



**DAVAO DE ORO
STATE COLLEGE**



PSCP

PUBLIC SERVICE CONTINUITY PLAN



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Davao de Oro State College

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(Insert message of the College President.)

A. INTRODUCTION

Cabinet Action/Decision File No. 381-120517-34 of the Office of the President of the Philippines is a policy document that provides guidelines for government agencies in crafting their respective service continuity plans to ensure that everyone is prepared to respond to disasters and emergencies and maintain operational continuity despite disruptions brought by such natural and man-made calamities and crisis. In 2018, the Cabinet Cluster on Climate Change Adaptation, Mitigation, and Disaster Risk Reduction conducted its fourth meeting, providing additional guidance for the development of continuity plans by government agencies.

In response to this Cabinet Action, the National Disaster Risk Reduction Management Council (NDRRMC) issued Memorandum Order No. 23, series of 2018 requiring all agencies to develop disaster and emergency plans, undertake risk assessments, and deploy early warning systems. This NDRRMC guideline serves as the blueprint in crafting the PSCP. It also highlighted the need of incorporating stakeholders, like local communities, civil society organizations, and the private sector, in developing and implementing a continuity plan that is all-encompassing, comprehensive, and responsive to the demands of all stakeholders.

Moreover, the Civil Service Commission (CSC) released Memorandum Circular Nos. 2 and 12 of 2021, which outlined best practices for government organizations to follow when implementing business continuity management and risk reduction initiatives not to mention the deadline for PSCP submission.

In view of the aforementioned premises and as a higher education institution that puts first the safety and well-being of its stakeholders and at the same time ensures continuity of its operation in the event of any emergency or disaster, the Davao de Oro State College (DDOSC) endeavored to craft this Public Service Continuity Plan (PSCP).

This Public Service Continuity Plan of the College is a comprehensive strategy designed to ensure the continuity of the college's vital services during and after a natural or human-caused disasters, pandemics, or other crises.

The DDOSC-PSCP outlines the procedures and protocols that the college will follow in case of an emergency, such as the identification of mission-essential functions and services, the formation of a public service continuity team, the implementation of communication and information management systems, and the development of contingency plans.

B. PURPOSE

The purpose of the Davao de Oro State College Public Service Continuity Plan is to ensure that, in the case of a disruptive incident or disaster, the college's mission essential functions or critical public services can be maintained or restored. It provides the college a comprehensive strategy for dealing with both natural and man-made catastrophes.

In particular, this plan seeks to:

1. **Determine mission-essential services:** The plan defines the college's essential services and how they are delivered. It evaluates potential risks and hazards to the institution's capacity to provide essential public services in times of natural and man-made disasters and emergencies.
2. **Establish strategies to mitigate risks:** The plan identifies approaches to minimize the impact of disruptions to essential public services, such as redundant systems, remote work arrangements, or emergency procedures.
3. **Establish and define roles and responsibilities:** The plan clearly defines the roles and responsibilities of the individuals and teams responsible for implementing the plan.
4. **Test and update the plan:** The plan is regularly tested and updated to ensure that it remains effective and relevant to changing circumstances.

In a nutshell, the college public service continuity plan is essential to ensure that the college can continue to provide essential public services to its students, faculty, staff, and the broader community, even in the face of unexpected events or emergencies.

C. POLICY STATEMENTS

DDOSC is a state-run higher education institution tasked with providing quality higher education services to its constituents notwithstanding disruptive situations. The college's activities are guided by its vision, mission, goals, core values, and performance pledge, and it aspires to provide effective and quality higher education services by embodying its fundamental values of excellence, integrity, and solidarity.

In accordance with NDRRMC Resolution No. 33, series of 2018, the college recognizes the need to establish a sustainable and effective continuity capability that would allow public service to continue in all hazards-environment and across a spectrum of emergencies. This means that the college is committed to continuing to provide educational services even in times of crisis or emergency, with a focus on the welfare of its faculty, staff, students, guests, and stakeholders without regard to their age, sexual orientation and gender identity and expression, ethnicity, special needs, economic status, or religion, and beliefs, toward organizational resilience and sustainability.

It specifically seeks to:

- 1. Prioritize the restoration of educational services and other crucial public services:** This means prioritizing essential services and critical functions that must be restored as soon as feasible.
- 2. Foster resilience among academic community members:** This entails cultivating a resilient culture among employees and stakeholders so that they can adjust to new and unexpected conditions.
- 3. Ensure that vital functions are completed in a timely and organized manner:** This includes defining the critical services that the college must provide and developing plans to continue providing those services in the event of an emergency.
- 4. Ensure the health and safety of all staff, students, stakeholders, and guests:** This includes taking precautions to protect everyone's physical well-being in the event of an emergency.
- 5. Safeguard facilities and resources to reduce damages and losses:** This includes safeguarding physical assets such as buildings, equipment, and data.
- 6. Maintain record confidentiality:** This entails preventing illegal access or disclosure of sensitive information and data, such as employee records, financial records, and other secret information.
- 7. Ensure equitable opportunity in the continuity plan's implementation:** This implies ensuring that the plan is fair and equitable to all employees and stakeholders irrespective of their age, sexual orientation, and gender identity and expression, disability or special needs, race, ethnicity, and religion.
- 8. Create backup leadership positions to secure succession if leadership is disrupted:** This entails identifying essential persons and developing preparations to ensure that critical leadership roles can be filled in the case of an emergency.
- 9. Increase continuity capability through testing, training, seminars, and drills:** This entails doing frequent exercises and training sessions to verify the effectiveness of the plan and ensuring that personnel is prepared to respond to emergencies.

D. SCOPE

This public service continuity plan shall apply to the Davao de Oro State College (DDOSC) main campus and its branches in Maragusan, Montevista and New Bataan and its extension class in Laak, all of Davao de Oro Province and any student, faculty, and staff in each campus including clients and service providers.

E. ROLES AND RESPONSIBILITIES

The DDOSC-constituted Continuity Core Team (CCT) is responsible for coordinating activities on the development, promotion, implementation, and monitoring and evaluation of the Public Service Continuity Plan.

COMPOSITION

Continuity Core Team Leader	:	College President
Alternate Continuity Core Team Leader	:	Vice President for Academic Affairs
Continuity Planning Team	:	The Executive Committee
	:	Campus DRRM Unit Heads

RESPONSIBILITIES

In general, the Continuity Core Team (CCT) shall:

1. Facilitate the refinement and finalization of the PSCP;
2. Develop a work plan for the completion and updating of the PSCP;
3. Organize consultation meetings with the planners and relevant technical experts regarding the development and improvement of the PSCP;
4. Facilitate its presentation and endorsement to the College Administrative Council, Board of Executive Committee and the Board of Trustees for comments and approval;
5. Plan, evaluate, and make arrangements to maintain and restore the essential functions of the college during and after an emergency or disaster; and
6. Ensure the continuity of critical services and products, which enables the college to recover its facility, data, and assets.

The CCT's responsibility to refine and finalize the PSCP ensures that the college is adequately prepared to handle any crisis effectively and that critical services and products are maintained to minimize disruptions and ensure the continuity of operations.

CAMPUS/BRANCH/EXTENSION CLASS PUBLIC SERVICE CONTINUITY TEAM:

Main Campus

Team Leader	:	Chief for Administration and Finance
Alternate Team Leader	:	Supervising Administrative Officer
Members	:	All Administrative and Academic Heads

Branches

Team Leader	:	Branch Director
Alternate Team Leader	:	Administrative Officer V
Members	:	All Administrative and Academic Heads

Extension Class

Team Leader	:	Extension Coordinator
Alternate Team Leader	:	Extension Administrative Staff
Members	:	All Faculty and Staff

Table 1. Specific Roles and Responsibilities of the PSC Core Team

PUBLIC SERVICE CONTINUITY CORE TEAM		
DESIGNATION/ROLE	RESPONSIBLE PERSON/OFFICER	RESPONSIBILITIES
Public Service Continuity Core Team Leader	College President	<ul style="list-style-type: none"> • Ensures that continuity programs are properly implemented; • Reviews and endorses to the BOT final plans and procedures prepared by the Continuity Planning Team • Ensures the development of strategic continuity vision and overarching policy; and • Ensures the appointment/ designation of essential continuity staff/personnel as well as the prioritization of budget programming for adequate facilities, equipment, and training.
PSCCT Alternate Team Leader	Vice President for Academic Affairs	<ul style="list-style-type: none"> • Assists in carrying out the responsibilities of the CCT Team Leader and assumes such responsibilities in his/her absence.
Public Service Continuity Planning Team	<p>College President</p> <p>Members: Vice President Chief for Administration and Finance Branch Directors Division Directors DRRM Unit Heads</p> <p>Secretariat: Planning Unit</p>	<ul style="list-style-type: none"> • Formulates and leads the continuity planning and come up with a multi-year and program management plan to accomplish continuity goals. • Develops, submits, and manages the continuity program budget in accordance to approved budgetary appropriation and existing auditing rules and regulations • Maintains, improves and advocates the continuity program/plan;
Campus/Branch/Extension Class Public Service Continuity Team Leader	<p>Chief for Administration and Finance</p> <p>Branch Director</p> <p>Extension Class Coordinator</p>	<ul style="list-style-type: none"> • Leads the team in implementing the plan for the continuity of campus/branch operations during and after an emergency or disaster. • Coordinates and communicates with the campus/branch continuity team members, stakeholders, and other relevant parties throughout the emergency or disaster.

PUBLIC SERVICE CONTINUITY CORE TEAM

DESIGNATION/ROLE	RESPONSIBLE PERSON/OFFICER	RESPONSIBILITIES
		<ul style="list-style-type: none"> Ensures that the campus/branch continuity team members are trained and prepared to implement the continuity plan. This includes organizing and conducting training sessions and exercises to test the plan's effectiveness and identify areas for improvement. Takes the lead in evaluating the plan's effectiveness and identifying areas for improvement. This includes reviewing feedback and lessons learned, conducting assessments, and implementing necessary changes to the plan to enhance its effectiveness.
<p>Campus/Branch/Extension Class Public Service Continuity Alternate Team Leader</p>	<p>Main: Supervising Administrative Officer</p> <p>Branches: Administrative Officer V</p> <p>Extension Class: Administrative Staff</p>	<ul style="list-style-type: none"> Assists in carrying out the responsibilities of the Public Service Continuity Campus/Branch Team Leader and assumes such responsibilities in his/her absence.
<p>Campus/Branch/Extension Class Public Service Continuity Team</p>	<p>MAIN CAMPUS</p> <p>Team Leader: Chief for Administration and Finance</p> <p>Members: All Office/ Division/ Section/ Unit Heads</p> <p>Secretariat: OCAF Staff</p> <p>BRANCHES:</p> <p>Team Leader: Branch Director</p> <p>Members: All Section/Unit Heads</p> <p>Secretariat: OBD Staff</p>	<ul style="list-style-type: none"> Provides uninterrupted services to clients and maintains operation of mission-essential functions. Facilitates implementation of approved continuity plans and programs; Notifies appropriate offices/divisions/sections/units upon execution of continuity plans; Assists the Continuity Planning Team in their activities, including the provision of appropriate budget and other resources to support the continuity program as needed; Conducts periodic meetings to continually monitor and improve the implementation of the PSCP; and Submit a quarterly report of accomplishment to the Office of the College President copy furnished the Planning and Monitoring Unit.

PUBLIC SERVICE CONTINUITY CORE TEAM		
DESIGNATION/ROLE	RESPONSIBLE PERSON/OFFICER	RESPONSIBILITIES
Continuity Monitoring Team	Planning Unit Head and staff	<ul style="list-style-type: none"> Coordinates with Campus/Branch Public Service Continuity Team's overall efforts and accomplishments on all campuses; and Provides the Office of the College President a consolidated quarterly and annual report of accomplishments vis-a-vis planned activities, as submitted by each campus/ branch/ extension class.

