



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAR 05 2024

MEMORANDUM

**DIVISION PLANNING WORKSHOP ON PUBLIC SERVICE CONTINUITY PLAN**


To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Administrative Officer V  
All Others Concerned

1. This Office announces the conduct of the above-captioned activity on March 7 – 8, 2024, at Parque España Residence Hotel, 5309 East Asia Drive Filinvest Corporate City Alabang , 1781 Muntinlupa City.
2. Please see enclosures, for reference.
  - a. Enclosure 1; Indicative Program of Activities
  - b. Enclosure 2: List of Participants
3. Immediate dissemination of, and compliance with this Memorandum is desired.

For:

**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

By:

  
**VIOLETA M. GONZALES CESO VI**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

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

SAFETY EDUCATION      COMMUNICATIONS      TRAINING

ELK/DM/DIVISION WORKSHOP ON PUBLIC SERVICE CONTINUITY PLANNING

074 /MARCH 4, 2024



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**Department of Education**  
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure 2 to the Division Memorandum No. \_\_\_\_\_, s. 2024

**DIVISION PLANNING WORKSHOP ON PUBLIC SERVICE CONTINUITY PLAN**  
**PARTICIPANTS**

No.	Participants	Designation
1	Dr. Violeta M. Gonzales CESO VI	OIC-Assistant Schools Division Superintendent
2	Ms. Madeline Ann L. Diaz	Curriculum Implementation Division-Chief
	Ms. Ma. Regaele A. Olarte	OIC- Education Program Supervisor, SGOD
3	Ms. Noemi A. Valdez	Administrative Officer V
4	Dr. Evangeline M. Aman	Public Schools District Supervisors
6	Ms. Alyssa V. Aventurado	Public Schools District Supervisor
7	Ms. Clarisa C. Avila	Public Schools District Supervisor
8	Dr. Ma. Theresa C. Dela Rosa	Public Schools District Supervisor
9	Dr. Jay Boy E. Evano	Public Schools District Supervisor
10	Dr. Mark Joseph Fernandez	Public Schools District Supervisor
11	Dr. Yaledegler C. Maligaya	Public Schools District Supervisor
12	Dr. Myra E. Namit	Public Schools District Supervisor
13	Dr. Eric F. Fungo	Public Schools District Supervisor
14	Ms. Ada Trinidad A. Tagle	Public Schools District Supervisor
15	Dr. Marissa M. Adanza	Education Program Supervisor
16	Dr. Gina U. Urquia	Education Program Supervisor
17	Ms. Phoebe R. Arroyo	Senior Education Program Specialist, Planning and Research
18	Ms. Chelo DG. Rongavilla	Education Program Specialist II, M & E
19	Ms. Maria Cristina Malacad	Division Cashier
20	Ms. Joiche I. Luna	Administrative Officer IV, Property / Supply Unit
21	Ms. Lourdes V. Rodilla	Administrative Officer IV Records Officer
22	Ms. Angela F. Francisco	Administrative Officer IV Human Resource Division
23	Engr. Renante L. Tejada	Engineer III
24	Ms. Cecile Ilarde	Division Librian
25	Mr. Joseph D. Nilo	Planning Officer III
26	Ms. Karen Medina	Accounting III
27	Ms. Mahalikhah Ayah Q. Abuel	Administrative Assistant III, Budget Unit
28	Ms. Ma. Teresa S. Indap	Nurse II
29	Ms. Amor M. Cascalla	Nurse II
30	Ms. Nery Ann L. Lorenzo	Education Program Specialist II, ALS
31	Mr. Reynante L. Benito	Project Development Officer II



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PROJECT MANAGEMENT TEAM / TECHNICAL WORKING GROUP / RESOURCE SPEAKERS		
32	Ms. Rochelle A. Jimenez	Senior Education Program Specialist II, SocMob
33	Ms. Cecilia Teresa C. Claudel	Education Program Specialist II, SocMob
34	Mr. King Solidini J. Torres, PDO-I	Youth Formation and Development
35	Mr. Eduardo L. Kondo, PDO II	Disaster Risk Reduction and Management

Enclosure 1 to the Division Memorandum No. \_\_\_\_\_, s. 2024

### PROGRAM OF ACTIVITIES

Day 1: March 7, 2024

TIME	ACTIVITY	PERSON-IN-CHARGE
7:30 – 8:00 AM 8:00 – 8:30 AM	Registration Opening Program <ul style="list-style-type: none"><li>National Anthem</li><li>Prayer</li><li>Introduction of Participants</li> <li>Statement of Purpose</li> <li>Message and Opening Remarks</li></ul>	PMT  Ms. ROCHELLE A. JIMENEZ SEPS, SocMon  VIOLETA M. GONZALES, CESO VI OIC-Schools Division Superintendent
8:30 – 9:30 AM	I. <b>Course Overview (Pre-Test)</b>	Ms. ROCHELLE A. JIMENEZ SEPS, SocMon
9:30 – 10:00 AM	II. <b>Module 1: Public Service Continuity Initiation</b>	Ms. ROCHELLE A. JIMENEZ SEPS, SocMon
10:00 – 11:00 AM	III. <b>Module 2: Risk Assessment for Continuity of Operations</b>	Mr. EDUARDO L. KONDO <b>PDO-II, DRRM</b>
11:00 – 12:00 NN	IV. <b>Module 3: Determining Essentials Functions</b>	Mr. EDUARDO L. KONDO <b>PDO-II, DRRM</b>



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TIME	ACTIVITY	PERSON-IN-CHARGE
12:00 – 1:00 PM		LUNCH
1:00 – 1:30 PM		ENERGIZER
1:30 – 2:45 PM	V. Module 4: Impact Analysis	<b>Mr. EDUARDO L. KONDO</b> PDO-II, DRRM
2:45 – 3:45 PM	VI. Module 5: Developing Continuity Strategies	<b>Mr. KING SOLIDINI J. TORRES</b> PDO-I, YFD
3:45 – 4:45 PM	VII. Module 6: Exercising, Testing, and Maintaining the PSCP	<b>Ms. CECILIA TERESA C. CLAUDEL</b> EPS-II, SocMob

**Day 2: March 8, 2024**

TIME	ACTIVITY	PERSON-IN-CHARGE
8:00 – 8:30 AM	Registration Opening Program (AVP) <ul style="list-style-type: none"><li>Prayer</li><li>Recap</li></ul>	PMT
8:30 – 12:00 NN	PSCP Contents	<b>PSCP Core Group Workshop</b>
12:00 – 1:00 PM	LUNCH	
1:00 – 4:00 PM	Checking of Outputs	<b>PSCP Core Group Workshop</b>
4:00 – 5:00 PM	Closing Remarks	Ms. Ma. REGAELE A. OLARTE <b>OIC – Chief SGOD</b>