



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
No. 57 S. 2024

31 JAN 2024

**2024 TRAINING-WORKSHOP ON  
PUBLIC SERVICE CONTINUITY PLAN (PSCP)  
FOR DEPED MISOR DIVISION AND SCHOOL PERSONNEL**

**TO:** Public Schools District Supervisors  
District DRRM Coordinators (PDO1 or AO2)  
Select Division Personnel  
*All Others Concerned*

1. The Schools Governance and Operations Division (SGOD), through the partnership of DepEd-MisOr DRRM Office and Office of the Civil Defense-R10, will be conducting a training-workshop on **Public Service Continuity Plan (PSCP) on February 20-23, 2024** at Pearlmont Hotel, Cagayan de Oro City.
2. The training-workshop aims to highlight internal capacities, recovery requirements and strategies of an agency that leans toward the continuous delivery of quality public services even in times of disaster.
3. Participants to this training are selected Division Office Personnel, Public Schools District Supervisors and District DRRM Coordinators. Please see Enclosure 1 for the complete list of participants.
4. It is advised that participants shall bring their own laptops.
5. Participation in the said activity is treated as OFFICIAL BUSINESS. Traveling expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations. This memorandum shall also serve as the travel order of the identified participants.
6. Immediate dissemination of this Memorandum is desired.

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
Schools Division Superintendent



**2024 TRAINING-WORKSHOP ON  
PUBLIC SERVICE CONTINUITY PLAN (PSCP)  
FOR DEPED MISOR DIVISION AND SCHOOL PERSONNEL  
February 20-23, 2024**

**LIST OF PARTICIPANTS  
SCHOOL PERSONNEL**

	<b>DISTRICT</b>	<b>DRRM FOCAL PERSON (PSDS or School Head</b>	<b>DISTRICT DRRM TECHNICAL MEMBER</b>
1	Alubijid East District	ADEFER B. CAÑO (PSDIC )	LEO BENEDICT G. MAGHUYOP (ADAS III)
2	Alubijid West District	GERRY G. FABRIA (PSDS)	QUINT BECKER A. SAGUING (AO II)
3	Balingasag Central District	BEATRIZ E. ACDAL (PSDS)	OSHIN S. BANTUG (PDO I)
4	Balingasag North District	NIEVA E. BITONGA (PSDIC )	JOEL A. CONCEPCION (HT III)
5	Balingasag South District	DAYLINDA O. VEQUEZO (PSDS)	JOHN PHER F. PADEROG (PDO I)
6	Balingoan District	AILEEN F. DABON (PDIC)	CARLOSITA P. LACBAY (AO II)
7	Claveria Central District	EDWIN V. AMPARO (PSDIC)	KRISTIAN REY M. JALAGAT (Nurse II)
8	Claveria North East District	MARIFE D. BALABA (PSDS)	CHESTER VAN T. NAVARETTE (PDO I)
9	Claveria West District	MARIA FIDELA C. SALVADOR (PSDIC )	JANINE CH O. CABUNOC (AO II)
10	Gitagum District	MARCEL J. TAGALOGON (PSDIC)	LILIAN EDMILAO (AO II)
11	Initao South District	MARIA LEALOU C. FABRIA (PSDS)	CLAUDETTE B. IDNAY (AO II)
12	Initao North District	MARY ANN C. MAGDALE (PSDIC )	LYRA S. TAGLE (AO II)
13	Jasaan North District	EVAH B. ENTUSIASMO (PSDS)	QUEENIE C. RAMERI (PDO I)
14	Jasaan South District	CYDEL P. VALMORES (PSDS)	JULIUS MATIAS BALBIDO (AO II)
15	Kinoguitan District	LILIBETH C. BACO (PSDIC)	QUENNIE O. GUMAHIN (AO II)
16	Lagonglong District	EMERE C. JENISAN (PSDIC)	FELOCHE M. TAHADLANGIT (PDO I)
17	Laguindingan District	ROIE M. UBAYUBAY (PSDS)	AUBREY MARIE CRISTINE B. TABOR (PDO I)
18	Libertad District	JOYLITO O. VILLASTIQUE (PSDIC )	JEMAR G. VIDAL (AO II)
19	Lugait District	ELCRIS E. CAÑO (PSDIC )	MARY ANN T. OMANDAM (PDO I)
20	Magsaysay I District	NORMAN P. SAYSON (PSDIC )	JERRAHMAE M. BABAYLAN (AO II)
21	Magsaysay II District	LEONOR D. CAGALAWAN (PSDIC)	EDISON A. CAGAMPANG (PDO I)
22	Manticao District	RIC D. GABE (PSDS)	MHERLYN D. AGLUBA (HT III)
23	Medina North District	NILDA M. MEJOS (PSDS)	JOSEPH M. RAMBOYON (PDO I)
24	Medina South District	ELLY H. LOFRANCO (PSDS)	WILLIAM G. GUMANIT (AO II)
25	MOGCHS	ABDON R. BACAYANA (Principal IV)	WENCHITO G. TEOPIZ (HT VI)
26	Naawan District	VEVIAN T. TUASON (PSDS)	RITCHELYN P. BALBUTIN (PDO I)
27	Opol East District	PIO R. BAGARES (PSDS)	PATRICK JAMES S. RABE (AO II)
28	Opol West District	HORACE AMELIA Q. NACUA (PSDS)	KAREN J. PAMA (PDO I)
29	Salay District	GRETHEL R. LUBI (PSDIC)	JERLENE O. KUAN (PDO I)
30	Sugbongcogon District	REYNALDO VEGA MAGAN (P3)	RHYAN BERT G. ALMIROL (ADAS III)
31	Tagoloan WEST District	LYNNETH R. ABROGUENA (PSDS)	ZOREN RAY S. FRIAS (PDO I)
32	Tagoloan EAST District	CARNILA D. SIMACON (PSDIC)	RANDOLPH M.RIO (ADA I)
33	Talisayan District	MARYLEN D. TRAPAL (PSDIC)	AILANE MAE A. BASADRE (PDO I)
34	Villanueva North District	JOEL L. JAYME (PSDS)	HELPHA Z. VIRTUDAZO (AO II)
35	Villanueva South District	EVA C. GUILARAN (PSDS)	CARMEN LOURDES R. MADRID (PDO I)

