



Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	NOEL REY T. ESTUITA
Position/Designation	PDO II
Purpose of Travel (must be supported by attachments)	TO ATTEND TRAINING ON THE DEVELOPMENT PF PUBLIC SERVICE CONTINUITY PLAN
Host of Activity	SDO LUCENA CITY
Inclusive Dates	February 26-29, 2024
Destination	TAGAYTAY COUNTRY CLUB
Fund Source	LOCAL FUNDS

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.



NOEL REY T. ESTUITA

Name and Signature of Requesting Employee

February 19, 2024

Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.


JOSEPHINE T. NATIVIDAD

Name and Signature of Recommending Authority

February 19, 2024

Date

APPROVED


SUSAN DL. ORIBIANA

Name and Signature of Approving Authority

February 19, 2024

Date



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


29 January 2024

DIVISION MEMORANDUM
SGO-2024-010

TRAINING ON THE DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN

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

1. Relative to the **OUOPS Memorandum No. 2023-04-11515**, titled **Reiteration of the Public Service Continuity Plan (PSCP) Template for Government Agencies**, this Office, through the School Governance and Operations Division-DRRM will be conducting **four (4) days Training on the Development of PSCP** to Top Management, Unit Heads and select Division Office Personnel on **February 26 to 29, 2024**, Monday to Thursday, **venue to be determined** after the RFQ process.
2. The training aims to:
 - a. ensure essential functions continue smoothly after a disruption;
 - b. establish plans for uninterrupted services during disruptions; and
 - c. develop a Public Service Continuity Plan for 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. 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.
5. For queries, clarifications, and other related concerns, you may contact **Ms. Preciosa Marie T. Alba**, Project Development Officer II-DRRM, at 0943-573-6010.
6. Immediate dissemination of this Memorandum is desired.


SUSAN DL. ORIBIANA
Schools Division Superintendent

PTA/001



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