



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools Division
Superintendent

June 13, 2024

OFFICE MEMORANDUM
SGOD-2024-15

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
SDO Unit/ Section Heads or representative (*IAS, PMU, Cashier, Budget, Accounting, DPSU, Property, Planning Officer, PDO, 3-Physical Facilities, 3-CID, LRMDS, 3-School Health, Legal, Admin, Personnel, Records, Property & Supply, GSO, M&E, 3-SOCMOB, HRD, ICT*)
DRRM Support Staffs (*Jaime B. Quinga Jr., Dr. Regie L. Mante, Felix A. Anasco Jr., Christopher Gudia*)
All Others Concerned

DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN

1. Civil Service Memorandum Circular No. 2, s. 2021 and NDRRMC Memorandum No. 33, s. 2018 directs all National Government Agencies, which includes the Department of Education to formulate a Public Service Continuity Plan (PSCP) to ensure continuous delivery of services to the public amidst any disruption.
2. Natural and human-induced hazards disrupt the normal delivery of public service to the clients in schools. As a proactive approach in dealing with these challenges, the Schools Division Office shall conduct a Training Course on Public Safety Continuity Planning for all Section/Unit heads or representative and division personnel on June 25-28, 2024 @ JJ's Seafood Village, Gallares Street, Tagbilaran City.
3. The Training Course on Public Safety Continuity Planning aims to introduce the principles and standards of public service continuity management to enable participants to understand how to establish a program for continuity of operations. Specific guidelines, workshop templates, and important documentation tips will be substantially provided to easily facilitate the initial documentation of Public Service Continuity Plan (PSCP).
4. Participants are requested to bring a laptop, extension wire and to pre-register using this link <http://tinyurl.com/2024DRRMActivities> on or before the June 20, 2024.



Deped Tayo Bohol Division

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5. All board and lodging, meals and snacks of participants, speakers/facilitators and support staffs shall be charged to DRRM Disaster Preparedness and Response Fund (DPRP) while incidental and travelling related expenses shall be charged to MOOE/local funds subject to usual accounting and auditing rules and regulations.
6. This Memorandum will serve as Travel Order.
7. Immediate dissemination of this Memorandum is highly appreciated.

for:
CASIANA P. CABERTE Ph.D., CESO VI
Schools Division Superintendent

[Signature]
FERMIN M. ALBUTRA
Administrative Officer V
DepEd - Bohol *6/13/24*



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