

Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1021-0144
MEMORANDUM
19 October 2021

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Heads of Offices
All Continuity Planning Team Representatives

Subject: **FOLLOW UP ON THE SUBMISSION OF ASSIGNED SECTIONS**
ON THE PUBLIC SERVICE CONTINUITY PLAN

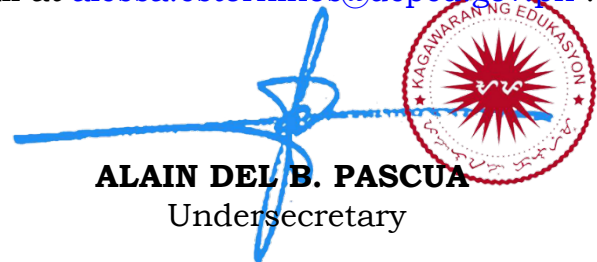
In relation to the Office of the Undersecretary for Administration (OUA) Memorandum No. 00-0821-0213 titled *Agreements during the Orientation on Public Service Continuity Plan (PSCP) to All DepEd Central Office Bureaus, Services, and Offices*, the OUA through the Disaster Risk Reduction and Management Service (DRRMS) would like to **follow up on the submission of assigned sections for the completion of the PSCP.**

Per the abovementioned issuance, the writeshop session was to be conducted from 23 August to 10 September 2021, while the PSCP approved by the Office of the Secretary shall be submitted on or before 31 October 2021. This is pursuant to CSC Memorandum No. 12, s. 2021.

In this regard, the OUA would like to request **all concerned to submit their respective PSCP sections not later than 22 October 2021 at 5:00 p.m.**

For further queries, kindly contact Ms. Alessa Anne S. Estorninos of the DRRMS through +63 905 767 8363 or email at alessa.estorninos@deped.gov.ph.

For strict compliance. Thank you.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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OUA MEMO 00-0821-0213
MEMORANDUM
[Date]

For: **Undersecretaries**
Assistant Secretaries
Bureau and Service Directors
Heads of Offices
All Continuity Planning Team Representatives

Subject: **AGREEMENTS DURING THE ORIENTATION ON PUBLIC SERVICE CONTINUITY PLAN (PSCP) TO ALL DEPED CENTRAL OFFICE BUREAUS, SERVICES, AND OFFICES**

In relation to **OUA Memo-00-0821-0048** or the *Orientation on Public Service Continuity Plan (PSCP) and Formation of Continuity Planning Team (CPT)* held last **18 August 2021** via Microsoft Teams, this memorandum provides the following action points agreed in the orientation:

1. **All bureaus, services, and offices should designate at least two (2) representatives** to form part of the Continuity Planning Team. Refer to Annex A for the designated representatives.
2. **Every bureau, service, and office will be assigned to a specific section of PSCP** to be enhanced, to be led by trained personnel on PSCP. Refer to Annex B for the assigned section per office.
3. A group communication platform (Facebook Messenger, Viber, and Microsoft Teams) will be created by DRRMS to allow the CPT members to communicate any concerns and technical provisions needed for the entire duration of PSCP development.
4. The draft PSCP of DepEd Central Office which is subject for enhancement during the writeshop session as agreed by the respective planning teams can be accessed in this link: <https://bit.ly/3mjitJM>
5. **Writeshop sessions** will be conducted starting **23 August 2021 to 10 September 2021**. To assist the planning team in enhancing the PSCP, attached herewith is the PSCP Guidebook.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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6. **Heads of offices are requested to provide guidance to their office representatives, review and approve their outputs prior to submission to DRRMS.**
7. PSCP will be finalized by DRRMS. **The finalized draft will be routed to different offices for further review and vetting. Vetted PSCP draft will be endorsed to the Office of the Secretary for approval.**
8. **Approved PSCP shall be submitted on or before 31 October 2021** pursuant to CSC Memorandum No. 12, s. 2021.

The recordings of the orientation are herein attached as well for reference purposes. For any queries or concerns, you may reach Mr. Aldwin B. Rimbao of DRRMS through drmo@deped.gov.ph or mobile number 0928 388-9101 (Viber).

For your information and appropriate action. Thank you.


