



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

11 December 2023

DIVISION MEMORANDUM
NO. 542, s. 2023

**DIVISION-LEVEL TRAINING-WRITESHOP IN THE DEVELOPMENT OF
DIVISION PUBLIC SERVICE CONTINUITY PLAN (PSCP)**

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor, SGOD & CID
Administrative Officer V
Project Development Officer II
Division Section Heads
All Division Personnel
All Others Concerned
This Division

1. In line with the commitment of ensuring the continuity of essential services and operations of the Department of Education (DepEd) Division Office during emergencies, this Office informs the field on the Division-Level Training-Writeshop in the Development of Division Public Service Continuity Plan (PSCP) on December 19-22, 2023, 8:00 A.M.-5:00 P.M. at Division Conference Room, Diamond Building, El Salvador City Division.
2. The general objective of this training is to be able to highlight internal capacities, recovery requirements and strategies of an agency or institution that leans towards the continuous delivery of quality public services during an emergency or disaster.
3. Further, expected participants of this activity are all Division Office personnel. This memorandum serves as an **Authority to Travel**.
4. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol set for this activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.





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5. Immediate and wide dissemination of this Memorandum is enjoined.

RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl:

As stated

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

SGOD/DRRM/jee

PUBLIC SERVICE CONTINUITY PLAN
PLANS/PROGRAM/ACTIVITIES
TRAINING/WRITESHOP