**PUBLIC SERVICE CONTINUITY CORE TEAM
ORGANIZATIONAL STRUCTURE**

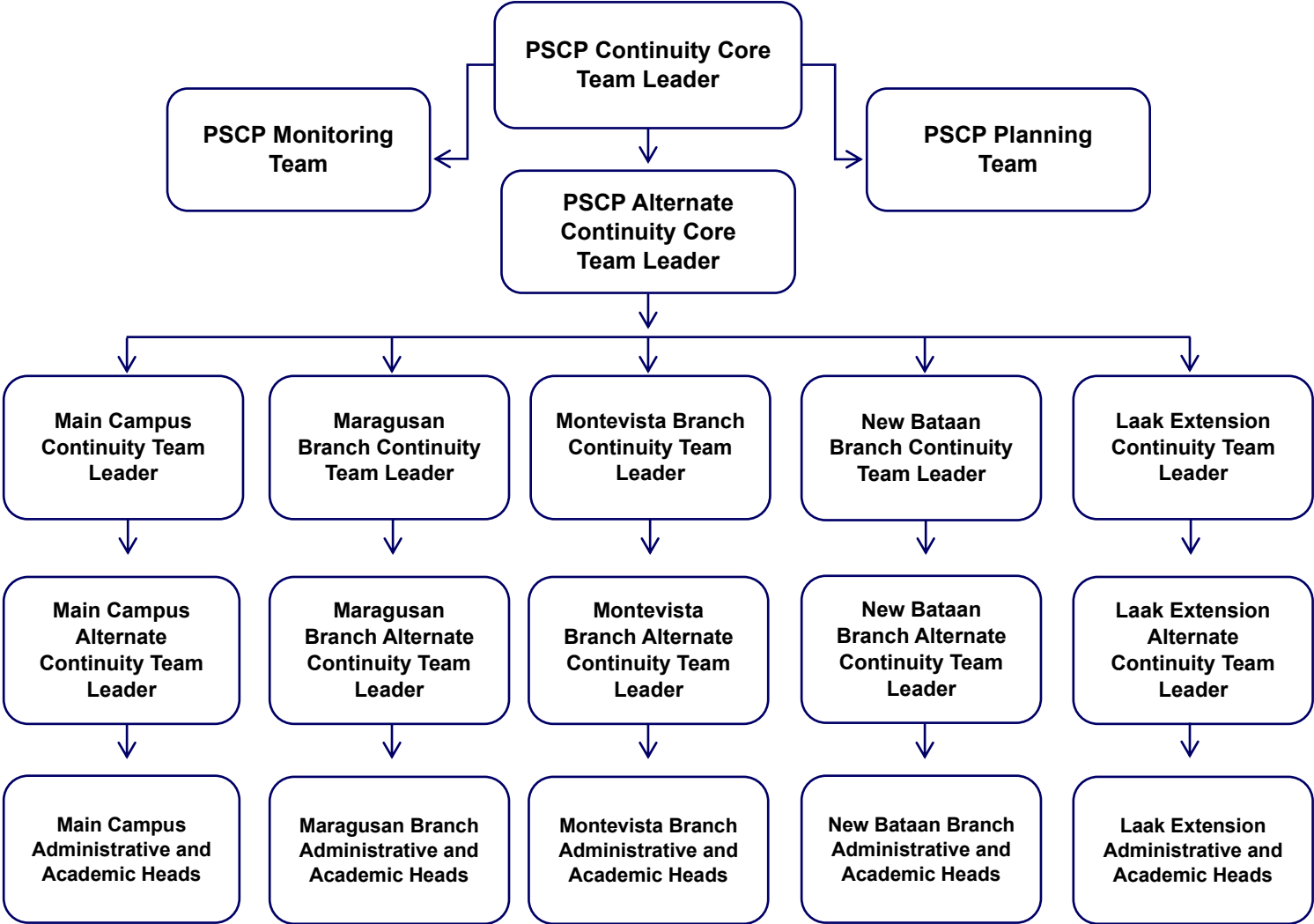


Figure 1. PSCP Core Team Organizational Structure

F. DEFINITION OF TERMS

The following terms are defined basically on how they are used in this continuity plan and are based on the glossary of terms as contained in NDRRMC Memorandum No. 33, series of 2018.

ALERT: formal notification that an incident has occurred which might develop into a Business Continuity Management or Crisis Management invocation (BCI Glossary 2011).

CALL TREE: a structure cascade process that enables a list of persons, roles and/or organizations to be contacted as part of an information exchange or plan invocation procedure (BCI Glossary 2011).

CONTINUAL IMPROVEMENT: a recurring activity to enhance performance (ISO 22300).

CONTINUITY OF OPERATIONS: the capability to continue essential program functions and to preserve essential facilities, equipment, and records across a broad range of potential emergencies (Emergency Management Standard 2007).

CRISIS: an abnormal situation that threatens the operations, staff, customers or reputation of an enterprise (BCI Glossary 2011).

DISRUPTION: an event that interrupts normal business, functions, operations, or processes, whether anticipated (e.g., hurricane, political unrest) or unanticipated (e.g. blackout, terror attack, technology failure, or earthquake) (BCI Glossary 2011).

EXERCISE: process to train for, assess, practice and improve performance in an organization.

Note 1: Exercise can be used for: validating policies, plans, procedures, training, equipment, and inter-organizational agreements; clarifying and training personnel in roles and responsibilities, improving inter-organizational coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement, and controlled opportunity to practice improvisation.

Note 2: A test is a unique and particular type of exercise, which incorporates an expectation of a pass or fail element within the goal or objectives of the exercise being planned. (ISO 22300).

IMPACT ANALYSIS: the process of analyzing activities and the effect that a business disruption might have upon them (ISO 22300).

INCIDENT: an event that has the capacity to lead to loss of or a disruption to an organization's operations, services, functions - which, if not managed, can escalate into an emergency, crisis, or disaster (BCI Glossary 2011).

INCIDENT MANAGEMENT TEAM: a group of individuals responsible for developing and implementing a comprehensive plan for responding to a disruptive incident (BCI Glossary 2011).

MISSION ESSENTIAL FUNCTIONS: the limited set or organization-level government functions that must be continued throughout, or resumed rapidly after, a disruption of normal activities (FEMA).

PUBLIC SERVICE CONTINUITY: refers to business continuity for the public sector, refer to the capability of the organization to continue delivery of products or services at acceptable predefined levels following disruptive incident (ISO 22300).

PUBLIC SERVICE CONTINUITY PLAN: refers to the business continuity plan for the public sector; refer to the documented procedures that guide organizations to respond, recover, resume, and restore to a pre-defined level of operation following disruption (ISO 22301).

RECOVERY: the implementation of prioritized actions required to return an organization's processes and support functions to operational stability following an interruption of disaster (FEMA).

RECOVERY TIME OBJECTIVE: the period of time following an incident within which: a) product or service must be resumed; or b) activity must be resumed; or c) resources must be recovered.

TESTING: refers to the procedure for evaluation; a means of determining the presence, quality, or veracity of something (ISO 22300)

THREAT AND EVENTS: Threats and events which may trigger the activation of the PSCP are either forewarned (with a warning) or unforewarned (without warning).

G. ASSUMPTIONS

This public service continuity plan of the college is a comprehensive document that outlines the processes, procedures, and actions required to ensure the continuity of critical services in the event of an emergency or disruptive event. In developing this continuity plan, certain assumptions are made about the situation that may occur, which helps guide the planning process.

1. An Incident Management Team and a Disaster Action and Response Teams are established on all campuses.
2. An emergency or disruptive event may occur, which could result in a temporary loss of access to facilities, resources, lifeline services or technology needed to maintain critical services.
3. Critical resources and lifeline services (e.g. water, telecommunications) are not available within 12-24 hours.
4. Available designated relocation site in case the primary office is rendered inaccessible due to the impact of the disaster event
5. There may be a need for a coordinated response among stakeholders within the college and possibly with external organizations, such as emergency responders and local government agencies.
6. There may be disruptions to normal communication channels and that alternative communication methods, such as social media, text messaging, or mass notification systems, may need to be utilized.
7. Critical staff and resources may not be available or accessible during an emergency, and contingency plans must be in place to ensure continuity of essential services.
8. The situation may be evolving and dynamic, and regular updates to the plan may be necessary to ensure its effectiveness.
9. There may be legal, regulatory, and ethical considerations that must be addressed, such as ensuring compliance with laws and regulations governing emergency response and protecting the privacy and confidentiality of individuals involved in the response.

H. MISSION ESSENTIAL FUNCTIONS

During an emergency or disruptive incident, the college public service continuity plan normally divides its tasks and activities into four quadrants based on their priority and urgency. The college can prioritize and deploy resources accordingly during an emergency or disruptive incident by categorizing its functions and activities into these quadrants. This guarantees that key operations continue to be performed, while non-essential functions can be deferred or suspended temporarily, allowing the college to focus on its primary goal and safeguard the safety and well-being of its stakeholders.

1. **Mission-Essential (Quadrant 1):** These are the most vital functions or tasks that the college must carry out and cannot be postponed in the event of an emergency. These functions are directly tied to the basic goal of the college and are critical for the safety and well-being of students, faculty, staff, and other stakeholders.
2. **Non-mission Essential (Quadrant 2):** These are functions or activities that are minor in nature yet are critical to the fulfillment of mission-critical duties. These functions are critical to the college's operations, but they can be temporarily suspended during an emergency without affecting the college's primary mission.
3. **Mission-Non-Essential (Quadrant 3):** These are the college's key tasks that can be temporarily postponed during an emergency. These functions are crucial to the college's operations but not to its fundamental mission.
4. **Non-Mission Non-Essential (Quadrant 4):** These are supporting activities that can be deferred temporarily during an emergency. These functions are not critical to the college's core mission and can be delayed or suspended without a significant impact on the college's operations.

Table 2. Mission Essential Functions of DDOSC

MISSION-ESSENTIAL (Q1)	MISSION NON-ESSENTIAL (Q2)
<p>1. Learning Continuity: Ensuring that the college can continue providing high-quality instruction and academic support services to students during an emergency or disruption.</p> <p>2. Student Services: Ensuring that critical student services such as counseling and health services, continue to operate during an emergency or disruption.</p> <p>3. Health Services: Ensuring that provision of employee health services as they are necessary for the overall health and well-being of the college community much more during an emergency situation.</p> <p>4. Security and Safety: Ensuring the safety and security of the college community, including maintaining essential security operations and providing emergency response services.</p> <p>5. Information Communication Technology (ICT): Ensuring that the college's ICT infrastructure and systems remain operational and secure during an emergency or disruption.</p> <p>6. Communication Systems: Ensuring the safety and well-being of the college community during a disaster. Effective communication is essential for sharing information, coordinating response efforts, and providing instructions to employees and students.</p>	<p>1. Extracurricular activities: These includes sports events, social events, and other non-academic events that are not essential to the functioning of the college.</p> <p>2. Non-essential maintenance activities: Routine maintenance activities that are not necessary to the functioning of the college and can be suspended temporarily during a crisis.</p> <p>3. Non-essential administrative functions: These are certain administrative functions that are not critical to the functioning of the college, such as the processing of non-critical paperwork, which can be temporarily suspended during a crisis.</p>

- 7. Facilities Operations:** Ensuring the maintenance and operation of critical facilities and infrastructure, such as power and water systems.
- 8. Finance and Administration:** Ensuring that the college's financial and administrative functions can continue to operate during an emergency or disruption, including payroll processing, provision of supplies and materials/needed equipment, procurement, and budget management.

