Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 8, 2026

DIVISION MEMORANDUM
No. **605**, s. 2026

DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN (PSCP) 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors, Principals In-Charge of the District
Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public and Private Elementary/Integrated/Secondary Schools
All Others Concerned

1. In compliance with Memorandum Circular no. 2, s. 2021, the Schools Division Office of Aklan will conduct the **DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN (PSCP) 2026** from **October 13 to 16, 2026** at Boracay Tropics Hotel Resort, Boracay Island, Malay, Aklan.

2. Resource Person from Office of Civil Defense VI and Members of Technical Working Group (TWG) are advised to report on Day 0 (October 12, 2026) to finalize the preparation.

3. Attached are the List of Participants, Technical Working Group (TWG), and Training Matrix for the activity. Participants who are unable to attend are requested to designate a representative to participate on their behalf.

4. The travel and other incidentals expenses of the participants, technical working group shall be charged to DRRM Downloaded Funds and other available local funds all subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination and compliance with this Memorandum are desired.

FELICIANO C. BUENAFE Jr. CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

DRRM **SERVICE** **WORKSHOP**
NSATM

Población, Numancia, Aklan
Tel/Fax No. (265 3740 l 265 3741 l 265 3743)
Website: http://www.depedaklan.org
Email Address: aklan.1958@deped.gov.ph

(Enclosure No. **1** to Division Memorandum No. **605** s. 2026)

DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN
Boracay Tropics Resort Hotel
October 13 – 16, 2026

LIST OF PARTICIPANTS

No.	Name	Position
1	Feliciano C. Buenafe Jr., CESO V	Schools Division Superintendent
2	Dr. Luz U. Banzon, CESO VI	Assistant Schools Division Superintendent
3	Dr. Joyce M. Toriaga	Public Schools District Supervisor
4	Dr. Louie B. Zorolla	Public Schools District Supervisor
5	Dr. Apolonio C. Payba	Public Schools District Supervisor
6	Jessie S. Flores	Public Schools District Supervisor
7	Arch. Mar Bien Gregory G. Parel	Senior Education Program Specialist
8	Engr. Meljan V. Torres	Division Engineer III
9	Dr. Rhoby M. Fernandez	Medical Officer III
10	Atty. Lance Jester R. Dantes	Attorney III
11	Floradel P. Jamero	Information Technology Officer I
12	Nino Sean Axl T. Morales	Project Development Officer II / DRRM
13	Allan Carlo C. Soriano	Project Development Officer I / LRP
14	Mary Faith S. Cahilig	Registered Guidance Councilor AHNSAT
15	Ronniel D. Rubin	YFD Coordinator MANOCMANOC NHS
16	Churchill C. Gumboc	SH Lamberto H. Tirol Elementary School
17	Vicente C. Cabales	School Head Naile National High School
18	Jexer O. Reyes	School Head Gibon Elementary School/ DRRM
19	Diasy D. Dela Cruz	Head Teacher I Altavas National School/ DRRM
20	Jenzen Z. Rubi	School Principal I ATRISIS/ DRRM
21	Ofilia C. Sualog	Head Teacher I Bel-is Elementary School/ DRRM
22	Meliza A. Delgado	Head Teacher I Tomas SM Bautista Elem. School/ DRRM
23	Allan Ramon F. Corro	School Principal I Agbago Elementary School / DRRM
24	Hidelyn M. Regalado	School Principal I Gen F. Castillo Memorial School/ DRRM
25	Cristine I. Nival	TIC Talimagao Primary School
26	Joven I. Iledan	School Head Tambuan Elementary School
27	Dr. Beauty Ann A. Zapico	School Head Balactasan Integrated School
28	Connie A. Nagrama	School Head Agmailig Elementary School
29	Eva Z. Nieves	TIC Tigbawan Elementary School
30	Rhoda S. Sevillano	School Head Naisud Central School
31	Heramee B. Gabriel	TIC Marapayao Primary School
32	Florimae I. Sison	School Head Oyang Primary School

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DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN
Boracay Tropics Resort Hotel
October 12 – 16, 2026
List of Technical Working Group (TWG) Resource Speakers

33	John C. Marciales	Education Program Specialist II
34	Denor D. Torres	Administrative Officer II
35	Sharie Mae T. Venus	Administrative Officer II
36	Danica Joy M. Llanza	Administrative Officer II
37	Nelmar C. Caraga	Administrative Officer II
38	Jean Anthonette Dela Cruz	Administrative Officer II
39	Nicole Pearl A. Vega	Administrative Officer II
40	Jay V. Fernandez	Technical Assistant I
41	OCD Resource Speaker	
42	OCD Resource Speaker	

