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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**DepEd Task Force COVID-19**  
**MEMORANDUM No. 12**  
17 March 2020

For: **Execom and Mancom**  
**Heads of Offices and All Others Concerned**

Subject: **DEPED PUBLIC SERVICE CONTINUITY PLAN**

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All Members of Execom and Mancom, and Heads of Offices are hereby enjoined to prepare, draft and submit their respective **Public Service Continuity Plan (PSCP)**.

This follows the: (1) agreements during the 11 March 2020 Special Management Committee Meeting for the Coronavirus Disease 2019 (COVID-19); (2) DepEd Memorandum No. 043, s. 2020 which sets alternative work arrangements for DepEd in light of COVID-19; and (3) the Memorandum from the Executive Secretary dated 16 March 2020 declaring an enhanced community quarantine and stringent social distancing measures over the entire Luzon.

Submissions, following the attached guides and templates, shall be made to the Disaster Risk Reduction and Management Service (DRRMS) through the email **drmo@deped.gov.ph on or before 20 March 2020**.

Guided by the framework laid out in DepEd Memorandum No. 043, s. 2020, measures must be set in place to **ensure the continuity of DepEd essential services and priority programs, while observing the enhanced community quarantine and stringent social distancing measures** which set a work from home arrangement for the Executive branch, with the exception of health and essential frontline services.

A **PSCP lays out how offices can continuously deliver quality public service during any emergency or disruption by performing their mission essential functions**. As described by the National Disaster Risk Reduction and Management Council, a PSCP consists of the **internal capacities, recovery requirements, and strategies of an agency or institution to ensure the continuous performance of mandates**.

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**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 individual PSCPs of each office shall be consolidated by the DRRMS into a **DepEd PSCP** which shall be activated in times of disasters, emergencies, and disruptions, including those brought about by prevention, control, and response measures for COVID-19. The consolidated document will be shared to all for review and online discussions.

Thank you.



**ALAIN DEL B. PASCUA**

Undersecretary  
Chairperson, DepEd Task Force COVID-19

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