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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 022
21 March 2020

For: **Regional Directors and BARMM Education Minister**
Schools Division Superintendents
RO Division Chiefs and Unit Heads
SGOD and CID Chiefs

Subject: **SUBMISSION OF PUBLIC SERVICE CONTINUITY PLANS**
(PSCP) OF REGIONAL AND DIVISION OFFICES

With reference to Office Memorandum OO-OSEC-2020-001 on authorization of office and field work for identified critical services in areas covered by the enhanced community quarantine and DTFC Memorandum No. 12 on the submission of DepEd Public Service Continuity Plans (PSCP), **all regions and divisions are enjoined to submit their duly accomplished PSCPs.**

The submission of regional and division PSCPs is to determine and prioritize the essential functions and critical services, with corresponding risk assessment, of regions and divisions which must be continued throughout or resumed rapidly during an emergency/disaster or any disruption of normal activities.

The following DepEd key officials and personnel are responsible for the accomplishment of the provided templates:

Regional Offices:

- Regional Directors and Asst. Regional Directors
- Division Chiefs and Unit/Section Heads

Schools Division Offices:

- Schools Division Superintendents and Asst. Schools Division Superintendents;
- SGOD and CID Chiefs

The direct and active engagement of the above-mentioned personnel is crucial in accomplishing the PSCPs as the information should come from various offices within the regions and divisions. Once the templates are filled out by each office, the Regional and Division DRRM Coordinators shall consolidate and ensure



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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the completeness of data. The consolidated and vetted PSCP templates shall be submitted to DRRMS.

Attached to this memorandum are the following:

- Annex A: Risk Assessment for Continuity of Operations;
- Annex B: Determining and Prioritizing Mission Essential Functions;
and
- Annex C: Frequently Asked Questions (FAQs)

Please submit on or before **27 March 2020** via email drmo@deped.gov.ph. For clarifications, please contact Raymand Roy P. Sardido of the DRRMS via email raymand.sardido@deped.gov.ph or (02) 8637-4933 and (02) 8636-4606 (telephone).

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary
Chairperson, DepEd Task Force COVID-19



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