



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools Division  
Superintendent**

February 14, 2025

**OFFICE MEMORANDUM**  
SGOD-2025- 12

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
SDO Unit/ Section Heads  
DRRM TWG  
All Others Concerned

**ENHANCEMENT AND FINALIZATION OF SCHOOLS DIVISION OFFICE  
PUBLIC SERVICE CONTINUITY PLAN (PSCP)**

1. Civil Service Memorandum Circular No. 2, s. 2021 and NDRRMC Memorandum No. 33, s. 2018 directs all National Government Agencies, which includes the Department of Education to formulate a Public Service Continuity Plan (PSCP) to ensure continuous delivery of services to the public amidst any disruption.
2. Natural and human-induced hazards disrupt the normal delivery of public services to the clients. As a proactive approach in dealing with these challenges, the Schools Division Office of Bohol will enhance and finalize the SDO Public Service Continuity Plan to help the office function and provide essential services continuously, particularly during disasters and emergencies. The activity will be held on February 26-28, 2025 @ Reyna's the Haven and Gardens, Calceta St., Tagbilaran City.
3. Participants are requested to bring a laptop, extension wire and pre-register using this link <https://tinyurl.com/BoholDRRMActivities> on or before February 21, 2025. Please refer to the attachment for the list of participants.
4. All board and lodging, meals and snacks of participants, speakers/facilitators, DRRM TWG and program management team shall be charged to DRRM Disaster Preparedness and Response Fund (DPRP) while incidental and travelling related expenses shall be charged to MOOE/local funds subject to usual accounting and auditing rules and regulations.



Deped Tayo Bohol Division

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5. This Memorandum will serve as Travel Order.
6. Immediate dissemination of this Memorandum is highly appreciated.

  
**FAY C. LUAREZ EdD, PhD.TM, CESO VI**  
OIC - Schools Division Superintendent

SGOD/SOCMOB/DRRM



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**LIST OF PARTICIPANTS FOR THE ENHANCEMENT  
AND FINALIZATION OF PSCP**

<b>SGOD</b>	Dr. Wilfreda O. Flor
	Lope S. Hubac
	Evelyn C. Marapao
	Ana Liza Laurel
	Aian B. Dolauta
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	Ed Vincent Cahulugan
<b>School health</b>	Maria Aurora D. Lumaad
	Salve Regina G. Vigonte
	Arcales, Alberto Noel Z.
	Rosemary R. Reños
<b>Heads of SDO Functional Units/ Section / Representative</b>	