



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

DepEd - Division of Catanduanes
RECORDS SECTION
RELEASED
BY: *Chk* No: 136
DATE: **14 FEB 2025** TIME: 3:13

14 February 2025

DIVISION MEMORANDUM
No. 136 s. 2025

**CONDUCT OF PUBLIC SERVICE CONTINUITY PLAN AND EXECUTIVE ICS
TRAINING FOR SELECTED SDO PERSONNEL**

TO : OIC - Assistant Schools Division Superintendent
Chief Education Supervisors, (CID and SGOD)
All Public Schools District Supervisors
All Elementary and Secondary Schools
All Others Concerned

1. Pursuant to Republic Act (RA) No. 10121 which mandates all national government agencies to institutionalize policies, structure and coordination mechanisms in times of emergency and disaster as well as to strengthen the **Disaster Preparedness and Response** and in compliance with OUOPS No. 2023-4-6762 issued by the Office of the Undersecretary for Operations, this office in coordination with the **Office of Civil Defense V** will be conducting **Public Service Continuity Plan and Executive ICS Course for Selected SDO Personnel** on **February 17-21, 2025** at **ARDCI Hotel, Virac, Catanduanes**.
2. Participants to this activity are 25 personnel from concerned units/sections. The lists of Participants and Program Management Team as well as the Program of Activities are attached as enclosures.
3. Travel expenses of the participants shall be charged against local funds while meals and venue shall be charged against DPRP Funds subject to the usual accounting and auditing rules and regulations.
4. Inquiries or clarifications may be coursed through **Maria Audrea L. Vivo**, Division DRRM Focal Person, at **0929-978-4538** or via email at mariaaudrea.vivo@deped.gov.ph.
5. For immediate dissemination of and strict compliance.

By Authority of the OIC Schools Division Superintendent

Norlito
ATTY NORLITO JR. P. AGUNDAY

Attorney III - Legal Officer
Officer-In-Charge

Office of the Schools Division Superintendent



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Enclosure 1 to Div. Memorandum No. 136 s. 2025

LIST OF PARTICIPANTS

OSDS	SGOD	CID
Delfin A. Bondad	Aroline T. Borja	Rommel G. Petajen
Atty. Norlito JR. P. Agunday	Carol P. Gil	Jezrahel T. Omadto
Jennifer B. Metica	Anthony B. Aguirre	Jose T. Arcilla Jr.
Eva S. Tolentino	Maria Audrea L. Vivo	
Liza R. Bernardo	Rodger A. Matienzo	
Omar T. Urbano	Floren P. Clavo	
Christina T. Barrameda	Rosario B. Vegim	
Cherie V. Perez	Achilles V. Alberto I	
Angelo James O. Aguinalde	Ahdel Dr. Idanan	
	Elizabeth S. Urbano	
	Imaculate T. Latorre	
	Ma. Lourdes M. Sorra	

PROGRAM MANAGEMENT TEAM

Name	Office	Tasking
Maria Audrea L. Vivo	SGOD	Program Management Head/ Safety Officer
Achilles V. Alberto I	SMNE	Monitoring and Evaluation
Anthony B. Aguirre	SHN	Health Monitor
Sheryl Cambonga	COS	Documentation



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Enclosure 2 to Div. Memorandum No. 136 s. 2025

PROGRAM OF ACTIVITIES

Day 01 February 17, 2025		
Arrival and Registration of Participants	07:00 AM – 08:30 AM	PMT and Hotel Staff
Opening Program	08:30 AM – 09:30 AM	PMT
Getting to Know	09:30 AM – 10:00 AM	Participants/ Resource Speakers/ PMT
Health Break	10:00 AM – 10:15 AM	
Administrative Announcements	10:15 AM – 10:30 AM	PMT
Course Overview and Pre-Test	10:30 AM – 11:00 AM	Resource Speakers
Review of Basic DRRM Concepts	11:00 AM – 12:00 NN	
Lunch Break	12:00 NN – 01:00 PM	
MODULE 1: Public Service Continuity Program Initiation	01:00 PM – 03:00 PM	Resource Speakers
Health Break	03:00 PM – 03:15 PM	
MODULE 2: Risk Assessment for Continuity of Operations	03:15 PM – 05:15 PM	Resource Speakers
Daily Course Evaluation	05:15 PM – 05:30 PM	PMT
Day 02 February 18, 2025		
Recapitulation and Energizer	08:00 AM – 08:30 AM	PMT/ Assigned Group
MODULE 3: Determining and Prioritizing Essential Functions	08:30 AM – 12:00 NN	Resource Speakers
Lunch Break	12:00 NN – 01:00 PM	
MODULE 4: Developing Continuity Strategies	01:00 PM – 05:00 PM	Resource Speakers
Daily Course Evaluation	05:00 PM – 05:15 PM	PMT
Day 3 February 19, 2025		
Recapitulation and Energizer	08:00 AM – 08:30 AM	PMT/ Assigned Group
MODULE 5: Developing Public Service Continuity Plan	08:30 AM – 12:00 NN	Resource Speakers
Lunch Break	12:00 NN – 01:00 PM	
MODULE 6: Exercising, Testing and Maintaining PSCP	01:00 PM – 05:00 PM	Resource Speakers
Daily Course Evaluation	05:00 PM – 05:15 PM	PMT
Day 4 February 20, 2025		
Recapitulation and Energizer	08:00 AM – 08:30 AM	PMT/ Assigned Group



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MODULE 6: Exercising, Testing and Maintaining PSCP	08:30 AM – 12:00 NN	Resource Speakers
Lunch Break	12:00 NN – 01:00 PM	
Incident Command System Executive Course		
MODULE 1: Introduction to Concepts of ICS	01:00 PM – 02:30 PM	Resource Speakers
MODULE 2: Composition of ICS Organization	05:00 PM – 05:15 PM	
Day 5 February 21, 2025		
Recapitulation and Energizer	08:00 AM – 08:30 AM	PMT / Assigned Group
MODULE 3: ICS Facilities	08:30 AM – 9:30 AM	
MODULE 4: Managing Planned Events and Incidents	09:30 AM -11:00 AM	
MODULE 5: Common Responsibilities	11:00 AM – 12:00 NN	
Lunch Break		
MODULE 5: Common Responsibilities cont.	01:00 PM – 03:00PM	
<ul style="list-style-type: none">• Open Forum• Ways Forward• Post-Test• Training Course Evaluation	03:00 PM – 04:00 PM	
Closing Program	04:00 PM – 05:00 PM	PMT
End of Training	05:00 PM	



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