NON-MISSION ESSENTIAL (Q3)	NON-MISSION NON-ESSENTIAL (Q4)
----------------------------	--------------------------------

- 1. Non-critical administrative services:** These are administrative services, such as printing and mailing services, which may be temporarily suspended during an emergency or disruption.
- 2. Non-critical research activities:** These are research activities may be temporarily suspended or postponed during an emergency or disruption if they are not directly related to the college's core mission.
- 3. Extracurricular activities:** These are non-academic activities, such as sports events, programs, and other social events, which may be temporarily suspended during an emergency or disruption.
- 4. Non-essential travel:** These are non-essential travel, such as attending conferences and meetings, that may be temporarily suspended during an emergency or disruption.
- 5. Non-critical maintenance activities:** These are routine maintenance activities that are not essential to the functioning of the college and can be temporarily suspended during an emergency or disruption.
- 6. Internally Generated Programs:** These are programs and initiatives that are a vital component of the college, as they enable the institution to achieve its academic and research mission while responding to the evolving needs and priorities of its stakeholders

- 1. Ancillary businesses:** Ancillary businesses, such as canteens and vending machines, that are not directly related to the college's core mission and can be temporarily suspended during an emergency or disruption.
- 2. Building and grounds maintenance:** These are maintenance activities that are not essential to the functioning of the college, such as cosmetic upgrades and landscaping, and can be temporarily suspended during an emergency or disruption.
- 3. Non-critical special events:** These are special events that are not directly related to the college's core mission, and can be temporarily suspended during an emergency or disruption.
- 4. Volunteer programs:** These are volunteer programs that are not directly related to the college's core mission, such as community service programs, and can be temporarily suspended during an emergency or disruption.
- 5. Non-essential career marketing and public relations activities:** These are marketing and public relations activities that are not directly related to the college's core mission and can be temporarily suspended during an emergency or disruption.

I. HAZARD AND RISK IDENTIFICATION

Hazard and risk identification, risk analysis, and risk evaluation and control are fundamental concepts and processes in risk management. DDOSC used these processes to identify potential hazards and risks, assess their likelihood and potential impact on the institution in general, and to develop strategies to mitigate or control those identified risks.

Table 3. Hazard and Risk Assessment – Natural Hazard (Main Campus)

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT	CONTROL MEASURE		EFFECTIVENESS	
NATURAL HAZARD								
EARTH QUAKE	People	3	Possible	3	Moderate	Medium	<ul style="list-style-type: none"> Regular conduct of earthquake drill Participation to quarterly National Simultaneous Earthquake Drill Trained personnel to conduct Standard First Aid Conduct of Disaster Action Team Training Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team 	High
	Facility	3	Possible	3	Moderate	Medium	<ul style="list-style-type: none"> Regular inspection of buildings Buildings are retrofitted Regularly coordinate with the Local Government Unit to check the structural integrity of the building and facilities with the experts. Identification of damaged facilities and immediate repair of the building. 	High
TYPHOON	People	3	Possible	5	Extreme	High	<ul style="list-style-type: none"> Trained personnel to conduct Standard First Aid Updated list of contact numbers of all faculty, staff, and students for emergency situations. Conduct of Disaster Action Team Training Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team 	Medium
	Facility	5	Very Likely	4	Major	Extreme	<ul style="list-style-type: none"> Identification of at least 2 sites to be used as evacuation areas Identification of damaged facilities and immediate repair of the building. 	Medium
FLOOD	People	3	Possible	5	Extreme	High	<ul style="list-style-type: none"> Trained personnel to conduct Standard First Aid Conduct of Disaster Action Team Training Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team Established partnership with MDRRMO 	High
	Facility	3	Possible	4	Major	High	<ul style="list-style-type: none"> Sealing of Sink holes & construction of diversion canals Construction of barriers or ripraps to stop floods from entering water sources, pump stations, and offices. 	High
LIQUE FACTION	Facility	3	Possible	5	Extreme	High	<ul style="list-style-type: none"> Regularly check the structural soundness and integrity of all buildings and facilities as well as the soil stability of the area. 	High
LAND SLIDE (Maparat)	People	3	Possible	2	Minor	Medium	<ul style="list-style-type: none"> Regular conduct of earthquake drill Participation to quarterly National Simultaneous Earthquake Drill Trained personnel to conduct Standard First Aid Conduct of Disaster Action Team Training Updated emergency hotlines of 	Medium

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT			CONTROL MEASURE	EFFECTIVE NESS
							<ul style="list-style-type: none"> different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team 	
	Facility	3	Possible	2	Minor	Medium	<ul style="list-style-type: none"> Regularly check the structural soundness and integrity of all buildings and facilities as well as soil stability of the area. 	Medium

Table 4. Hazard and Risk Assessment – Natural Hazard (New Bataan Branch)

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT			CONTROL MEASURE	EFFECTIVE NESS
NATURAL HAZARD								
EARTH QUAKE	People	4	Likely	3	Moderate	High	<ul style="list-style-type: none"> Updated contact of all school personnel and students in order to have quick emergency response for emergency situation. Emergency hotlines by different concern agencies must be establish like (BFP, PDRRMO, MDRRMO, PHDDO, PNP and etc. Established campus' Disaster Action and Response Team. Identify a safe and secure area for evacuation Regularly conduct basic training on how to use Fire extinguishers, first aid kits alarm and exits Regular conduct of earthquake drill Participation to quarterly National Simultaneous Earthquake Drill 	High
	Facility	4	Likely	3	Moderate	High	<ul style="list-style-type: none"> Regular inspection of buildings Buildings are retrofitted Regularly coordinate with the Local Government Unit to check the structural integrity of the building and facilities with the experts. Identification of damaged facilities and immediate repair of the building. 	High
TYPHOON	People	3	Possible	5	Extreme	High	<ul style="list-style-type: none"> Trained personnel to conduct Standard First Aid Updated list of contact numbers of all faculty, staff, and students for emergency situations. Conduct of Disaster Action Team Training Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team 	Medium
	Facility	5	Very Likely	5	Extreme	Extreme	<ul style="list-style-type: none"> Identification of at least 2 sites to be used as evacuation areas Identification of damaged facilities and immediate repair of the building. 	Medium
FLOOD	People	3	Possible	5	Extreme	High	<ul style="list-style-type: none"> Updated contact of all school personnel and students in order to have quick emergency response for emergency situations. Emergency hotlines by different concern agencies must be establish like (BFP, PDRRMO, MDRRMO, PHDDO, PNP and etc. Establish a safe and secure area for evacuation. 	High
	Facility	3	Possible	4	Major	High	<ul style="list-style-type: none"> Sealing of Sink holes & construction of diversion canals Construction of barriers or ripraps to stop floods from entering water sources, pump stations, and offices. 	High

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT			CONTROL MEASURE	EFFECTIVE NESS
MUDFLOW	People	4	Likely	5	Extreme	Extreme	<ul style="list-style-type: none"> Disaster preparedness coordination with Local Government Unit and other agencies for disaster mitigation emergency responses. Establish a safe and secure area for evacuation. 	Medium
	Facility	4	Likely	4	Major	High	<ul style="list-style-type: none"> Inspection on the identified danger area that is prone for mudflow. 	Medium
LIQUE FACTION	Facility	3	Possible	4	Major	High	<ul style="list-style-type: none"> Regularly check the structural soundness and integrity of all buildings and facilities as well as soil stability of the area. 	Medium

Table 5. Hazard and Risk Assessment – Natural Hazard (Montevista Branch)

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT			CONTROL MEASURE	EFFECTIVE NESS
NATURAL HAZARD								
EARTH QUAKE	People	3	Possible	4	Major	High	<ul style="list-style-type: none"> Updated contact of all school personnel and students in order to have quick emergency response for emergency situation. Emergency hotlines by different concern agencies must be establish like (BFP, PDRRMO, MDRRMO, PHDDO, PNP and etc. Established campus' Disaster Action and Response Team. Identify a safe and secure area for evacuation Regularly conduct basic training on how to use Fire extinguishers, first aid kits alarm and exits Regular conduct of earthquake drill Participation to quarterly National Simultaneous Earthquake Drill 	High
	Facility	3	Possible	4	Major	High	<ul style="list-style-type: none"> Regular inspection of buildings Buildings are retrofitted Regularly coordinate with the Local Government Unit to check the structural integrity of the building and facilities with the experts. Identification of damaged facilities and immediate repair of the building. 	High
TYPHOON	People	3	Possible	5	Extreme	High	<ul style="list-style-type: none"> Trained personnel to conduct Standard First Aid Updated list of contact numbers of all faculty, staff, and students for emergency situations. Conduct of Disaster Action Team Training Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team 	Medium
	Facility	5	Very Likely	5	Extreme	Extreme	<ul style="list-style-type: none"> Identification of at least 2 sites to be used as evacuation areas Identification of damaged facilities and immediate repair of the building. 	Medium
FLOOD	People	2	Unlikely	2	Minor	Low	<ul style="list-style-type: none"> Updated contact of all school personnel and students in order to have quick emergency response for emergency situations. Emergency hotlines by different concern agencies must be establish like (BFP, PDRRMO, MDRRMO, PHDDO, PNP and etc. Establish a safe and secure area for evacuation. 	High
	Facility	3	Possible	2	Minor	Medium	<ul style="list-style-type: none"> Sealing of Sink holes & construction of diversion canals Construction of barriers or ripraps to stop floods from entering water sources, pump stations, and offices. 	High

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT			CONTROL MEASURE	EFFECTIVE NESS
LAND SLIDE	People	2	Unlikely	2	Minor	Low	<ul style="list-style-type: none"> Regular conduct of earthquake drill Participation to quarterly National Simultaneous Earthquake Drill Trained personnel to conduct Standard First Aid Conduct of Disaster Action Team Training Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team 	Medium
	Facility	3	Possible	2	Minor	Medium	<ul style="list-style-type: none"> Regularly check the structural soundness and integrity of all buildings and facilities as well as soil stability of the area. 	Medium
LIQUE FACTION	Facility	3	Possible	5	Extreme	High	<ul style="list-style-type: none"> Regularly check the structural soundness and integrity of all buildings and facilities as well as soil stability of the area. 	High
UNIQUE HAZARD								
ELECTRO CUTION (NGCP tower line presence very close to the area)	People	3	Possible	4	High	High	<ul style="list-style-type: none"> Secure coordination to Local Government Unit and other agencies for disaster preparedness and emergency responses. Conduct of information drive or awareness to all personnel and students. Establish a safe and secure area for evacuation. 	High
	Facility	3	Possible	5	High	High	<ul style="list-style-type: none"> Regularly check the structural soundness and integrity of all buildings and facilities. 	High

Table 6. Hazard and Risk Assessment – Natural Hazard (Maragusan Branch)

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT			CONTROL MEASURE	EFFECTIVE NESS
NATURAL HAZARD								
EARTH QUAKE	People	3	Possible	3	Moderate	Medium	<ul style="list-style-type: none"> Regular conduct of earthquake drill Participation to quarterly National Simultaneous Earthquake Drill Trained personnel to conduct Standard First Aid Conduct of Disaster Action Team Training Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team 	High
	Facility	3	Possible	3	Moderate	Medium	<ul style="list-style-type: none"> Regular inspection of buildings Buildings are retrofitted Regularly coordinate with the Local Government Unit to check the structural integrity of the building and facilities with the experts. Identification of damaged facilities and immediate repair of the building. 	High
TYPHOON	People	3	Possible	5	Extreme	High	<ul style="list-style-type: none"> Trained personnel to conduct Standard First Aid Updated list of contact numbers of all faculty, staff, and students for emergency situations. Conduct of Disaster Action Team Training Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team Keep updated on the Weather Advisory 	Medium

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT			CONTROL MEASURE	EFFECTIVE NESS
	Facility	5	Very Likely	4	Major	Extreme	<ul style="list-style-type: none"> • Identification of at least 2 sites to be used as evacuation areas • Identification of damaged facilities and immediate repair of the building. 	Medium
FLOOD	People	3	Possible	3	Moderate	Medium	<ul style="list-style-type: none"> • Trained personnel to conduct Standard First Aid • Conduct of Disaster Action Team Training • Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. • Constitution of Disaster Action and Response Team • Established partnership with MDRRMO 	High
	Facility	3	Possible	3	Moderate	Medium	<ul style="list-style-type: none"> • Sealing of Sink holes & construction of diversion canals • Construction of barriers or ripraps to stop floods from entering water sources, pump stations, and offices. 	High
LIQUE FACTION	Facility	3	Possible	5	Extreme	High	<ul style="list-style-type: none"> • Regularly check the structural soundness and integrity of all buildings and facilities as well as soil stability of the area. 	High
ASHFALL	People	4	Likely	4	Major	High	<ul style="list-style-type: none"> • Conduct IEC on Volcanic Eruption • Trained personnel to conduct Standard First Aid • Conduct of Disaster Action Team Training • Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. • Constitution of Disaster Action and Response Team • Availability of Face Mask or Dust Mask 	High
	Facility	4	Likely	4	Major	High	<ul style="list-style-type: none"> • Ensure building roofs are sturdy. • Conduct building inspection, secure doors and windows are in good condition. • Protect sensitive electronics and do not uncover until the environment is totally ash-free. • Drainpipes should be removable for easy disconnection during volcanic eruption. • Buildings are retrofitted 	High

