicko Manalansan	ICT
28	Mark Anthony Sobreviñas	ICT
29	Maria Patricia Constatino	ADAS III



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30	Jacqueline P. Rivera	ADA I
31	Randy Salandanan	Clerk
32	Pauline B. Roxas	P III
33	Dave D. Basto	P I
34	John P. Quiroz	P I
35	Edgardo Jesus S. Basa III	P II
36	Omar G. Magcalas	P IV
37	Ara S. Velasco	P II
38	Noel T. Lagman	P III
39	Ruel D. Lingad	PSDS
40	Ma. Fe Teresa T. Peñaflor	P III
41	Marjorie M. Palomo	P III

PDRRMO		
No.		
42	Arvin J. Catipon	Resource Speaker
43	Cherry Anne M. Bautista	Resource Speaker
44	Aira Mae A. De Guzman	Resource Speaker



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**Training Matrix**

Time	Activity	Resource Person
<b>Day 1</b>		
8:30 – 9:00 AM	<i>Preliminaries:</i> <ol style="list-style-type: none"> <li>a. Registration</li> <li>b. Opening Program               <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• Opening Remarks</li> <li>• Inspirational Message</li> </ul> </li> </ol>	<b>Technical Working Group</b>  AVP AVP <b>Armando C. Capili, EdD</b> <b>Carolina S. Violeta, EdD,</b> <b>CESO V</b>
9:00 AM – 12:00 N.N	<i>Introduction to PSCP</i> <ol style="list-style-type: none"> <li>a. Training Orientation</li> <li>b. Course Overview</li> </ol>	<b>Cherry Anne M. Bautista</b> PDRRMO
12:00 N.N – 1:00 PM	Lunch	
1:00 PM – 3:00 PM	<i>Module 1:</i> Public Service Continuity Program Initiation  <i>Module 2:</i> Risk Assessment for Continuity of Operations	<b>Arvin J. Catipon</b> PDRRMO Head
3:00 PM – 5:00 PM	<i>Workshop Proper</i> <ol style="list-style-type: none"> <li>a. Policy Statement</li> <li>b. Risk Assessment</li> <li>c. Establishing Mission Essential Function</li> </ol>	<b>Aira Mae A. De Guzman</b> PDRRMO
5:00 PM – 7:00 PM	Dinner	
<b>Day 2</b>		
6:45 AM – 8:00 AM	Breakfast	
8:00 – 8:15	Energizer	Randy Salandan & Jaqueline P. Rivera
8:15 AM – 8:30 AM	Recap	<b>Aira Mae A. De Guzman</b> PDRRMO



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[www.facebook.com/DepedBataan](https://www.facebook.com/DepedBataan)

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8:30 AM – 11:30 AM	Module 3: Determining and Prioritizing Essential Functions  Module 4: Developing Continuity Strategies	<b>Arvin J. Catipon</b> PDRRMO Head
11:30 AM - 12:00 N.N	Open Forum	
12:00 N.N – 1:00 PM	Lunch	
1:00 PM – 3:00 PM	<i>Module 5: Developing Public Service Continuity Plan</i>	<b>Arvin J. Catipon</b> PDRRMO Head
3:00 PM – 5:00 PM	<i>Workshop Proper</i> a. Establishing Mission, Essential Functions b. Impact Analysis	<b>Cherry Anne M. Bautista</b> PDRRMO
5:00 PM – 7:30 PM	Dinner	
<b>Day 3</b>		
6:45 AM – 8:00 AM	Breakfast	
8:00 – 8:15	Energizer	<b>Randy Salandan &amp; Jaqueline P. Rivera</b>
8:15 – 8:30	Recap	<b>Aira Mae A. De Guzman</b> PDRRMO
8:30 AM – 10:00 AM	<i>Module 6: Exercising, Testing, Maintaining the Public Service Continuity Plan</i>	<b>Arvin J. Catipon</b> PDRRMO Head
10:00 AM - 11:30 AM	<i>Workshop Proper:</i> a. Continuity Strategies b. Exercise Plan and Action Plan	<b>Cherry Anne M. Bautista</b> PDRRMO
11:30 – 12:00	Hotel Check out	
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 2:00 PM	Training Evaluation Closing Program	

**RANDY SALANDANAN**  
 Master of Ceremony

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