



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
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Name: 051101
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Date: DEC 12 2024

Office of the Schools Division Superintendent

December 10, 2024

DIVISION MEMORANDUM

No. 094, s. 2024

**TRAINING WORKSHOP ON THE DEVELOPMENT OF PUBLIC SERVICE
CONTINUITY PLANS FOR SDO-BASED PERSONNEL**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Unit
All Others Concerned

1. Republic Act 10121, otherwise known as the "*Philippine Disaster Risk Reduction and Management Act of 2010*," institutionalized a proactive disaster risk reduction and management approach that uses administrative directives, organizations, and operational skills and capacities to implement strategies, policies, and improved coping capacities to lessen the adverse impacts of hazards and the possibility of disasters.
2. The Department of Education recognizes the need to establish preparedness measures and arrange response priorities ahead of time prior to a certain disaster. To ensure achievement of safer, adaptive, and disaster-resilient communities towards sustainable development, the Schools Division Office of Marinduque, through the School Governance and Operations Division, will conduct a **Training Workshop on the Development of Public Service Continuity Plans for SDO-Based Personnel on December 14-16, 2024** at the **A&A Beach Resort, Boac, Marinduque**.
3. Upon completion of this training, the participants are expected to:
 - a. demonstrate understanding of public service continuity planning, its background, importance, and format; and
 - b. practice the formulation and development of a public service continuity plan through series of workshops and exercises.
4. Participants in this training are select-SDO based personnel. **All participants shall accomplish the profile of participants on or before December 13, 2024 5:00PM through bit.ly/TWPSCParticipantMdq2024**. Any correction in name, position, and/or official station shall be made by the participant in their accomplished profiles. Furthermore, they are advised to bring their laptops, internet mobile connections, and extension wires.

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5. To ensure seamless execution and quality of training, no replacement or representative shall be allowed. Participants who cannot participate in the said training due to various reasons must submit a letter indicating their reasons for non-participation addressed to the Schools Division Superintendent *attn: SGOD-Social Mobilization and Networking Section*.

6. This is a live-out learning and development activity. However, there shall be food provision (AM snacks, lunch, PM snacks) and training supplies for all participants, trainers, and members of the Program Management Team chargeable to SARO RO-4B-23-0782.

7. Trainers, members of the Program Management Team, and participants are entitled to compensatory time-off (CTO) in lieu of their services on December 14-15, 2024.

8. The following documents are enclosed for reference:
a. Enclosure 1: List of Participants
b. Enclosure 2: List of Program Management Team Members
c. Enclosure 3: Training Matrix

9. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.



LYNN G. MENDOZA, EdD
OIC- Schools Division Superintendent

Encls: As stated
References: Republic Act 10121

To be indicated in the Perpetual Index
under the following subjects:

CALAMITY SAFETY EDUCATION TRAINING PROGRAMS

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· LIST OF PARTICIPANTS

*Training Workshop on the Development of Public Service
Continuity Plans for SDO-Based Personnel*

NAME	POSITION	OFFICE
1. Ma. Cecilia S. Manay	CES	SGOD
2. Maita M. Lazares	EPS	SGOD
3. Dr. Melanie M. Mendoza	SEPS	SGOD-SMN
4. Bernadith R. Lacerna	SEPS	SGOD-PRS
5. Marisol R. Luarca	PO III	SGOD-PRS
6. Abet R. Faundo	EPS II	SGOD-HRDS
7. Rey R. Raymundo	EPS II	SGOD-SMM&E
8. Glaiza T. Palatino	PDO I	SGOD-YFS
9. Josefina P. Brual	PDO I	SGOD-YFS
10. Dr. Rica Mai O. Larga	MO III	SGOD-SHNS
11. Dr. Queza Rina Q. Membrebe	Dentist II	
12. Ma. Concordia M. Eborá	Nurse II	SGOD-SHNS
13. Perry N. Jardiniano	Nurse II	SGOD-SHNS
14. Jarrence S. Narito	Nurse II	SGOD-SHNS
15. Kym Luzette S. Maming	Nurse II	SGOD-SHNS
16. Loida M. Ordillano	Nurse II	SGOD-SHNS
17. Melanie M. Llasos	Nurse II	SGOD-SHNS
18. Ma. Kristine Nicola D. Iglesia	Nurse II	SGOD-SHNS
19. Ana Mae SD. Luslos	Nurse II	SGOD-SHNS
20. May Bernadeth O. De La Rosa	AO V	OSDS – Admin
21. Arlene M. Marasigan	AO V	OSDS – Budget
22. John Dhelter P. Pastrana	Accountant III	OSDS-Accounting
23. Jinky L. Meron	AO IV	OSDS-Records
24. Ruby M. Tan	AO IV	OSDS-Supply
25. David M. Zoleta Jr.	ITO I	OSDS-ICT
26. Randy M. Llana	ADAS III	OASDS
27. Jezreel T. Serra	Engineer III	SGOD-EFS