Table 7. Hazard and Risk Assessment – Man-made Hazard (All Campuses)

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT			CONTROL MEASURE	EFFECTIVE NESS
MAN-MADE HAZARDS								
FIRE	People	3	Possible	4	Major	High	<ul style="list-style-type: none"> • Conduct of Fire Drill • Trained personnel to conduct Fire Fighting • Conduct of Disaster Action Team Training • Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. • Constitution of Disaster Action and Response Team • Established partnership with BFP (Kaisa signing) 	High
	Facility	3	Possible	4	Major	High	<ul style="list-style-type: none"> • Regular inspection of Fire Hydrants • Installed fire hydrants (fire ex, sprinkler) • Installed alarm system (smoke detectors and siren) 	Medium
BOMB THREAT	People	3	Possible	4	Major	High	<ul style="list-style-type: none"> • Enhanced security services • Trained personnel to conduct Standard First Aid • 24/7 watchmen on-duty • Updated emergency hotlines of 	High

HAZARD IDENTIFICATION		RISK ANALYSIS				RISK SCORE	RISK EVALUATION AND CONTROL	
THREAT	RISK	LIKELIHOOD		IMPACT			CONTROL MEASURE	EFFECTIVENESS
							<ul style="list-style-type: none"> different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Thorough inspection of faculty, staff, students, and guests upon entry Conducted crime prevention symposium 	
	Facility	3	Possible	4	Major	High	<ul style="list-style-type: none"> Metal detectors Installed CCTVs Established perimeter fence 	High
ACTIVE SHOOTING	People	3	Possible	4	Major	High	<ul style="list-style-type: none"> Enhanced security services Trained personnel to conduct Standard First Aid 24/7 watchmen on-duty Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Thorough inspection of faculty, staff, students, and guests upon entry Conducted crime prevention symposium 	High
SPILLAGE OF HAZARDOUS MATERIALS	People	3	Possible	4	Major	High	<ul style="list-style-type: none"> Procured Personal Protective Equipment Safety instructions Trained personnel to conduct Standard First Aid Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Constitution of Disaster Action and Response Team 	High
	Facility	3	Possible	3	Moderate	Medium	<ul style="list-style-type: none"> Laboratory storage for hazardous materials Designated separate areas for laboratories 	High
VEHICULAR ACCIDENT	People	3	Possible	4	Major	High	<ul style="list-style-type: none"> Supervision of the watchmen on the loading/unloading of passengers 	Medium
	Facility	3	Possible	3	Moderate	Medium	<ul style="list-style-type: none"> Metal barriers from both sides of the road to control the vehicles passing Traffic signage within the vicinity of the Main Entrance 	Medium
POTENTIAL ACTS OF VIOLENCE	People	3	Possible	4	Major	High	<ul style="list-style-type: none"> Enhanced security services Trained personnel to conduct Standard First Aid 24/7 watchmen on-duty Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Thorough inspection of faculty, staff, students, and guests upon entry Conducted crime prevention symposium 	High
PANDEMIC/EPIDEMIC	People	3	Possible	4	Major	High	<ul style="list-style-type: none"> Contingency plan for contagious diseases Implementation of IATF guidelines 	High
SUICIDAL ATTEMPTS	People	3	Possible	4	Major	High	<ul style="list-style-type: none"> Trained personnel to conduct Standard First Aid Updated emergency hotlines of different agencies (BFP, PDRRMO, MDRRMO, PHDDO, PNP, AFP, etc. Conducted mental health awareness programs Availability of Registered Guidance Counselor 	High
UTILITY OUTAGES	Facility	3	Possible	4	Major	High	<ul style="list-style-type: none"> Back-up power supply (Generator) 	High
CYBER ATTACKS	Facility	3	Possible	3	Moderate	Medium	<ul style="list-style-type: none"> Established cyber security system 	High

Table 8. Likelihood Matrix and Description

Score	Description	Percentage of Likelihood	Description
5	Very Likely (Almost Certain)	81-99%	The event is expected to occur
4	Likely	61-80%	The event will probably occur under adverse conditions

3	Possible	41-60%	The event could occur under adverse conditions
2	Unlikely	21-40%	The event might occur under very adverse conditions
1	Highly Unlikely (Rare)	1-20%	The event is improbable but only under very exceptional circumstances

Table 9. Impact Consequence Matrix

Score	Description	Damage Operational Effects
5	Extreme (Catastrophic)	Loss of major asset(s) >30M
		Death or permanent disability
		Disruption of essential services/major project > 7 days to clients
		Loss of key information system
		Media/Public outcry
4	Major	Loss of asset(s) 16M-30M
		Serious injury/illness
		Disruption of numerous services for 5-6 days
		Loss of key information system
		Media/Public outcry
3	Moderate (Significant)	Loss of asset(s) 1M-15M
		Injury/illness
		Disruption of some services for 3-4 days
		Schedule delays to major programs/projects
		Media/Public criticism
2	Minor	Loss of asset(s) <1M
		Inconvenience/annoying business disruption
		Schedule delays to minor projects
		Some unfavorable local media attention
1	Insignificant	Negligible business operation disruption

Table 10. Impact Consequence Matrix

LIKELIHOOD (L)		CONSEQUENCE (C)				
		Insignificant	Minor	Moderate	Major	Catastrophic
Descriptors	Score	1	2	3	4	5
Very Likely (Almost Certain)	5	Low	Medium	High	Extreme	Extreme
Likely	4	Low	Medium	High	High	Extreme
Possible	3	Low	Medium	Medium	High	High
Unlikely	2	Low	Low	Medium	Medium	Medium
Highly unlikely (Rare)	1	Low	Low	Low	Low	Low
SUMMARY RISK RATING TABLE						
Rating Descriptor		Score (LxC)				
Low		1-5				
Medium		6-10				
High		12-16				
Extreme		20-25				

J. IMPACT ANALYSIS AND RECOVERY TIME OBJECTIVES

Impact Analysis (IA) is the process of analyzing all operational activities, losses, and the effect that an operational impact has in an organization. DDOSC used this to identify mission essential functions and predict the consequences of those functions when disrupted, which are all key components of the DDOSC-PSCP.

Table 11. Impact Analysis of the Mission Essential Functions

Identified Mission Essential Functions	Impact to the college if not performed	Recovery Time Objective (RTO)	Resource Requirement
Learning Continuity	<ul style="list-style-type: none"> students may be unable to complete their courses, which could result in delayed graduation loss of revenue for the college damage to the reputation of the institution 	a few days to several weeks, depending on the severity of the situation.	<ul style="list-style-type: none"> IT resources: hardware and software faculty and staff training
Student Services	<ul style="list-style-type: none"> students may be unable to access critical support services, such as mental health counseling which could result in negative academic and personal consequences. 	resume student services within 24 hours of an emergency or disruption.	<ul style="list-style-type: none"> IT resources staff training access to necessary equipment
Health Services	<ul style="list-style-type: none"> employees and students may not have access to the medical care they need during a crisis situation. 	The college should be able to resume its health services within 4-8 hours of an emergency or disruption.	<ul style="list-style-type: none"> medical personnel equipment supplies and facilities
Security and Safety	<ul style="list-style-type: none"> the college community may be at risk property damage or theft may occur 	the college should be able to resume security and safety operations immediately.	<ul style="list-style-type: none"> communication systems surveillance equipment physical barriers
Information Technology	<ul style="list-style-type: none"> the college may be unable to maintain instructional continuity and student services, and data may be compromised. 	resume IT operations within 4-8 hours of an emergency or disruption.	<ul style="list-style-type: none"> hardware and software staff training external IT support.
Communication Systems	<ul style="list-style-type: none"> emergency responders may not be able to coordinate their efforts, employees and students may not receive important updates 	Reactivate communication system/ operations within 4-8 hours of an emergency or disruption.	<ul style="list-style-type: none"> telecommunications equipment power sources IT support personnel

	<ul style="list-style-type: none"> instructions, and critical information may not be disseminated in a timely manner. This can lead to confusion, delays, and potentially hazardous situations. 		<ul style="list-style-type: none"> backup communication systems
Facilities Operations	<ul style="list-style-type: none"> critical facilities and infrastructure such as power and water systems may be compromised, leading to potential health and safety risks for students, faculty, and staff. Additionally, the disruption of these systems may lead to the closure of the college, impacting its reputation and financial stability. 	a few hours to several days, depending on the severity of the situation.	<ul style="list-style-type: none"> backup power systems spare parts personnel trained in emergency response and maintenance procedures.
Finance and Administration	<ul style="list-style-type: none"> the college may be unable to pay employees, process payroll, procure and provide necessary supplies and equipment, and manage its budget. This may lead to financial instability and potential legal and regulatory issues. 	a few days to several weeks, depending on the severity of the situation.	<ul style="list-style-type: none"> backup financial systems access to remote systems and data personnel trained in emergency response and financial management procedures. It may also involve coordination with external financial and regulatory agencies.

K. ACTIVATION CRITERIA, PROCEDURES, AND AUTHORITY

This section comprises the activation trigger for the College Public Service Continuity Plan (CPSCP), which will guide the College Public Service Continuity Core Team’s decisions. It also specifies the specific protocols that each campus will follow prior to and during activation. When normal government practices, systems, and processes are unable to adequately handle a service-related disruption, the Public Service Continuity Plan (PSCP) shall be activated.

