



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**



01 Jul 2025

**DIVISION MEMORANDUM**

No. 251, s. 2025

**TRAINING ON THE FINALIZATION OF THE PUBLIC SERVICE CONTINUITY  
PLAN AND CONTINGENCY PLAN**

**TO:** Asst. Schools Division Superintendent  
Chief Education Supervisors – SGOD & CID  
Unit Heads  
All Others Concerned


1. Relative to the **Republic Act No. 10121**, titled **Philippine Disaster Risk Reduction and Management Act of 2010** and **National Disaster Risk Reduction and Management Council Memorandum No. 33, s. 2018**, titled **Public Service Continuity Plan (PSCP) Template for Government Agencies**, this Office will be conducting **three (3) days Training on the Finalization of PSCP and Contingency Plan** to Top Management, Unit Heads and select Division Office Personnel on **July 21 to 23, 2025**, Monday to Wednesday, at **Tagaytay Country Hotel, Olivarez Plaza, Tagaytay City**.
2. The training aims to:
  - a. Ensure essential functions continue smoothly after a disruption;
  - b. Establish plans for uninterrupted services during disruptions; and
  - c. Review and Finalize Public Service Continuity and Contingency Plans of the Division Office
3. All the participants are required to bring their own laptops and extension cords. Attached are the **Matrix of Activity, List of Participants and Technical Working Group** for reference.
4. Participants are reminded to bring their own tumblers. Designated drinking stations and water dispensers will be provided for everyone's convenience.
5. Departure time is scheduled at 5:00 AM. The first meal to be served will be AM snacks.
6. Transportation and other incidental expenses relative to this activity shall be charged against the local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

7. For further inquiries, clarifications, and other related concerns, you may contact **Ms. Preciosa Marie T. Alba**, Project Development Officer II-DRRM, at 0943-573-6010.

8. Immediate dissemination of this Memorandum is desired.

Date:  
2025.07.  
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09:31:43  
+08'00'

**SUSAN DL. ORIBIANA**  
Schools Division Superintendent

Encl: As stated

Reference: Republic Act No. 10121 and National Disaster Risk Reduction and Management Council Memorandum No. 33, s. 2018

SGOD/DRRM / PMTA /  
075 / 07/01/2025

DM - Training on the Finalization of the Public Service Continuity Plan and Contingency Plan



## Annex 1

**MATRIX OF ACTIVITY****TITLE OF  
ACTIVITY:****FINALIZATION OF PUBLIC SERVICE CONTINUITY  
PLAN AND CONTINGENCY PLAN****DATE OF  
ACTIVITY:****July 21-23, 2025**

<b>TIME</b>	<b>TOPIC / ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
<b>Day 1</b>		
5:00 - 9:00 AM	Travel time to Training Venue	
9:00 - 9:30 AM	Registration and Check-In	
9:30 - 10:00 AM	AM Snacks	
10:00 - 10:30 AM	Opening Program <ul style="list-style-type: none"> <li>Philippine National Anthem</li> <li>Prayer</li> <li>SDO Lucena Hymn</li> <li>Presentation of Participants, TWG and Resource Speakers</li> <li>Photo Opportunity</li> <li>Opening Remarks</li> <li>Inspirational Message</li> <li>Rationale and Objectives</li> <li>Overview of the Training</li> <li>Safety Briefing</li> </ul>	<b>AVP</b> <b>AVP</b> <b>AVP</b> <b>Preciosa Marie T. Alba</b> PDO II-DRRM  <b>Edenia O. Libranda</b> Assistant Schools Division Superintendent <b>Susan DL. Oribiana</b> Schools Division Superintendent <b>Preciosa Marie T. Alba</b> PDO II-DRRM c/o <b>Hotel Staff</b>
10:30 AM- 12:00 PM	Overview of Public Service Continuity Plans (PSCP) and Contingency Planning	<b>Resource Speaker</b>
12:00 - 1:00 PM	LUNCH	
1:00 - 1:15 PM	Ice Breaker	<b>c/o OSDS Group</b>
1:15 - 2:15 PM	Review of existing PSCP and Contingency Plans	<b>Resource Speaker</b>
2:15 - 3:15 PM	Identifying gaps and areas for improvement in current plans	<b>Resource Speaker</b>
3:15 - 3:30 PM	Health Break	
3:30 - 5:00PM	Group discussions and Collaborative Writeshop on the improvement of current plans	CID, SGOD, and OSDS Participants
<b>Day 2</b>		
8:00 - 8:30 AM	Opening Program	<b>c/o CID Group</b>

