



Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY  
 SCHOOLS DIVISION OF BATANES

SEP 15 2023

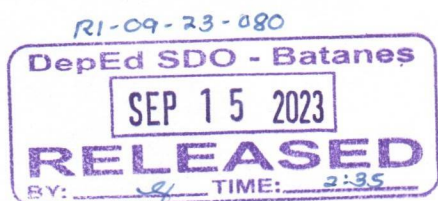
**DIVISION MEMORANDUM**

No. 254, s. 2023

**SEMINAR WORKSHOP ON THE DEVELOPMENT OF PUBLIC SERVICE  
 CONTINUITY PLAN FOR SCHOOLS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

1. In compliance with Civil Service Commission Memorandum Circular No. 2, 2021 and NDRRMC Memorandum No. 33, s. 2018, all government member agencies of the DRRM Councils at all levels and other government department offices, bureaus, services, units, and instrumentalities are required to develop their own Public Service Continuity Plan (PSCP).
2. The Schools Division Office through the School Governance and Operations Division will conduct a PSCP Training on October 21, 22, 28, and 29, 2023, from 8:00 AM to 5:00 PM at the Ivatan Conference Hall. All school DRRM Coordinators in the Division are required to attend the training and develop their own PSCP.
3. Services rendered by the participants shall be entitled to service credits and compensatory time-offs following the regulatory requirements of DepEd Order No. 52 s. 2003 and CSC-DBM Joint Circular No. 2 s. 2004, respectively.
4. The expenses relative to the conduct of the training will be charged to the DPRP Fund. The transportation expenses of the participants will be charged to their School MOOE, subject to the usual accounting and auditing rules and regulations.
5. For your information, dissemination and compliance.



**ALFREDO B. GUMARU JR. EdD, CESO V**  
 Schools Division Superintendent

*[Handwritten signature]*



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Encl:  
as stated

References:  
CSC MC No. 2, 2021  
NDRRMC Memorandum No. 33, s. 2018

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

DRRM

SGOD/myn/fvg



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