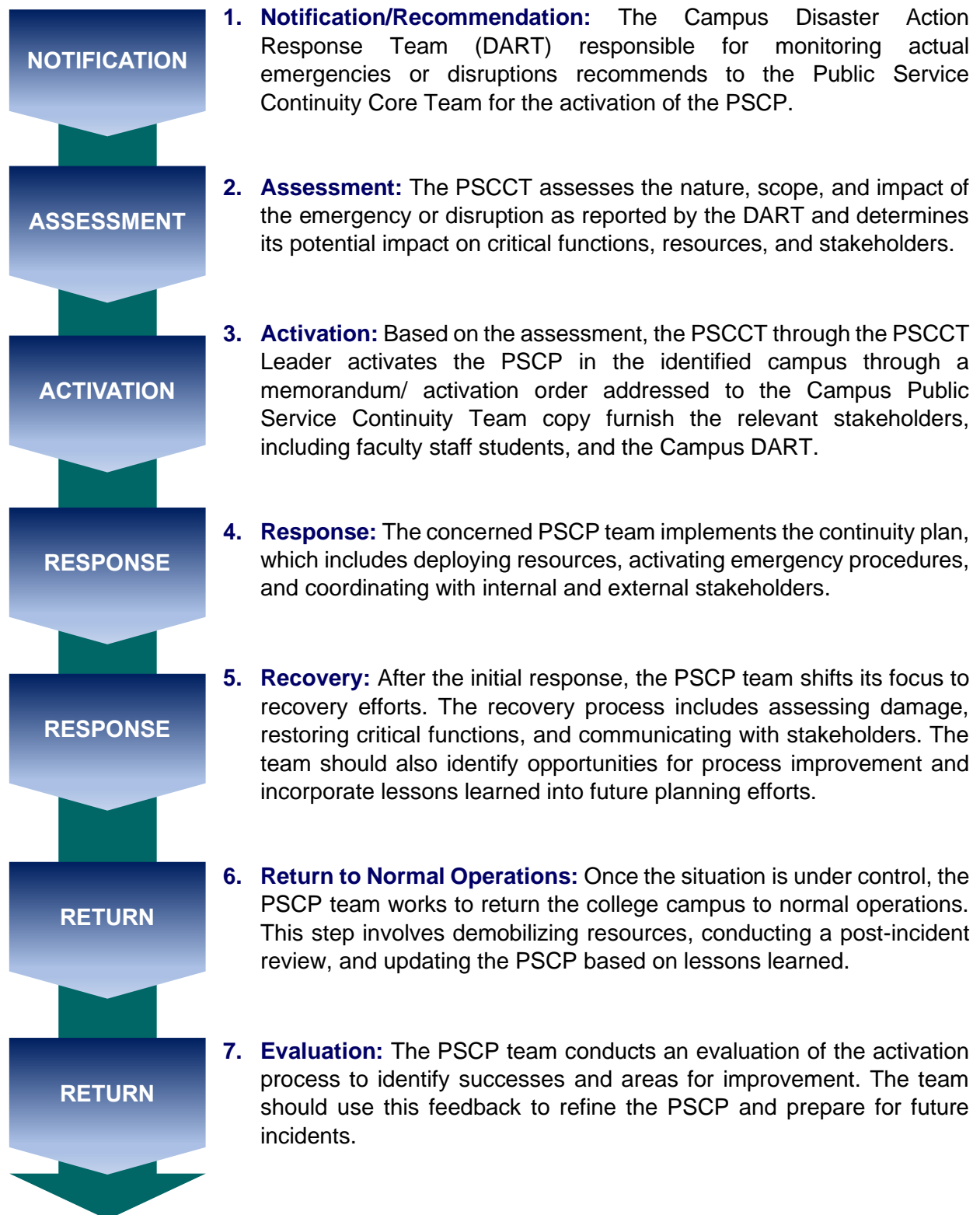
A. AUTHORITY TO ACTIVATE THE PSCP

The Public Service Continuity Core Team Leader is responsible for the declaration of a continuity event that signals the activation of the PSCP. This decision is supported by recommendations from each Campus Disaster Action and Response Team (DART) duly endorsed by the concerned Campus DART Action Officer.

B. CRITERIA FOR ACTIVATION

- a. Disruption of Mission Essential Functions (MEFs)
- b. Result of Damage Assessment from each campus
- c. Loss of Critical Function Holder

C. PROCESS FLOW OF PSCP ACTIVATION



L. SUCCESSION PLAN

This succession plan guarantees that the college's specified critical services can continue to be provided in the case of unanticipated disruptions such as natural and man-made disasters, thereby reducing the impact of such occurrences on people and property. It facilitates a smooth transition of leadership, minimizes disruption to the college's operations, and maintains the continuity of services delivered by retaining institutional knowledge and passing it to the next generation of leaders.

Table 12. Succession Plan and Alternates

POSITION IN THE COLLEGE	DESIGNATION	1ST ALTERNATE	2ND ALTERNATE
College President	Public Service Continuity Core Team Leader	Vice President for Academic Affairs	Director for Instruction
Chief for Administration and Finance	Public Service Continuity Team Leader - Main Campus	Supervising Administrative Officer	HRM Unit Head
Branch Director (Montevista)	Public Service Continuity Team Leader - Montevista Branch	Administrative Officer V	HRM Unit Counterpart
Branch Director (New Bataan)	Public Service Continuity Team Leader – New Bataan Branch	Administrative Officer V	HRM Unit Counterpart
Branch Director (Maragusan)	Public Service Continuity Team Leader – Maragusan Branch	Administrative Officer V	HRM Unit Counterpart
Extension Class Coordinator (Laak)	Public Service Continuity Team Leader – Laak Extension Class	Administrative Staff	Administrative Staff

M. CONTINUITY AND RECOVERY STRATEGIES

Continuity Strategies explains and describes strategies to continue the prioritized activities of the DDOSC’s Mission Essential Functions. Further, these are proactive techniques to ensure each campus’ recovery and continuity in the event of a disaster or other severe incidents or service interruptions.

The following are the continuity and recovery strategies for the identified six mission-essential functions of the college. These provide a framework for the college to ensure that its mission-essential functions can continue to operate during an emergency or disruption and for the college to return to normal operations following an emergency or disruption.

By developing and implementing these strategies, the college can mitigate the impact of potential risks and ensure the continuity of critical operations and minimize the impact of the disruption, and return to normal operations as quickly and efficiently as possible.

Table 13. Recovery and Continuity Strategies

MISSION-ESSENTIAL FUNCTIONS (MEFS)	CONTINUITY STRATEGIES	RECOVERY STRATEGIES
Instructional Continuity	<ol style="list-style-type: none"> 1. Develop and implement a plan for Flexible Learning Modality (FLM) such as modular and remote learning, utilizing online learning management systems, video conferencing tools, and other technologies 2. Establish clear communication channels with faculty and students to ensure continuity of instruction and academic support services. 3. Develop and provide training and support for faculty and students on remote learning technologies. 	<ol style="list-style-type: none"> 1. Develop and implement a plan for returning to on-campus instruction following a disruption, including establishing a timeline for resuming normal operations. 2. Provide training and support for faculty to ensure that they are prepared to transition back to on-campus instruction. 3. Develop and implement plans for assessing the impact of the disruption on student learning and academic progress
Student Services	<ol style="list-style-type: none"> 1. Develop and implement a plan for remote delivery of critical student services such as counseling and health and wellness services. 2. Establish clear communication channels with students to ensure the continuity of critical student services. 3. Provide training and support for staff to effectively deliver remote student services. 	<ol style="list-style-type: none"> 1. Develop and implement a plan for returning to on-campus delivery of critical student services following a disruption, including establishing a timeline for resuming normal operations. 2. Provide training and support for staff to ensure that they are prepared to transition back to on-campus delivery of student services. 3. Develop and implement plans for assessing the impact of the disruption on student well-being and academic progress
Security and Safety	<ol style="list-style-type: none"> 1. Develop and implement emergency response plans for critical incidents, including active shooter situations, natural disasters, and other emergencies. 2. Ensure that security personnel are trained and equipped to respond to emergencies. 3. Maintain and test critical security and emergency response systems regularly. 	<ol style="list-style-type: none"> 1. Develop and implement plans for assessing the impact of the disruption on campus security and safety. 2. Identify and address any security vulnerabilities that may have been exposed during the disruption. 3. Provide training and support for security personnel to ensure that they are prepared to respond to future emergencies or disruptions.

<p>Information Communication Technology</p>	<ol style="list-style-type: none"> 1. Develop and implement a plan for maintaining and securing ICT infrastructure and systems during an emergency or disruption. 2. Establish and maintain redundant ICT systems to ensure continuity of operations in case of system failure or damage. 3. Provide training and support for staff to effectively use ICT systems in remote and emergency situations. 	<ol style="list-style-type: none"> 1. Develop and implement a plan for returning to on-campus ICT operations following a disruption, including establishing a timeline for resuming normal operations. 2. Provide training and support for staff to ensure that they are prepared to transition back to on-campus ICT operations. 3. Develop and implement plans for assessing the impact of the disruption on ICT systems and infrastructure.
<p>Facilities Operations</p>	<ol style="list-style-type: none"> 1. Develop and implement maintenance and repair plans for critical facilities and infrastructure, such as power and water systems. 2. Ensure that backup systems and redundancies are in place to ensure continuity of operations during emergencies or disruptions. 3. Develop and implement plans for securing and protecting critical facilities and infrastructure during emergencies or disruptions. 	<ol style="list-style-type: none"> 1. Develop and implement plans for returning critical facilities and infrastructure to normal operations following a disruption, including establishing a timeline for resuming normal operations. 2. Provide training and support for staff to ensure that they are prepared to transition back to normal operations. 3. Develop and implement plans for assessing the impact of the disruption on critical facilities and infrastructure.
<p>Finance and Administration</p>	<ol style="list-style-type: none"> 1. Develop and implement a plan for remote financial and administrative operations, including payroll processing, procurement, and budget management. 2. Establish clear communication channels to ensure continuity of financial and administrative services. 3. Provide training and support for staff to effectively use remote financial and administrative systems. 	<ol style="list-style-type: none"> 1. Develop and implement a plan for returning to on-campus financial and administrative operations following a disruption, including establishing a timeline for resuming normal operations. 2. Provide training and support for staff to ensure that they are prepared to transition back to on-campus financial and administrative operations. 3. Develop and implement plans for assessing the impact of the disruption on financial and administrative systems and processes

N. RESOURCE REQUIREMENTS

To implement continuity strategies, materials, finances, equipment, human resources, or other form of resources are required. These resource requirements will enable the college to implement the continuity strategies for the six mission-essential functions effectively. By investing in the appropriate technology, infrastructure, and staff training, the college can minimize the impact of an emergency or disruption and ensure the continuity of critical services

Table 14. Summary of Resource Requirements

MISSION-ESSENTIAL FUNCTIONS (MEFS)	RESOURCE REQUIREMENTS
Instructional Continuity	<ol style="list-style-type: none"> 1. Investment in online learning management systems and related software 2. Faculty training and support for developing and delivering online instruction 3. investment in additional technical support to assist faculty and students with online instruction 4. Investment in hardware and software infrastructure to support online instruction
Student Services	<ol style="list-style-type: none"> 1. Investment in online counseling and mental health services. 2. Investment in telehealth infrastructure to support remote delivery of health services. 3. Staff training and support for delivering critical student services online.
Security and Safety	<ol style="list-style-type: none"> 1. Investment in security systems and infrastructure to support remote monitoring of campus security. 2. Investment in emergency response technology, such as emergency alert systems and mobile applications. 3. Investment in training and support for security personnel to respond to emergencies. 4. Investment in backup power and communication systems to support emergency operations.
Information Communication Technology	<ol style="list-style-type: none"> 1. Investment in cloud-based infrastructure and software systems to support remote ICT operations 2. Investment in remote access technology and infrastructure for staff to work remotely 3. Investment in cybersecurity technology and training to prevent cyberattacks during remote operations 4. Investment in backup and recovery systems to ensure continuity of critical ICT systems and data
Facilities Operations	<ol style="list-style-type: none"> 1. Investment in remote monitoring and control systems for critical facilities and infrastructure. 2. Investment in backup power and communication systems to support remote monitoring and control. 3. Investment in additional maintenance staff to support remote monitoring and control. 4. Investment in backup and recovery systems to ensure continuity of critical facilities and infrastructure.
Finance and Administration	<ol style="list-style-type: none"> 1. Investment in cloud-based financial and administrative systems to support remote operations 2. Investment in remote access technology and infrastructure for staff to work remotely 3. Investment in backup and recovery systems to ensure continuity of critical financial and administrative systems and data 4. Investment in training and support for staff to work remotely and to use cloud-based systems

O. COMMUNICATION PROCEDURES

During an emergency or disruption, the college can use the following techniques and communication procedures to coordinate and relate information from senior management, faculty, staff, students, and other relevant stakeholders:

1. **Establish Emergency notification systems:** The college shall have an emergency notification system in place that can rapidly alert faculty, staff, students, and relevant stakeholders of an emergency or disruption. This system can keep everyone informed via multiple channels, including email, text messages, social media, and phone calls.
2. **Provide Regular Updates:** All the members of the academic community, should receive regular updates on the status of the emergency or disruption, as well as any modifications to the college's response or continuity plans. These notifications can be sent via email, social media, or the college's website and official Facebook account.
3. **Conduct of Town hall meetings:** The college shall convene in-person or remote town hall meetings so that all faculty, staff, students, and other key stakeholders will have the opportunity to ask questions and provide feedback regarding the college's response and continuity plans.
4. **Establishment of Dedicated Communication Channels:** During an emergency or disruption, the institution can establish dedicated communication channels, such as email or messenger groups or forums, for faculty, staff, students, and key stakeholders to communicate with each other and with top management.
5. **Designate liaison Officers:** The college shall appoint liaison officers to serve as the primary point of contact between the college and relevant stakeholders, including local government officials, emergency responders, and community organizations. These liaison officers can ensure that relevant stakeholders are aware of the college's response and continuity plans and provide feedback to the institution's administration.