**2024 TRAINING-WORKSHOP ON  
PUBLIC SERVICE CONTINUITY PLAN (PSCP)  
FOR DEPED MISOR DIVISION AND SCHOOL PERSONNEL  
February 20-23, 2024**

**LIST OF PARTICIPANTS  
DIVISION PERSONNEL**

OFFICE/SECTION	Participant 1	Participant 2
1 SDS OFFICE	SDS EDILBERTO L. OPLENARIA, EdD, CESO V	NUR MUHAMMAD A. MAPANDI AIKOH M. RABE
2 ASDS OFFICE	ASDS MARY ANN M. ALLERA	ELIZABETH A. IPULAN
3 ACCOUNTING OFFICE	ATTY. ELMAR G. ANOC	MARK LORREN T. TEJANO
4 AO V - ADMIN	JANICE LOURDES S. RESURRECCION	MARIFE T. BAHIAN
5 BAC	JENNIFER C. ARIASA	ADORA ANGELICA G. BAHIAN
6 CASHIERING	MELODIE C. SANDIGAN	KIRKISH CHLOIE D. REYES
7 CID	CELIETO B. MAGSAYO	MERCY B. AGUILAR
8 ICT	FREDDIEJUN T. DELIG	VICENTE Y. HALLASGO III
9 LEGAL	REINER L. ONG	AMALYN M. PESCADOR
10 LRMS	KIM ERIC G. LUBGUBAN	MELISSA B. PACULBA JEANETTE L. DUAT
11 MEDICAL / DENTAL	DR. ENRIQUE MIGUEL M. DEGAMO	LOUIE U. GALLOGO
12 PHYSICAL FACILITIES	SANDY S. SIMO	MARIE JO T. ASA
13 PLANNING	EDWIN L. GAMORROT	ALDREICH LOIS A. GENITA
14 RECORDS	KENON H. PARA-ON	GRACE GEAN L. GENEROL
15 SGOD	MARIA TERESA M. ABSIN	JOSEPHINE D. LABARES MICHAEL MERVIN M. ACENAS
16 SUPPLY AND PROPERTY	ELEONOR P. CRUZ	ARLENE C. VALMORES

**MEMBERS OF THE TECHNICAL WORKING GROUP (TWG)**

CIRILO K. RUBIATO II (program holder/facilitator)	AMABEL D. HUGUETE (stand-by nurse)
DANIEL B. CRUZ (master of ceremonies)	RALPH WALDO ALVIN V. PAGARA (room assignments)
JOY E. EMANO (attendance, usherette)	GINO M. SEÑARA (room assignments, usher)
CHERIE K. RUBIATO (logistics, attendance, crowd control)	CINDY C. ANCHETA (logistics, attendance, crowd control)



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**TRAINING/ACTIVITY DESIGN**

The Training Design is an HRD template that indicates learning and development solutions for employees in the workplace. This form shall be filled up by Program Holders/Section Heads. Please provide an original or photocopy of the design to the office of the Human Resource Development Unit.