	Preliminaries Nationalistic Song Prayer Ice Breaker/ Exercise Management of Learning	
8:30 - 10:00 AM	Collaborative workshop to finalize PSCP	CID, SGOD, and OSDS Participants
10:00 - 10:15 AM	Health Break	
10:15 AM - 12:00 PM	Collaborative workshop to finalize CP	CID, SGOD, and OSDS Participants
12:00 - 1:00 PM	LUNCH	
1:00 - 1:15 PM	Ice Breaker	<b>c/o SGOD Group</b>
1:15 - 3:00 PM	Group Presentations on drafted finalized plans	CID, SGOD, and OSDS Participants
3:00 - 3:15 PM	Health Break	
3:15 - 4:15 PM	Continuation of group presentations	CID, SGOD, and OSDS Participants
4:15 - 5:15 PM	Strategies for continuous improvement of PSCP and Contingency Plans	<b>Resource Speaker</b>
<b>Day 3</b>		
8:00 - 8:30 AM	Opening Program Preliminaries Nationalistic Song Prayer Ice Breaker/ Exercise Management of Learning	<b>c/o OSDS Group</b>
8:30 - 10:00 AM	Collaborative workshop to finalize PSCP and CP based on the expert's feedback	CID, SGOD, and OSDS Participants
10:00 - 10:15 AM	Health Break	
10:15 AM - 12:00 PM	Group Presentations on finalized plans	CID, SGOD, and OSDS Participants
12:00 - 1:00 PM	LUNCH	
1:00 - 1:15 PM	Ice Breaker	<b>c/o CID Group</b>
1:15 - 2:00 PM	Closing Program <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Nationalistic Song</li> <li>• Impressions from Participants</li> <li>• Distribution of Certificates</li> </ul>	Secretariat / TWG



	<ul style="list-style-type: none"> <li>• Photo Opportunity</li> </ul> Closing Remarks	<b>Dr. Epifania F. Carandang</b> Chief Education Supervisor-SGOD
2:00 PM-onwards	Check out and travel back home	

Annex 2

**LIST OF PARTICIPANTS**

**TITLE OF ACTIVITY:** **FINALIZATION OF PUBLIC SERVICE CONTINUITY PLAN AND CONTINGENCY PLAN**  
**DATE OF ACTIVITY:** **July 21-23, 2025**

NO.	NAME	SEX	DESIGNATION	OFFICE / SCHOOL
1.	Susan DL. Oribiana	F	SDS	OSDS
2.	Edenia O. Libranda	F	ASDS	OSDS
3.	Epifania F. Carandang	F	Chief Education Supervisor	SGOD
4.	Myla K. Mendiola	F	OIC-Chief Education Supervisor	CID
5.	Benjie C. Rivera	M	AO V – Admin. Services	Admin. Office
6.	Maria Katherine A. Panganiban	F	AOV - Budget Officer III	Budget Unit
7.	Rhea A. Gallano-Mojica	F	Accountant III	Accounting Unit
8.	Maria Eleanor A. Pinza	F	AO IV / Cashier	Cash
9.	Cristina B. Rogelio	F	IT Officer I	ICT Unit
10.	Ana Karmela S. Amante-Vergara	F	Attorney III	Legal Unit
11.	Aloysius D. Cabana	M	AO IV / Supply Officer	Supply Unit
12.	Glenna M. Habito	F	AO IV / Personnel Officer	Personnel Unit
13.	Erwin M. Montes	M	AO IV / Records Officer	Records Unit
14.	Rowela M. Caperiña	F	Education Program Supervisor	CID
15.	Anicia J. Villaruel	F	Education Program Supervisor	CID
16.	Rey Mark R. Queaño	M	Public Schools District Supervisor	CID
17.	Mylene R. Dapol	F	EPS II – ALS	CID
18.	Karina R. Bautista	F	Education Program Supervisor	SGOD

19.	Marck Andro E. Bernabe	M	Planning Officer III	SGOD
20.	Pascual C. La Rosa, Jr.	M	SEPS, SM (M&E)	SGOD
21.	Karen Jane P. Montero	F	EPS II, SM (M&E)	SGOD
22.	Rolan B. Catapang	M	SEPS, HRD	SGOD
23.	Patrick Miguel T. Palacio	M	Nurse II	SGOD
24.	Belen M. Andal	F	SEPS, SMN	SGOD
25.	Joam M. Alcantara	M	Education Facilities	SGOD
26.	Preciosa Marie T. Alba	F	PDO II	SGOD
27.	Rosebelle F. Castrillo	F	PDO I	SGOD
28.	Janel A. Romasanta	F	Medical Officer III	SGOD
29.	Mark Angelo A. Villabroza	M	COS-DRRM	SGOD
30.	Theresa Yemma A. Calubag	F	Resource Speaker	SDO- General Trias City
31.	Wilbert C. Ulpindo	M	Resource Speaker	Regional Office 4A

### Annex 3

Technical Working Group	
Program and Invitation Committee	Karen Jane P. Montero
Registration Committee	Mark Angelo A. Villabroza
Certificates Committee	Mark Angelo A. Villabroza Preciosa Marie T. Alba
Physical Arrangement Committee	Mark Angelo A. Villabroza c/o Hotel/ Venue
Sound System and Technical Committee	Mark Angelo A. Villabroza c/o Hotel/ Venue
Food & Refreshment Committee	Rolan B. Catapang
Evaluation Committee	Pascual C. La Rosa
Documentation Committee	Karen Jane P. Montero Rosebelle F. Castrillo Cristina B. Rogelio
Health and Wellness Committee (If applicable)	Janelle A. Romasanta Patrick Miguel T. Palacio