Using these techniques and communication procedures, the college can ensure effective coordination and communication during an emergency or disruption among all members of the academic community and relevant stakeholders.

This is the process flow for the College Public Service Continuity plan, from PSCC Team Leader to faculty, staff, and students:

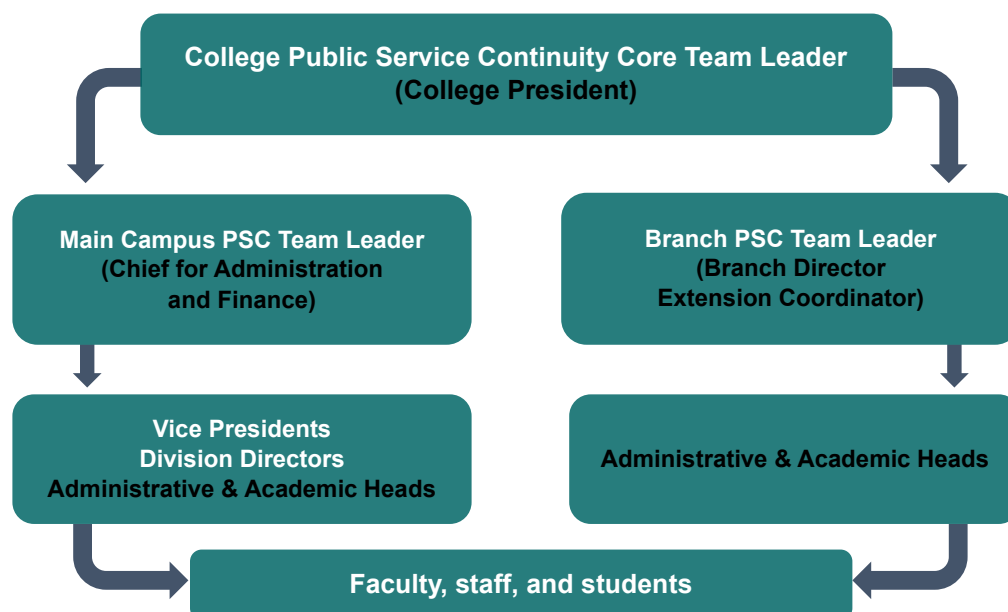


Figure 2. Communication Process/Flow (Top Management to Faculty, Staff, and Students)

Main Campus:

1. PSCCT Team Leader initiates the communication process by authorizing the activation of the Public Service Continuity Plan.
2. PSCCT Team Leader assigns the responsibility of managing the plan to the Main Campus PSC Team Leader.
3. Main Campus PSC Team Leader communicates the plan to the Vice President, Division Directors, and Academic and Administrative Heads. This communication may occur via email, internal messaging systems, or in-person meetings.
4. Vice President, Division Directors, and Academic and Administrative Heads communicate the plan to all faculty, students, and staff within their respective areas of responsibility. This communication may occur via email, internal messaging systems, or in-person meetings.

Faculty, students, and staff are instructed to familiarize themselves with the Public Service Continuity Plan, including their individual roles and responsibilities.

Branches and Extension Class:

1. PSCCT Team Leader initiates the communication process by authorizing the activation of the Public Service Continuity Plan.
2. PSCCT Team Leader assigns the responsibility of managing the plan to the Branch/Extension Class PSC Team Leader.
3. Main Campus PSC Team Leader communicates the plan to the Academic and Administrative Heads. This communication may occur via email, internal messaging systems, or in-person meetings.
4. Academic and Administrative Heads communicate the plan to all faculty, students, and staff within their respective areas of responsibility. This communication may occur via email, internal messaging systems, or in-person meetings.

The Public Service Continuity Plan is executed according to the established protocols, with regular communication updates provided to all stakeholders as the situation develops. Once the emergency or disruption has been resolved, the PSCCT Team Leader communicates the resolution to all stakeholders, ensuring that everyone is aware of the status of the situation and any follow-up actions that may be required.

This is the flow of communication notifying the public of the College Public Service Continuity Implementation from the Public Service Continuity Core Team Leader.

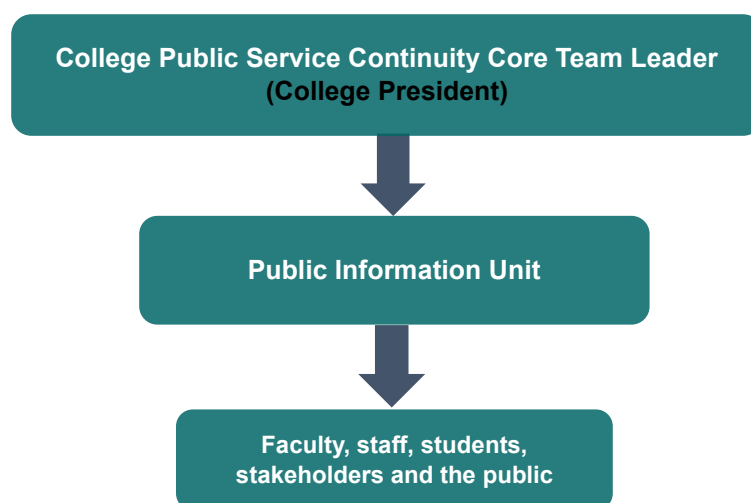


Figure 3. Communication Process/Flow (Top Management to the General Public)

The message is disseminated by the Public Information Unit to the intended audience, which may include students, staff, faculty, and the general public. The Public Information Unit monitors public comments and answers any queries or concerns. It must also assess the efficacy of the communication strategy by examining measures like website traffic, social media engagement, and other key performance indicators.

The Public Information Unit, which is responsible for developing and executing communication strategies shall develop a communication plan that includes the following steps:

- a. Selecting appropriate communication channels, such as social media, email, and the college website, to reach the target audience.
- b. Drafting messaging that is clear, concise, and tailored to the target audience.
- c. Disseminating the message using the selected channels.

P. CALL TREE STRUCTURE

A call tree is a hierarchical communication paradigm that is used to deliver information or instructions to a group of individuals quickly and efficiently. In emergency events, such as natural catastrophes or workplace tragedies, it is frequently used to notify employees or team members of crucial updates and to organize a response.

Employees and students are instructed to familiarize themselves with the proper procedures for reporting their safety and well-being, including what information they should provide and how they should respond in the event of an emergency. The call tree shall be regularly reviewed and updated to ensure that all contact information is accurate and that employees and students are familiar with the procedures. This is the call tree structure of the college for confirming the safety of employees and students and how they can reach management and vice versa in case of an emergency:

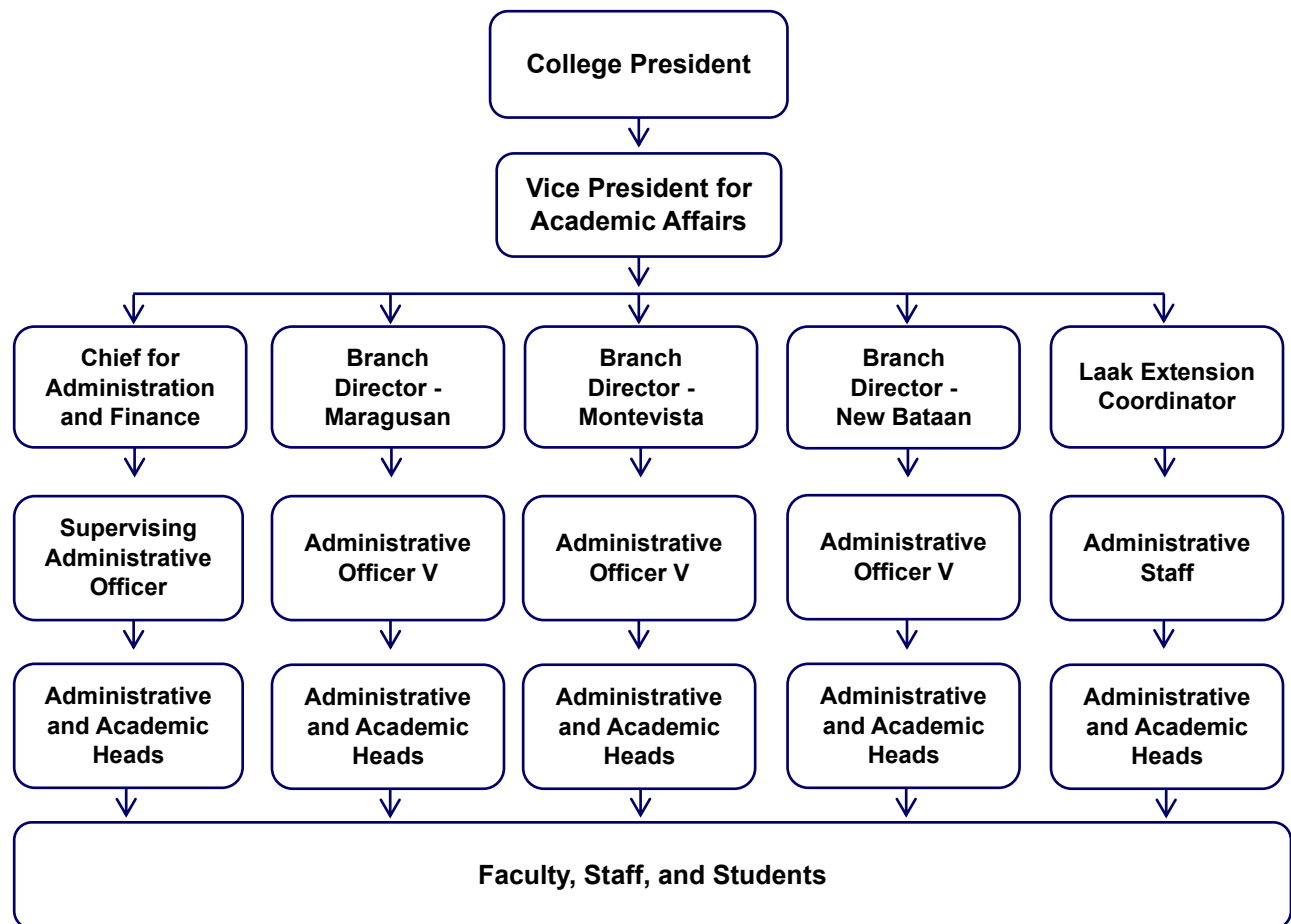


Figure 4. Call Tree Structure

MEDIA RELEASES

Media releases can be an important communication tool for the college to inform the public and other external stakeholders about emergency or disruptive situations. As such, the college through the Public Information Unit must make sure that the information is accurate and verified before releasing it to the media. The PIU must be responsive to feedback and questions from the media and the public. It must give transparent information and provide as much detail as possible without compromising the safety and security of the college and its stakeholders.

Using clear and concise language that is easily understandable by the public must be taken into consideration at all times. Instructions and guidance for stakeholders, such as what actions they should take or where they can go for assistance and regular updates as the situation evolves must be provided.

Multiple channels of communication, such as social media, email, and the college website, to reach a wider audience must be widely utilized while considering the potential impact of the media release on the college's reputation and image.

Q. TESTING AND MAINTENANCE

To guarantee that the college's Public Service Continuity Plan (PSCP) stays functional and up to date, testing and maintenance are key components. The college specifies the following testing and maintenance considerations:

1. **TESTING:** Regular testing should be conducted to ensure that the plan is effective and up-to-date. This may involve tabletop exercises, simulations, or full-scale exercises. The testing should be performed at least once a year, or after any substantial modifications to the plan.
2. **DOCUMENTATION:** All testing and maintenance activities should be documented to ensure that the plan is kept up-to-date and that all changes are tracked. Documentation should include any testing-related lessons learned or issues identified.
3. **REVIEW:** The plan should be evaluated annually to ensure it remains pertinent and effective. This review should assess any changes to the service, hazards, or threats that may have an impact on the plan.
4. **TRAINING:** All employees participating in the public service continuity plan should receive training on their duties and responsibilities. This training should occur annually or whenever there are significant adjustments to the plan.
5. **COMMUNICATION:** The plan should be communicated to all interested parties, including employees, partners, and the general public. This communication should outline how the plan will be activated, who will be responsible for what, and what services will be provided.
6. **MAINTENANCE:** The plan should be routinely maintained to ensure its currency and effectiveness. This includes updating contact information and examining procedures.