**A. Training Information**

Title of Training or Program	<b>TRAINING-WORKSHOP ON PUBLIC SERVICE CONTINUITY PLAN FOR DEPED MISOR PERSONNEL</b>
Description	A program designed to orient and equip School Heads with necessary knowledge and skills in doing a School Based Contingency Plan. The legal basis of this training is <b>Republic Act (RA) 10121</b> otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandated all government agencies to institutionalize policies, structures, coordination mechanisms and programs With Continuing budget appropriation on disaster risk reduction and management (DRRM) from national to local levels.
Pre-Requisite (optional)	NONE
Proposed Training Date/s	<b>FEBRUARY 20-23, 2023</b>
No. of Training Hours	32 hours
Type of Learning & Development for Participants	<input type="checkbox"/> Managerial <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Technical <input checked="" type="checkbox"/> Competency-Based <input type="checkbox"/> Behavioral <input checked="" type="checkbox"/> Function-Based
Management Level for Program Holders	<b>School/District/Division/Regional/International</b>
School/Office/Division/Section/Unit	School Governance and Operations Division
Delivery Mode	<i>You may choose more than one (1):</i> <input type="checkbox"/> Orientation <input type="checkbox"/> Classroom Training <input checked="" type="checkbox"/> Seminar-Workshop <input type="checkbox"/> Self-Paced-Modular <input type="checkbox"/> Self-Paced-Multimedia <input type="checkbox"/> Others: Onsite/online platforms orientation, rehearsal and in the provision of various technical assistance

	<b>Additional:</b> <input type="checkbox"/> Virtual <input checked="" type="checkbox"/> Face to Face <input type="checkbox"/> Others: _____
Target Group	<input checked="" type="checkbox"/> Teaching <input type="checkbox"/> Teaching-Related <input checked="" type="checkbox"/> Non-Teaching
Number of Participants	<b>No. of Participants:</b> <b>35</b> -Public Schools District Supervisor, <b>35</b> -District DRRM Coordinators and <b>30</b> -Select Division Personnel  <b>No. of Speakers: 3</b>
Cost/Budget	<i>Php 7000 per participant (food, venue and hotel accommodation for 4days)</i>
Rationale	OUOPS No. 2023-04-2551 re: Revised Guidelines on the Utilization of Comprehensively Released Funds under the FY 2023 Disaster Preparedness and Response Program (DPRP) Funds and OUOPS No. 2023-04-6762 re: Guidelines on the Utilization and Reporting of the FY 2023 Disaster Preparedness and Response Program (DPRP) Funds releases funds to Regional and Division Offices in the Department to support the conduct of various DRRM-related programs, projects, and activities.

**B. Training Goals**

Training Objectives	Implement prescribed activities of the DRRMS which is Public Service Continuity Plan in schools and in the Division office.
Program Outputs	Enhanced Division and School Public Service Continuity Plan.
Expected Outcomes	Actual roll out of the manuals on the conduct and facilitation of Public Service Continuity Plan in schools and in the Division office.
Program Content Focus	Training and Workshops on Division and School Public Service Continuity Plan.

**C. Budget and Material Requirements**

Please indicate N/A if item is not applicable or required for the training

	Particulars			Total
	Qty	Item	Amount	
Training materials for the participants	100	ConPlan Training manual	282	Php 28,200
	100	Ballpen	11	Php 1,100
	100	Notebook	25	Php 2,500
Training materials for the participants and speakers	103	ID holder with lanyard	100	Php 10,300
Food, venue and hotel accommodation	103pax x 7000 (4days)			Php 721,000

GRAND TOTAL Php 763,100

**Source of Fund: LAA-10-23-358**

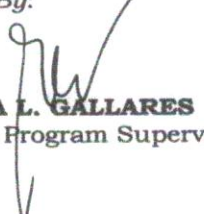
**OSEC-10-23-4252**

**Amount: 7,350,800**

**Provision of Funds for Disaster Preparedness Related PPASs**

Prepared By:

  
**CIRILO K. RUBIATO II**  
 PDD II - DRRM  
 Reviewed By:

  
**RHODORA L. GALLARES**  
 Education Program Supervisor

Certified Appropriation Available:

  
**MARK LORREN T. TEJANO**  
 AO-V - Budget Officer

Recommending Approval

  
**DAEL**  
 Division Superintendent

Noted by:

**IRISH KARYLLE D. MONTE**  
 SEPS-HRD  
 Reviewed By:

  
**MARIA TERESA M. ABSIN**  
 Chief, SGOD

Certified Funds Available:

  
**ELMAR G. TANOC, CPA**  
 Accountant III

Approved:

  
**EDILBERTO L. OPLENARIA, EdD, CESO V**  
 Schools Division Superintendent