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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

UOMM 2023-11-103
DEPED MALAYBALAY
RELEASED
DATE: _____ TIME: 4:40
BY: _____

Unnumbered MEMORANDUM

TO: DIVISION CHIEFS (CID and SGOD)
ALL UNIT AND SECTION HEADS
This Office

FROM:  **CHERRY MAE L. LIMBACO-REYES**
Schools Division Superintendent

DATE: November 9, 2023

SUBJECT: CONDUCT OF PUBLIC SERVICE CONTINUITY PLAN WRITE SHOP

1. All Division Chief in CID and SGOD, Unit heads, and Section heads of various offices in the Division Office are hereby mandated to participate in the **Public Service Continuity Plan Write shop** on **November 14-17, 2023, 8:00 a.m. – 5:00 p.m., at Loiza's Pavilion, Casisang, Malaybalay City.**
2. This activity is conducted in compliance with National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, s. 2018 and Civil Service Memorandum Circular No. 2, s. 2021, which mandates all government member agencies of the DRRM councils at all levels and other government departments, offices, bureaus, services, units, and instrumentalities to develop Public Service Continuity Plans.
3. List of participants is attached in this memorandum. Should the office in the list is not available due to a valid reason, he or she must send a representative who is very knowledgeable about the processes in his or her office.
4. Meals, snacks, accommodation, and other allowable expenses shall be charged against the DPRP Fund subject to usual accounting and auditing rules and regulations.
5. For concerns or queries, contact **Jimdandy S. Lucine**, Project Development Officer II (DRRM), through 09171156864.

Encl: List of Participants
Copy Furnished: Records Section | DRRM



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



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Enclosure to Division Memo No. ____, s. 2023 re: Conduct of Public Service Continuity Plan

LIST OF PARTICIPANTS

NO.	OFFICE/S	PARTICIPANTS
1	ADMIN. SERVICES	Manuel D. Dinlayan II
2	CASH UNIT	Rufelia J. Limbengco
3	PERSONNEL UNIT	Guia Ma. G. Villahermosa
4	RECORDS UNIT	Florabelle R. Porras
5	PROPERTY AND SUPPLY UNIT	DARVY C. DAGUIMOL
6	LEGAL SERVICES	Wincerbogne L. Pesisano
7	ICT SERVICES	Paul John P. Arias
8	PROCUREMENT UNIT	Pamela L. Astudillo
9	ACCOUNTING UNIT	Rhysa Cyle C. Rosalejos
10	BUDGET UNIT	Sibyl L. Maputi
11	CID	Ralph T. Quirog
12	ALS	Ethyl Ligando
13	ADM	Dindo M. Gabales
14	District Instructional Supervision Rep.	Manny B. Pimentel
15	Learning Resources Management	Purisima J. Yap
16	SGOD	Lorenzo O. Capacio
17	SMME	Edelina M. Eborá
18	Social Mobilization and Networking	Marsfifth M. Mamawag
19	Planning Officer	Novem A. Sescon
20	HRD	Woodrow Wilson B. Merida
21	EFD	Leslie T. Fontanilla
22	School Health	Maria Sarline R. Openiano-Flores, MD, MPM
23	DRRM	Jimdandy S. Lucine
24	Learners Formation	Karl Lois C. Pagaran/Lucilyn M. Cahucom
25	Child Protection	Rosalio P. Arangco

HONORARY PARTIPANTS

1. Cherry Mae L. Limbaco-Reyes, Schools Division Superintendent
2. Aliena S. Dajay, Asst. Schools Division Superintendent