



Republika ng Pilipinas

(Republic of the Philippines)

KAGAWARAN NG EDUKASYON

(DEPARTMENT OF EDUCATION)

PAMBANSANG PUNONG REHIYON

(NATIONAL CAPITAL REGION)

Daang Misamis, Bago Bantay, Lungsod Quezon

(Misamis St., Bago Bantay, Quezon City)

Department of Education
National Capital Region

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REGIONAL MEMORANDUM

No. 139, s. 2018

November 5, 2018

REGIONAL OFFICE' SERVICE CONTINUITY PLAN

To: **Schools Division Superintendents
Heads, Public and Private Schools**

1. The occurrence of a disaster, specially natural disasters, is one that is inevitable and sometimes unpredictable. Republic Act No. 10121 or the *Philippine Disaster Risk Reduction and Management Act of 2010* defines "disaster" as a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure of hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences.
2. As defined in the *DepEd Disaster Risk Reduction Resource Manual* cited in DepEd Order No. 21, s. 2015, a disaster may be natural or man-made emergencies that could not be handled by affected communities who experience severe danger and incur loss of lives and properties causing disruption in its social structure and prevention of the fulfillment of all or some of the affected communities' essential function.
3. Nonetheless, the impact of a disaster may be mitigated if not avoided through preparedness and adoption of contingency measures or plans.
4. Public service is vital to clients. Thus, DepEd-NCR as a government office rendering important services to its stakeholders, has to continue its operations and render the needed services in the face of disaster. As such, it has to overcome potential risk of service interruption by impact mitigation or prevention.
5. Accordingly, the Region has adopted a *DepEd-NCR Service Continuity Plan*, an excerpt therefrom is quoted, to wit:

- 1.) In case of partial damage or when one or more of the seven (7) Office Buildings of the Region, the unaffected Buildings with its existing facilities and equipment available shall be utilized.
 - 2.) In the event of total damage or all the Office Buildings are destroyed, DepEd-NCR shall continue its office' functions temporarily at the **Inter-active Building, Division of Quezon City, Nueva Ecija St., Bago Bantay, Quezon City** per executed Memorandum of Agreement.
 - 3.) Should the damage pervasively covers the whole Quezon City, DepEd-NCR shall request permission to temporarily hold office at the Central Office of the Department of Education, DepEd Complex, Meralco Ave., Pasig City.
- 5 In view of the significance of continuous uninterrupted delivery of education services in the schools and the support thereto by the Division Offices, **all Divisions and Schools are advised to pro-actively prepare and adopt an educational continuity plan/service continuity plan** to ensure continuity of educational services and operations in the face of any disaster, for the interest of the learners and stakeholders.
- 6 For information and compliance.



WILFREDO E. CABRAL
Officer-In-Charge
Office of the Regional Director ✓