DDOSC shall ensure that it is well-prepared to respond to emergencies or disruptive situations by routinely testing and maintaining its PSCP, and that its stakeholders are well-informed and ready to act. The following are some of the strategies that the college will use to test its PSCP:

1. **Tabletop exercises:** this involves important stakeholders gathering around a table to discuss how they would respond to an emergency or disruptive circumstance. The purpose of the exercise is to put the PSCP's procedures, communication routes, and decision-making processes to the test. Tabletop exercises are more in-depth than functional exercises, which include simulating an emergency or disruptive event. The


exercise, which can be carried out on a small or big scale, is intended to put the PSCP's operational capabilities to the test.

2. **Drills at full scale:** these involve a full-scale response to an emergency or disruptive scenario. They are often the most difficult and resource-intensive sort of exercise and are intended to put the PSCP's procedures, communication channels, and decision-making processes through their paces in real-world scenarios.
3. **Communications exercises:** these activities are designed to put the communication channels and protocols defined in the PSCP to the test. This can entail putting phone trees, social media platforms, and other communication technologies through their paces.
4. **Training exercises:** are intended to put the PSCP's training programs to the test and ensure that faculty and staff and even the students are properly trained to respond to an emergency or disruptive circumstance. Online training modules, classroom instruction, or hands-on exercises are examples of this.



R. APPROVAL AND MONITORING

This Public Service Continuity Plan is deemed effective, after the approval of the Board of Trustees. To ensure effective implementation, the Planning Unit is hereby tasked to monitor the execution of the college's PSCP. This will also guarantee that all DDOSC campuses are ready to respond to emergencies and protect the safety of its faculty, staff, students, guests, and other stakeholders. By evaluating and assessing the plan on a regular basis, concerned college officials can identify areas where extra resources or support may be required and take action to address them.

Appendix 1: Campus Disaster Action and Response Team



Republic of the Philippines
DAVAO DE ORO STATE COLLEGE
 Compostela, Davao de Oro
www.ddosc.edu.ph | president@ddosc.edu.ph
 Contact #: 0929-169-5328

ISO 9001:2015
 Certificate No. 13F00010

ISO 9001:2015
 CERTIFICATION BODY
 NQA, INC.

OFFICE OF THE COLLEGE PRESIDENT

ADMINISTRATIVE ORDER
No. 2023-022

**“CONSTITUTION OF THE CONTINUITY CORE TEAM
 OF DAVAO DE ORO STATE COLLEGE”**

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A proactive academic pillar of development in the ASEAN Region.

MISSION

DDOSC shall provide golden opportunities to its stakeholders toward producing globally competent graduates, relevant and responsive research, extension, and production services anchored on good governance.

GOALS

- Quality Instruction
- Relevant and Responsive Research, Extension and Production Services
- Effective and Efficient Resource Management

I. INTRODUCTION

The Cabinet Cluster on Climate Change Adaptation, Mitigation, and Disaster Risk Reduction held its fourth meeting in 2018, offering more direction for the creation of continuity plans by governmental organizations. In order to ensure that everyone is ready to respond to emergencies and disasters and maintain operational continuity despite disruptions brought on by such natural and man-made calamities and crises, government agencies are entrusted to follow the guidelines provided in Cabinet Action/Decision, File No. 381-120517-34 of the Office of the President of the Philippines.

The National Disaster Risk Reduction Management Council (NDRRMC) issued Memorandum Order No. 23, series of 2018 in response to this Cabinet Action, mandating that all agencies create disaster and emergency plans, conduct risk assessments, and deploy early warning systems. The NDRRMC guideline serves as the model for PSCP in government organizations. It also emphasized the necessity of including stakeholders in the development and implementation of a continuity plan that is all-inclusive, thorough, and responsive to the needs of all stakeholders, including local communities, civil society groups, and the private sector.

In addition, the Civil Service Commission issued Memorandum Circular Nos. 2 and 12 of 2021, which provided guidelines for best practices that government organizations should adhere to while establishing risk management and business continuity management programs. As a result, the Davao de Oro State College is working to establish its Public Service Continuity Plan (PSCP), which outlines the College's overall strategy for ensuring the continuation of its essential services in the event of natural or man-made disasters, pandemics, or other crises.

With the vision to properly execute the roles and responsibilities laid out to completely implement the projects, activities, and programs for the development, promotion, implementation, and monitoring and evaluation of the public service continuity plan, the constitution of the continuity core team is hereby necessary.

Given the above premise and by the powers vested to the College President, the Continuity Core Team of Davao de Oro State College is now constituted.

II. COMPOSITION OF THE CONTINUITY CORE TEAM

The Continuity Core Team of Davao de Oro State College shall be composed of the following:

College-wide Continuity Core Team Leader	: College President
Alternate Team Leader	: Vice-President for Academic Affairs
Members	: Chief for Administration and Finance : All Branch Directors : Officer-In-Charge (Laak Extension Class) : Director, Academic Services Division : Director, Student Affairs and Services Division : Director, Research and Development Division

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- : Director, Extension Services Division
- : Director, Production Services Division
- : All Campus DRRM Unit Head/In-Charge

Continuity Monitoring Team : Planning Unit Head and Staff

Campus/Branch/Extension Class Public Service Continuity Team

Main Campus

- Team Leader** : Chief for Administration and Finance
- Alternate Team Leader** : Supervising Administrative Officer
- Members** : All Administrative and Academic Heads

Branches

- Team Leader** : Branch Director
- Alternate Team Leader** : Administrative Officer V
- Members** : All Administrative and Academic Heads

Extension Class

- Team Leader** : Extension Coordinator
- Alternate Team Leader** : Extension Administrative Staff
- Members** : All Faculty and Staff

III. GENERAL FUNCTIONS

In general, the Core Continuity Team shall:

1. Facilitate the refinement and finalization of the Public Service Continuity Plan (PSCP);
2. Develop a work plan for the completion and updating of the PSCP;
3. Organize consultation meetings with the planners and relevant technical experts regarding the development and improvement of the PSCP;
4. Facilitate its presentation and endorsement to the College Administrative Council, Board of Executive Committee, and the Board of Trustees for comments and approval;
5. Plan, measure, and make arrangements to maintain and restore the essential functions of the College during and after an emergency or disaster; and
6. Ensure the continuity of critical services and products, which enables the College to recover its facility, data, and assets.

The Core Continuity Team's responsibility to refine and finalize the Public Service Continuity Plan (PSCP) ensures that the College is adequately prepared to handle any crisis effectively and that critical services and products are maintained to minimize disruptions and ensure the continuity of operations.



IV. SPECIFIC ROLES AND RESPONSIBILITIES

PUBLIC SERVICE CONTINUITY CORE TEAM		
DESIGNATION/ROLE	RESPONSIBLE PERSON/OFFICER	RESPONSIBILITIES
Public Service Continuity Core Team Leader	College President	Ensures that continuity programs are properly implemented; Reviews and endorses the BOT final plans and procedures prepared by the Continuity Planning Team Ensures the development of strategic continuity vision and overarching policy; and Ensures the appointment/designation of essential continuity staff/personnel as well as the prioritization of budget programming for adequate facilities, equipment, and training.
Public Service Continuity Core Team Alternate Team Leader	Vice President for Academic Affairs	Assists in carrying out the responsibilities of the CCT Team Leader and assumes such responsibilities in his/her absence.
Public Service Continuity Planning Team	College President Members: Vice President for Academic Affairs Chief for Administration and Finance All Branch Directors All Division Directors DRRM Unit Heads Secretariat: Planning Unit	Formulates and leads the continuity planning and come up with a multi-year and program management plan to accomplish continuity goals. Develops, submits, and manages the continuity program budget in accordance to approved budgetary appropriation and existing auditing rules and regulations Maintains, improves and advocates the continuity program/plan;
Campus/Branch/Extension Class Public Service Continuity Team Leader	Chief for Administration and Finance Branch Director Extension Class Coordinator	Leads the team in implementing the plan for the continuity of campus/branch operations during and after an emergency or disaster. Coordinates and communicates with the campus/branch continuity team

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		<p>members, stakeholders, and other relevant parties throughout the emergency or disaster.</p> <p>Ensures that the campus/branch continuity team members are trained and prepared to implement the continuity plan. This includes organizing and conducting training sessions and exercises to test the plan's effectiveness and identify areas for improvement.</p> <p>Takes the lead in evaluating the plan's effectiveness and identifying areas for improvement. This includes reviewing feedback and lessons learned, conducting assessments, and implementing necessary changes to the plan to enhance its effectiveness.</p>
Campus/Branch/Extension Class Public Service Continuity Alternate Team Leader	<p>Main: Supervising Administrative Officer</p> <p>Branches: Administrative Officer V</p> <p>Extension Class: Administrative Staff</p>	Assists in carrying out the responsibilities of the CCT Campus/Branch Team Leader and assumes such responsibilities in his/her absence.
Campus/Branch/Extension Class Public Service Continuity Team	<p>MAIN CAMPUS</p> <p>Team Leader: Chief for Administration and Finance</p> <p>Members: All Office/Division/Section/Unit Heads</p> <p>Secretariat: OCAF Staff</p> <p>BRANCHES:</p> <p>Team Leader: Branch Director</p> <p>Members: All Section/Unit Heads</p>	<p>Provides uninterrupted services to clients and maintains operation of mission-essential functions.</p> <p>Facilitates implementation of approved continuity plan and programs;</p> <p>Notifies appropriate offices/divisions/sections/units upon execution of continuity plans;</p> <p>Assists the Continuity Planning Team in their activities, including the provision of appropriate budget and other resources to support the continuity program as needed;</p>



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	Secretariat: OBD Staff	Conducts periodic meetings to continually monitor and improve the implementation of the PSCP; and Submit a quarterly report of accomplishment to the Office of the College President copy furnished to the Planning and Monitoring Unit.
Continuity Monitoring Team	Planning Unit Head and staff	Coordinates with Campus/Branch Public Service Continuity Team's overall efforts and accomplishments on all campuses; and Provides the Office of the College President a consolidated quarterly and annual report of accomplishments vis-a-vis planned activities, as submitted by each campus/branch/extension class.

V. EFFECTIVITY

This order shall take effect immediately and shall remain in force until otherwise revoked or amended by the undersigned or by any competent authority.

Signed this 18th day of April 2023 at the DDOSC Main Campus, Compostela, Davao de Oro Province.