ALAIN DEL B. PASCUA
Undersecretary



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Annex A

Directory of Continuity Planning Team representatives

Bureau/ Service/ Office	Division	Representative Name	Designation	DepEd e-mail	Contact no.
Administrative Service (AS)	Office of the Director	Dikitanan, Jerald John, M.	Administrative Support II	jerald.dikitanan@deped.gov.ph	09760626083
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	Education Facilities Division	Del Rosario, Ma. Gracia Corazon V.	Senior Admin Assistant II	ma.delrosario024@deped.gov.ph	09163180405
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		Paa, Jaime G.	Caretaker	jaime.paa@deped.gov.ph	09451334152
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Bureau of Human Resource and Organization Development (BHROD)	Organization Effectiveness Division	Burcer, Rodel delos Angeles	Administrative Assistant II	rodel.burcer@deped.gov.ph	09224986963
	Human Resource Development Division	Bautista, Leonardo G., Jr.		leonardo.bautista@deped.gov.ph	9334584595
Bureau of Learning Delivery (BLD)	Office of the Director	Santos, Wanny Milaine N.**	Senior Education Program Specialist	wanny.santos@deped.gov.ph	09760034897
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Central Security and		Acosta, Jessie B.	Security Officer II	jessie.acosta@deped.gov.ph	09329304273



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		Nito, Mark Anthony	Senior Technical Assistant II	mark.nito@deped.gov.ph	
		Rimbao, Aldwin	Technical Assistant II	aldwin.rimbao@deped.gov.ph	
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Legal Service (LS)	Investigation Division	NO DESIGNATED REPRESENTATIVE YET			
Literacy Coordinating Council Secretariat (LCCS)		Canlas, Terence Joshua S.	Project Development Officer	terence.canlas@deped.gov.ph	+63 915 482 9103
National Council for Children's Television (NCCT)		NO DESIGNATED REPRESENTATIVE YET			
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Office of the Secretary (OSec)		NO DESIGNATED REPRESENTATIVE YET			
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		Macabare, Anna Joyce C.			
Office of the Undersecretary for Legislative Liaison and		NO DESIGNATED REPRESENTATIVE YET			



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Planning Service (PS)	Policy Research & Development Division	Gariguez, Anna Victoria, A	Administrative Assistant II	anna.gariguez@deped.gov.ph	09179291495
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		Lana, Flor Angeline A.		angeline.lana@deped.gov.ph	
Teacher Education Council Secretariat (TECS)		Balbuena, Rosanna Marie B.**	Administrative Officer II	rosanna.balbuena@deped.gov.ph	09774835495

* representatives who are trained on PSC Planning
 ** representatives who completed the training on PSC Planning



Annex B

PSCP Writeshop Tasking

Assigned PSCP Section/ Document/ Activity	Responsible Bureau/ Service/ Office	Timeframe
Risk Assessment and Impact Analysis	Lead: NEAP Member/s: Baguio Teachers Camp	August 23-27, 2021
Section 1: Introduction	Lead: OUCI Member/s: OASCI	August 30 - September 10, 2021
Section 2: Purpose	Lead: OULA Member/s: OASLA	August 30 - September 10, 2021
Section 3: Continuity Policy Statement	Lead: BHROD Member/s: BEA and IAS	August 30 - September 10, 2021
Section 4: Scope	Lead: Legal Service Member/s: LCCS and NCCT	August 30 - September 10, 2021
Section 5: Roles and Responsibilities	Lead: TEC Member/s: ProcMS	August 30 - September 10, 2021
Section 6: Definition of Terms	Lead: ICTS Member/s: PS	August 30 - September 10, 2021
Section 7: Assumptions	Lead: BCD Member/s: STO	August 30 - September 10, 2021
Section 8: Mission Essential Functions and Recovery Time Objectives	Lead: AS Member/s: FS, OUA, OANASFO and CSSO	August 30 - September 10, 2021
Section 9: Activation Criteria, Procedures and Authority	Lead: BLD Member/s: EPS and OUHROD	August 30 - September 10, 2021
Section 10: Continuity Strategies	Lead: PMS Member/s: OUF and OASF	August 30 - September 10, 2021
Section 11: Resource Requirements	Lead: BLR Member/s: OSec, OASPPMS, and PMS	August 30 - September 10, 2021
Section 12: Communication Procedure	Lead: BLSS Member/s: OASPA and PAS	August 30 - September 10, 2021
Section 13: Testing and Maintenance of the PSCP	Lead: DRRMS	August 30 - September 10, 2021
Section 14: References	Lead: DRRMS	August 30 - September 10, 2021
Section 15: Appendices	Lead: DRRMS	August 30 - September 10, 2021
Section 16: Approval and Monitoring	Lead: DRRMS	August 30 - September 10, 2021
Finalization Workshop and Plan Approval	Lead: DRRMS Member/s: EXECOM/MANCOM	September 13 - October 31, 2021



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