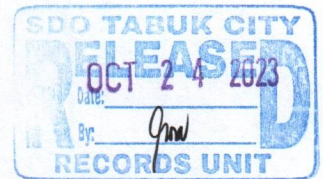




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

October 24, 2023

Division Memorandum
No. 435, s. 2023

To: Office of the ASDS
SGOD Chief
CID Chief
All Participants
Others Concerned

**CONSTITUTING THE TECHNICAL WORKING GROUP (TWG) FOR THE
DEVELOPMENT OF THE PUBLIC SERVICE CONTINUITY PLAN**

1. Delivering public service in times of disruptions is important so that operations in public offices shall continue and available to the public. The development of a public service continuity plan for the Schools Division Office (SDO) of Tabuk City is necessary to accomplish such goal - to provide undisrupted services to learners, their parents, and all education stakeholders. It is in this reason that a technical working group is constituted and are composed of the following members who will be primarily working on the SDO Tabuk City Publics Service Continuity Plan.

NAME	POSITION/DESIGNATION	RESPONSIBILITY
BENEDICTA B. GAMATERO	SDS	Participant
JAN NOWEL E. PENA	OIC-SDS	Participant
SALLY P. FEKEN	Chief-SGOD	Participant
CATHERINE BADONG	Administrative Officer IV	Participant
SIXTO D. LANG-AY	Accountant III	Participant, NEU President
TEOFILA P. AGSUNOD	Librarian II	Participant
PAUL N. PALLISO	Engineer III	Participant



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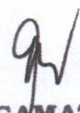


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DAISY BUCAO	PDO I	Participant, Level I Employees Representative
GUIA GRACE DAGADAG	MEDICAL OFFICER III	Participant
DEEWAI B. BAGAYAO	SEPS-Research	Participant, Second Level Employees Representative
WELDA P. BUSLIG	RECORDS OFFICER	Participant
ATTY. JOAN REYES	EPS II-HRDT	Participant
HARRIET C. BUSLIG	EPS II-SMME	Participant
MENCHIE P. GAMONGAN	PDO II	Secretariat/Facilitator
ALLAN S. DUMALSIN	ITO I	Participant
RODE T. PASCUA	ALS Representative	Participant
EFREN Y. DANAG	PLANNING OFFICER III	Facilitator/Participant
JAY-AR BALAHYOY	ADMIN. AIDE VI	Inspectorate/Participant,
EMMANUEL UBUAN	EDUCATION PROGRAM SUPERVISOR	Participant
JET RENZ L. OGGANG	DENTIST II	Participant
JAMES CEASAR A. DAYAO	ADMINISTRATIVE OFFICER IV	Participant
RESOURCE PERSON	RESOURCE PERSON	RESOURCE PERSON
11 Males		11 Females = 23

- The TWG shall be participating in the conduct of PSCP development workshop on November 5-8, 2023 in Ilocos Sur, Region I. Venue will be coordinated in a succeeding memorandum.
- For information and guidance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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DEPED TABUK CITY
PUBLIC SERVICE CONTINUITY PLANNING
Program Matrix

TIME	PARTICULARS	RESPONSIBILITY
Day 0 (November 5, 2023)		
2:00 – 5:00	- Registration	Hotel Personnel
6:00	-Dinner	Hotel Personnel
Day 1		
7:00-7:50	BREAKFAST	
8:00-8:10	- Prayer - Pambansang Awit - Roll Call	Teofila P. Agsunod, Librarian II Catherine Badong, HRMO Menchie P. Gamongan, PDO I
8:10-8:15	-Statement of Purpose -Message of SDS	Efren Y. Danag, Planning Officer III SDS Benedicta B. Gamatero, PhD, CESO V
8:15-8:25	-Pre-test	
8:25-12:00 NOON AM SNACK:10:00	-Introduction to Public Service Continuity Plan -Module 1: Public Service Continuity Program Initiation <ul style="list-style-type: none"> • Workshop 1: Policy Statement • Presentation of Output -Module 2: Risk Assessment for Continuity of Operations <ul style="list-style-type: none"> • Workshop 2: Risk Assessment • Presentation of Outputs • 	Resource Person
12:00-1:00	LUNCH BREAK	
1:00-3:00	-Module 3: Determining and Prioritizing Essential Functions <ul style="list-style-type: none"> • Workshop 3: Establishing Mission Essential Functions 	Resource Person



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	<ul style="list-style-type: none"> Workshop 4: Impact Analysis Presentation of Output: 	
3:00-3:10	PM SNACK	
3:10-5:00	-Module 4: Developing Continuity Strategies <ul style="list-style-type: none"> Workshop 5: Continuity Strategies Presentation of Output 	Resource Person
Day 2		
7:00-7:50	BREAKFAST	
8:00-8:10	- Prayer - Recap - Energizer	Secretariat
8:10-9:30	Unfinished business of previous day	Efren Y. Danag
9:30-10:00	-Module 5: Developing the Public Service Continuity Plan	Resource Person
10:00-10:10	AM Snack	
10:10-12:00	Module 5 continuation	Resource Person
12:00-1:00	Lunch	
1:00-3:00	Module 5 continuation	Resource Person
3:00-3:10	PM SNACK	
3:10-5:00	-Module 6: Exercising, Testing, and Maintaining the Public Service Continuity Program	Resource Person
Day 3		
7:00-7:50	BREAKFAST	
8:00-8:10	Preliminaries	Secretariat
8:10-10:45	<ul style="list-style-type: none"> Workshop 6: Exercise Plan and Action Plan Post Test 	Resource Person
10:00-10:30	AM SNACK	
10:30-11:45	<ul style="list-style-type: none"> Presentation of Outputs 	Resource Person
11:45-12:00	CLOSING STATEMENT	OIC-ASDS JAN NOWEL E. PENA
	END OF DAY 3	



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