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LIST OF PROGRAM MANAGEMENT TEAM MEMBERS

*Training-Workshop on the Development of Public Service
Continuity Plans for SDO-Based Personnel*

NAME	POSITION	OFFICE
1. Edgar H. Loto	.PDO II	SGOD-SMN
2. Arnold M. Moreno	Engineer III	SGOD-EFS
3. Oliver T. Martillano	Engineer III	SGOD-EFS
4. Dr. Fretzie P. Alcantara	SEPS	SGOD-SMM&E
5. Kyle David V. Atienza	SEPS	SGOD-HRDS
6. Julius Christian M. Llanes	Admin Support II	SGOD
7. Sheila S. Chua	Planning Officer	PDRRMO
8. Anthony M. Zoleta	Field Officer	OCD-MIMAROPA

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TRAINING MATRIX
*Training Workshop on the Development of Public Service
 Continuity Plans for SDO-Based Personnel*

TIME	ACTIVITY	PERSON(S) RESPONSIBLE
DAY 1		
8:00-8:15AM	Arrival and Registration of Participants	PMT
8:16-8:45AM	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • SDO Marinduque Hymn • DepEd QPS • Welcome Remarks • Inspirational Message • Introduction of Facilitators • Introduction of Participants 	PMT
8:46-9:00AM	Health Break	
9:01-9:45AM	Course Overview	Speakers from OCD-MIMAROPA and PDRRMO
9:46-10:00AM	Pre-Test	
10:01-11:00AM	Introduction to Public Service Continuity Planning	Speakers from OCD-MIMAROPA and PDRRMO
11:01-12:00PM	Module 1: Public Service Continuity Program Initiation	Speakers from OCD-MIMAROPA and PDRRMO
12:01-1:00PM	Lunch Break	
1:01-2:00 PM	Module 2: Risk Assessment for Continuity of Operations	Speakers from OCD-MIMAROPA and PDRRMO
2:01-2:15 PM	Health Break	
2:16-3:45 PM	Module 3: Determining and Prioritizing Essential Functions (Part 1)	Speakers from OCD-MIMAROPA and PDRRMO
3:46-4:45PM	Exercise 1: Risk Assessment	Speakers from OCD-MIMAROPA and PDRRMO
4:46-5:00PM	End-of-Day Evaluation	
DAY 2		
8:00-8:30AM	Management of Learning and Recapitulation	PMT
8:31-9:30AM	Exercise 2: Establishing Mission Essential Functions	Speakers from OCD-MIMAROPA and PDRRMO
9:31-10:30AM	Module 3: Determining and Prioritizing Essential Functions (Part 2)	Speakers from OCD-MIMAROPA and PDRRMO
10:31-10:45AM	Health Break	
10:46-11:45AM	Assignment 4: Impact Analysis	Speakers from OCD-MIMAROPA and PDRRMO
11:46-12:45PM	Lunch	
12:46-1:45PM	Assignment 4: Impact Analysis (cont.)	Speakers from OCD-MIMAROPA and PDRRMO

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12:46-1:45PM	Assignment 4: Impact Analysis (cont.)	Speakers from OCD-MIMAROPA and PDRRMO
1:46-2:00PM	Health Break	
2:01-3:30PM	Module 4: Developing Continuity Strategies	Speakers from OCD-MIMAROPA and PDRRMO
3:31-5:00PM	Module 5: Developing the Public Service Continuity Plan	Speakers from OCD-MIMAROPA and PDRRMO
5:01-5:15PM	End-of-Day Evaluation	
DAY 3		
8:00-8:30AM	Management of Learning and Recapitulation	PMT
8:31-10:00AM	Exercises 4: Continuity Strategies	Speakers from OCD-MIMAROPA and PDRRMO
10:01-10:15AM	Health Break	
10:16-12:15PM	Module 6: Exercises, Testing, and Maintaining the Public Service Continuity Program	Speakers from OCD-MIMAROPA and PDRRMO
12:16-1:15PM	Lunch Break	
1:16-2:45PM	Assignment 6: Exercise Plan and Action Plan	Speakers from OCD-MIMAROPA and PDRRMO
2:46-3:00PM	Health Break	
3:01-4:00PM	Presentation of Outputs	
4:01-4:30PM	Post-Test	
4:31-5:00PM	Closing Program <ul style="list-style-type: none"> • Preliminaries • Insights/Impression • Statement of Challenge • Acceptance of Challenge • Awarding of Certificates • Closing Remarks • Photo Opportunities 	PMT
5:01-5:15PM	End-of-Day Evaluation	

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