



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

February 2, 2024

REGION MEMORANDUM  
ESSD-2024-012

**CAPACITY BUILDING AND WORKSHOP ON THE DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN**

To: Schools Division Superintendents  
RO Functional Division Chiefs

1. In line with the Department of Education's commitment to provide essential services continuously during disasters or emergencies, this Office through the Education Support Services Division (ESSD) will be conducting a **Training Workshop on the Development of Public Service Continuity Plan on March 5-8, 2024 in Koronadal City.**

2. The activity aims to: a) establish and implement procedures that ensure the continuous provision of essential public services in the face of unforeseen events or emergencies; b) identify critical functions and prioritize resources to maintain the continuity of services during disruptive incidents; c) enhance the resilience and responsiveness of regional and division offices by training personnel in emergency response and business continuity measures; and d) establish communication protocols and information dissemination strategies for efficient coordination during contingency situations.

3. Participants for this activity are the following:

SDO	8 pax	Division DRRM Coordinators
Resource Person	4 pax	OCD XII
Regional Office	DRRM Team	
ESSD	6 pax	Chief, DRRM Coordinator, Engineer III, Medical Officer, PDO IV, ADAS
ORD	3 pax	RD, ICT, PAU
ARD	1 pax	ARD or representative
CLMD	1 pax	Chief or representative
QAD	1 pax	Chief or representative
HRDD	1 pax	Chief or representative
Admin Division	3 pax	Chief or representative, Supply Officer, GSU
Finance Division	1 pax	Chief or representative
PPRD	2 pax	Chief or representative, Planning Officer
FTAD	1 pax	Chief or representative

4. Travelling expenses incurred by the participants shall be charged from their respective local funds or any applicable funds, while honorarium of resource persons, materials and supplies, venue, accommodation, meals and snacks shall be



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charged to region DRRM / DPRP Fund subject to the usual accounting and auditing rules and regulations.

5. For more information kindly contact Education Support Services Division – PSS-DRRM thru (083) 223-1667 or email at [jannearlwendell.lope@deped.gov.ph](mailto:jannearlwendell.lope@deped.gov.ph).
6. For information and guidance.

  
**CARLITO D. ROCAFORT**  
Director IV

Encl.: None  
Reference: ESSD OM  
Allotment: DRRM Fund  
To be indicated in the Perpetual Index under the following Subjects:

CALAMITY                  SAFETY EDUCATION

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