



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

October 16, 2023

OFFICE MEMORANDUM

ESSD-2023- **641**

**CONDUCT OF DEVELOPMENT/ENHANCEMENT OF THE
 PUBLIC SERVICE CONTINUITY PLAN (PSCP)**

To: Director IV
 Functional Division Chiefs
 Unit and Section Heads
 All Others Concerned

1. In line with our commitment to ensuring the continuity of essential services and operations of the Department of Education (DepEd) Regional Office during emergencies or disruptions, this Office, through the Education Support Services Division (ESSD) shall conduct a workshop on the Development/Enhancement of the Public Service Continuity Plan (PSCP) on November 27-29, 2023, at DepEd RELC NEAP Hall.

2. This activity aims to:
 a. help division/unit/section offices function and perform essential services continuously, especially during disasters and emergencies; and
 b. ensure that quality education will be delivered to learners amid crises and calamities.

3. The participants of this activity are listed below:

Office of the Regional Director

- (1) Legal Unit
- (1) ICT Unit
- (1) Public Affairs Unit

Office of the Assistant Regional Director

- (1) Bids and Awards Committee

(1) Curriculum and Learning Management Division

(1) Learning Resource Management Section

Education Support Services Division

- (1) School Health Section
- (1) Special Programs and Projects Section
- (1) Physical Facilities Section

(1) Human Resource Development Division

(1) Policy, Planning and Research Division

(1) Quality Assurance Division

(1) Field Technical Assistance Division

Administrative Division

- (1) Asset Management Section
- (1) Cash Section



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- (1) Personnel Section
- (1) Payroll Services
- (1) Records Section
- (1) General Services Unit
- (1) Security Office

Finance Division

- (1) Accounting Section
- (1) Budget Section

4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosures: None

References: None

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

DEVELOPMENT

PUBLIC SERVICE CONTINUITY PLAN

ESSD-SPPS-TJCP



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