



Republic of the Philippines
Department of Education
Schools Division Office of Benguet

DepEd-Benguet Division
FEB 15 2024
RELEASED

13 February 2024

OFFICE MEMORANDUM

No. 54, s. 2024

DEVELOPMENT AND ENHANCEMENT OF THE PUBLIC SERVICE CONTINUITY PLAN (PSCP) FOR THE SCHOOLS DIVISION OFFICE OF BENGUET

To: Assistant Schools Division Superintendent
 Chiefs, School Governance and Operations Division
 Identified SDO Personnel

1. Pursuant to the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, s. 2018, all government member agencies of the DRRM councils at all levels and other government departments, offices, bureaus, services, units, and instrumentalities are enjoined to develop their own Public Service Continuity Plan (PSCP).
2. The PSCP is an all-hazard plan that aims to ensure continuous delivery of services to the public amidst any disruption. It works by highlighting internal capacities, recovery requirements, and strategies to minimize damage and loss to essential processes, ensure succession of leadership, and improve the continuity capabilities of all government entities.
3. Relative hereto, a Workshop for the Development/Enhancement of the Schools Division Office's PSCP will be conducted on **March 19 – 22, 2024 at Paradiso Beach Resort, Brgy. Samara, Aringay, La Union.**
4. Participants are the section heads of the three (3) functional divisions in the SDO office. Attached is the list of participants. In circumstances where identified personnel are not available with a valid reason, a representative may be allowed, provided that the alternate is knowledgeable in the KRA of the office/section/unit he or she is representing.
5. Accommodation, meals, and snacks shall be provided chargeable against DPRP Funds while traveling and other incidental expenses of the participants may be charged against local funds, subject to the usual accounting and auditing rules and regulations. The first meal is an AM snack, and the last meal is lunch on Day 4.
6. For more information, queries, and related concerns, please contact the Division DRRM Coordinator at 0920-344-6730 or via her official FB account (Nerissa Barbosa).
7. For immediate dissemination, guidance, and compliance of all concerned.

SALLY L. BANAKEN - ULLALIM CESO V
 Schools Division Superintendent

References: RA 10121 NDRRMC Memo 33, s. 2018 CSC MC No. 2, s. 2021
 DepEd OUOPS Memo No. 2023-04-11515



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet



PARTICIPANTS TO THE DEVELOPMENT AND ENHANCEMENT OF THE PUBLIC SERVICE CONTINUITY PLAN (PSCP) FOR THE SCHOOLS DIVISION OFFICE OF BENGUET

19 – 22 March 2024

	Functional Division	Section/Unit	Name of Participant	Position	
1	OSDS	Records	Melvin Alfredo	AO IV	
2		Personnel	Maricel Codimdim	AO IV	
3		Cashiering	Joyce Gavino	AO IV	
4		Accounting	Florinda Pagoy	Accountant III	
5		Budget	Florabel Buclay	AO V-Budget	
6		Legal Unit	Atty. Nover Singgangan	Legal Officer III	
7		Asset Management	Florabel Balanon	AO IV	
8		BAC Secretariat	Mahal Rifani	AO III	
9		General Services			
10	CID	Office of the Chief ES	Rizalyn Guznian	Chief ES	
11		EPS learning area representative	<i>Chief ES to identify</i>		
12		ALS	Remy Dum-ao	EPS	
13		LRMS	Sonia Dupagan	EPS	
14		District Instructional Supervision	<i>Chief ES to identify</i>		
15		SGOD	Office of the Chief ES	Lucio Alawas	Chief ES
16	EPS		Cesar Luma-ang	EPS	
17	School Facilities		Engr. Melba Himmoldang	Engineer III	
18	SMME		Corazon Quipot	SEPS	
19	SMN		Arvin Doman	SEPS	
20	HRD		Xylene Grail Kinomis	SEPS	
21	Planning and Research			Stephen Bulalin	SEPS
22				Jeanette Kiong	PO III
23			Youth Formation	Cliftone Bangse-il	PDO I
24			School Health	Dr. Kirsty Depnag	MO III
25		DRRM	Nerissa Barbosa	PDO II	
26	Consultants	SDS SALLY L. BANAKEN – ULLALIM, CESO V			
27		ASDS SAMUEL T. EGSAEN, JR., CESO VI			
		FACILITATORS/SPEAKERS			
28		Anthony Zuniga	Consultant		
29		Cedric Puertollano	Co-Facilitator/Collaborator		
30		Orlando Barachina	PDO IV, DepEd – DRRMS		