DEVELOPMENT OF PUBLIC SERVICE CONTINUITY PLAN (PSCP)
Program Matrix

Theme: Ensuring Education Continuity through School Safety and Disaster Resilience

Venue: Boracay Tropics Resort Hotel, Boracay Island, Malay, Aklan
Day 0: October 12, 2025 (Arrival and Registration)
Workshop Proper: October 13-16, 2025
Time: 8:00 AM - 5:00 PM (October 13-15) | 8:00 AM - 12:00 NN (October 16)

Day 0: October 12, 2026

Arrival of Guest Facilitators and Preparation of TWG

TIME	ACTIVITY	PERSONS INVOLVED
1:00 PM - 5:00 PM	Arrival and Hotel Check-in	Participants
5:00 PM - 6:00 PM	Convention Hall Preparation and Set Up	Secretariat, TWG
6:00 PM onwards	Dinner and Final Meeting of TWG	All Participants

DAY 1: October 13, 2025 (Monday)

TIME	ACTIVITY	PERSONS INVOLVED
8:00 - 8:30 AM	Registration and Attendance Check	Secretariat
8:30 - 9:00 AM	Opening Program, Invocation, National Anthem, Welcome Message	SDO Aklan
9:00 - 9:30 AM	Workshop Overview, Objectives, and Expected Outputs	DRRM Unit
9:30 - 10:00 AM	Pre-Test	Facilitators
10:00 - 10:15 AM	Health Break	
10:15 - 12:00 NN	**Overview of Public Service Continuity Planning and DepEd PSCP Framework**	**OCD Resource Person 1**
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:30 PM	**School Safety and Education Service Continuity during Emergencies and Disasters**	**OCD Resource Person 1**
2:30 - 2:45 PM	Health Break	
2:45 - 5:00 PM	Workshop 1: Development of PSCP Policy Statement, Scope, and Objectives	Facilitators

Output: Draft PSCP Policy and Continuity Framework

DAY 2: October 14, 2025 (Tuesday)

Risk Assessment and Hazard Analysis

TIME	ACTIVITY	PERSONS INVOLVED
8:00 - 8:30 AM	Recap and Workshop Output Presentation	Facilitators
8:30 - 10:00 AM	**Hazard and Risk Assessment for Typhoon and Flooding Scenarios**	**OCD Resource Person 2**
10:00 - 10:15 AM	Health Break	

10:15 - 12:00 NN	**Hazard and Risk Assessment for Earthquake and Fire Scenarios**	**OCD Resource Person 2**
12:00 - 1:00 PM	Lunch Break	
1:00 - 3:00 PM	Workshop 2: Identification of Critical Risks and Vulnerabilities of SDO and Schools	Facilitators
3:00 - 3:15 PM	Health Break	
3:15 - 5:00 PM	Presentation of Risk Assessment Outputs	Participants

Output: Risk Register and Hazard Analysis Matrix

DAY 3: October 15, 2025 (Wednesday)

Essential Functions and Continuity Strategies

TIME	ACTIVITY	PERSONS INVOLVED
8:00 - 8:30 AM	Recap and Assignment Feedback	Facilitators
8:30 - 10:00 AM	Identifying and Prioritizing Mission Essential Functions	DRRM Unit / Facilitator
10:00 - 10:15 AM	Health Break	
10:15 - 12:00 NN	Business Impact Analysis and Service Dependency Mapping	Facilitator
12:00 - 1:00 PM	Lunch Break	
1:00 - 2:30 PM	Developing Continuity Strategies for Education Service Delivery	Facilitator
2:30 - 2:45 PM	Health Break	
2:45 - 5:00 PM	Workshop 3: Development of Continuity Strategies for Typhoon, Earthquake, Fire, and Flooding Events	Facilitators

Output: Mission Essential Functions and Continuity Strategies

DAY 4: October 16, 2025 (Thursday)

PSCP Consolidation, Validation, and Closing Program (Half Day)

TIME	ACTIVITY	PERSONS INVOLVED
8:00 - 8:30 AM	Recap and Workshop Instructions	Facilitators
8:30 - 10:00 AM	Workshop 4: Consolidation of the Public Service Continuity Plan	Participants
10:00 - 10:15 AM	Health Break	
10:15 - 11:00 AM	Presentation and Validation of PSCP Outputs	Participants
11:00 - 11:30 AM	Post-Test and Evaluation	Facilitators
11:30 - 12:00 NN	Closing Program, Messages, and Awarding of Certificates	SDO Aklan and OCD Representatives

Final Output: Draft Public Service Continuity Plan (PSCP) of Schools Division Office of Aklan