CHRISTIE JEAN VILLANUEVA-GANIERA, EdD., CESE
College President

*cc: Records Management Section, file
 All Employees
 //no*

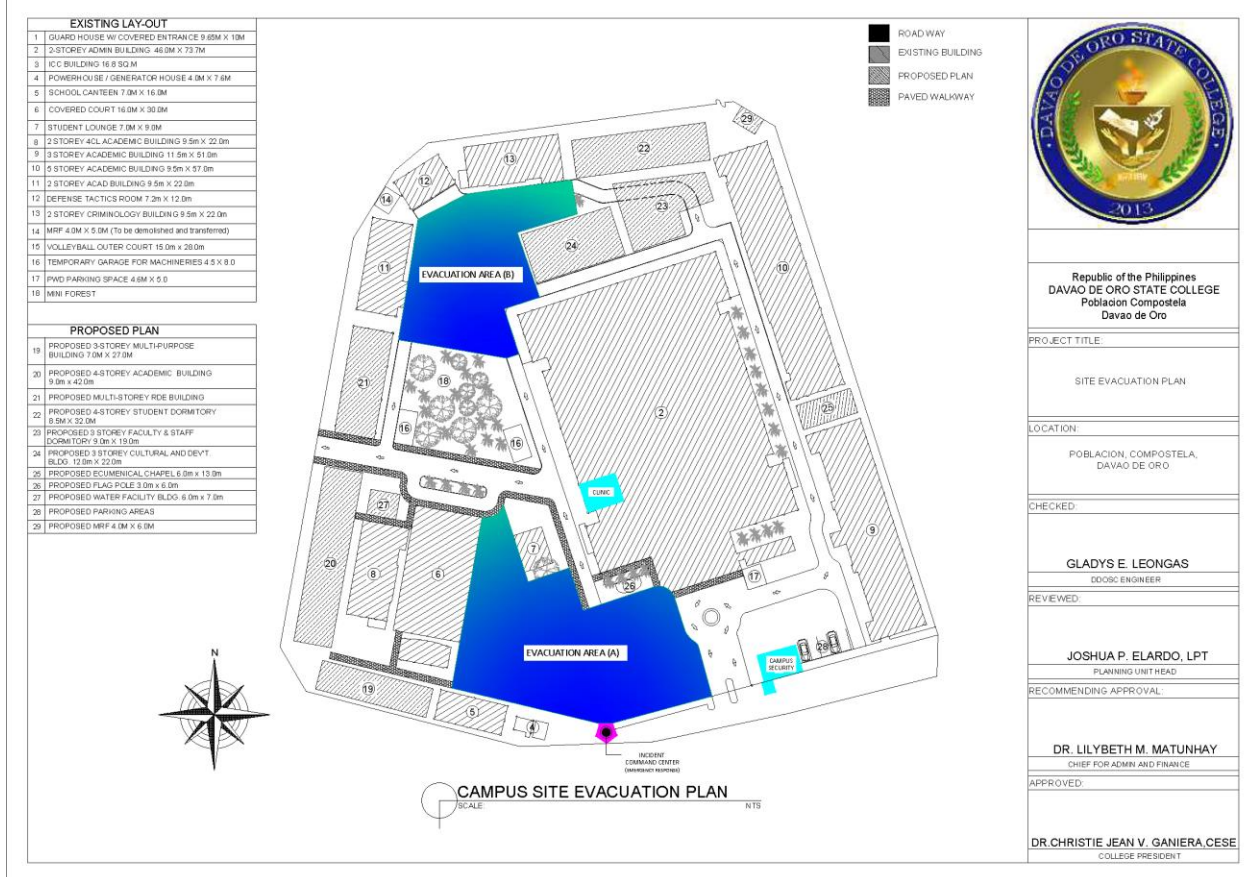
Appendix 2: Campus Call Tree Structure Contact Details

CONTACT DETAILS OF IMPORTANT FUNCTIONS			
Position	Name	Contact Number and Email	Home Address
College President	Dr. Christie Jean Villanueva-Ganiera, CESE		
Vice President for Academic Affairs	Dr. Gloryjean C. Altamera		
Chief for Administration and Finance	Dr. Lilybeth M. Matunhay		
Director for Academic Division	Ms. Mary Dane R. Canadalla		
Director for Students Affairs and Services	Ms. Judtih R. Tudy		
Director for Research and Development	Mr. Jeson N. Geroche		
Director for Extension Services Division	Ms. Rona C. Apolinario		
Director for Production	Ms. Jennifer T. Pelegrino		
Branch Director, Maragusan	Mr. Jay Mark D. Bantayan		
Branch Director, Montevista	Dr. Karren Gay S. Redoblado		
Branch Director, New Bataan	Mr. Gabrele C. Cubero		
Laak Extension Coordinator	Ms. Merry Anne M. Desucatan		
Disaster Risk Reduction and Management Unit Head	Mr. Jover F. Lordan		

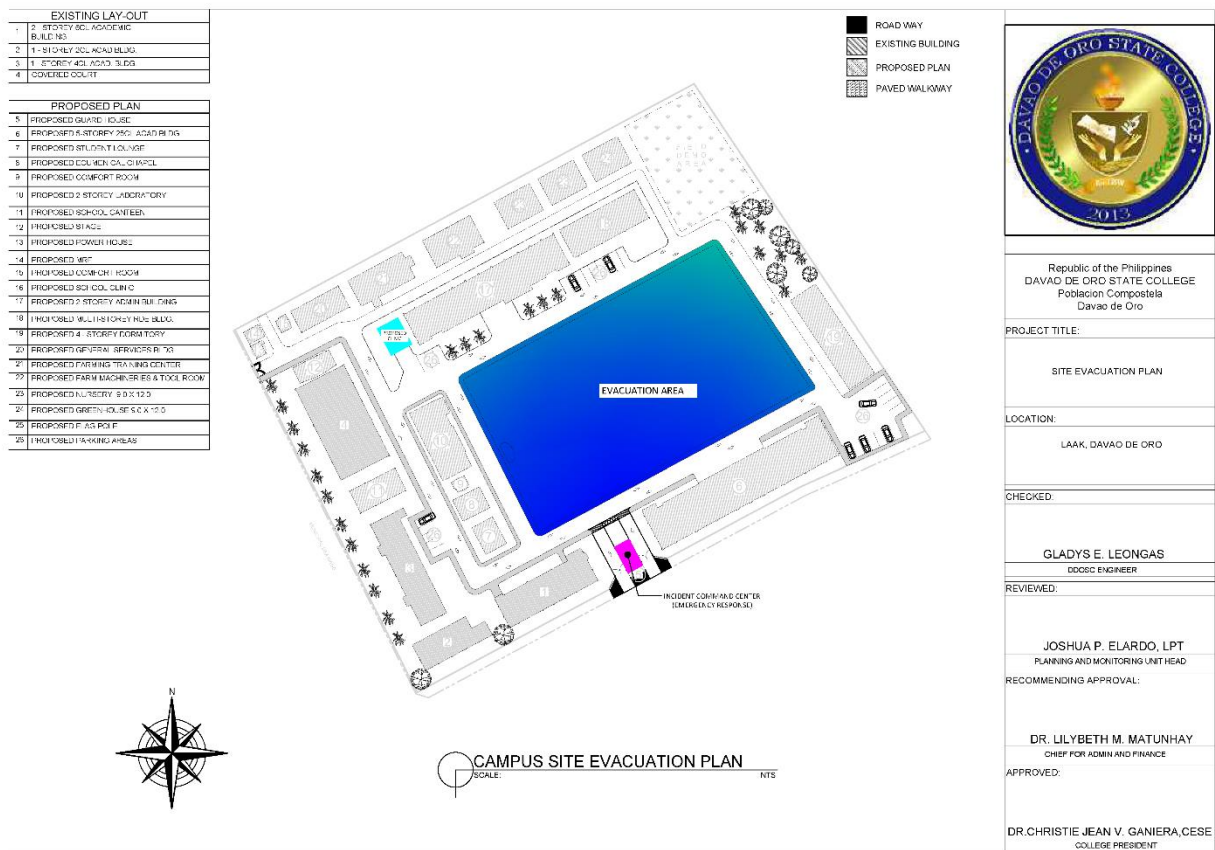
Appendix 3: Contact Numbers of External Offices

CONTACT DETAILS OF EXTERNAL OFFICES			
Position	Name	Contact Number and Email	Home Address
LGU			
NDRRMO			
MHO			
BFP			
PNP			
AFP			
Others:			

Appendix 4: Campus Evacuation Plan (Main Campus)



Appendix 5: Campus Evacuation Plan (Laak Extension)



Appendix 6: Campus Evacuation Plan (Maparat Field Laboratory)



Republic of the Philippines
DAVAO DE ORO STATE COLLEGE
 Poblacion Compostela
 Davao de Oro

PROJECT TITLE:
 SITE EVACUATION PLAN

LOCATION:
 BRGY. MAPARAT,
 COMPOSTELA
 DAVAO DE ORO

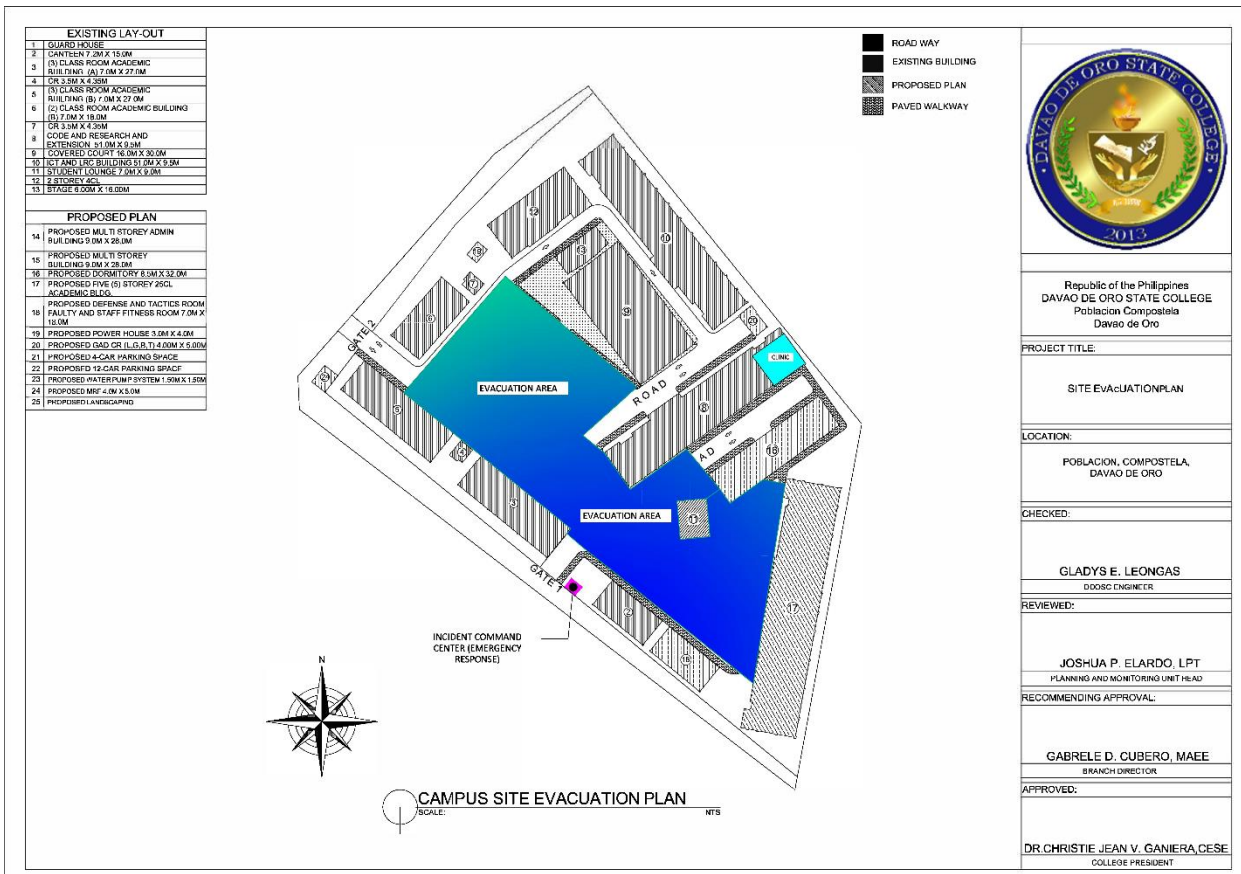
CHECKED:
GLADYS E. LEONGAS
 DOOSC ENGINEER

REVIEWED:
JOSHUA P. ELARDO, LPT
 PLANNING AND MONITORING UNIT HEAD

RECOMMENDING APPROVAL:
DR. LILYBETH M. MATUNHAY
 CHIEF FOR ADMIN AND FINANCE

APPROVED:
DR. CHRISTIE JEAN V. GANIERA, CESE
 COLLEGE PRESIDENT

Appendix 7: Campus Evacuation Plan (New Bataan Branch)



Republic of the Philippines
DAVAO DE ORO STATE COLLEGE
 Poblacion Compostela
 Davao de Oro

PROJECT TITLE:
 SITE EVACUATION PLAN

LOCATION:
 POBLACION, COMPOSTELA,
 DAVAO DE ORO

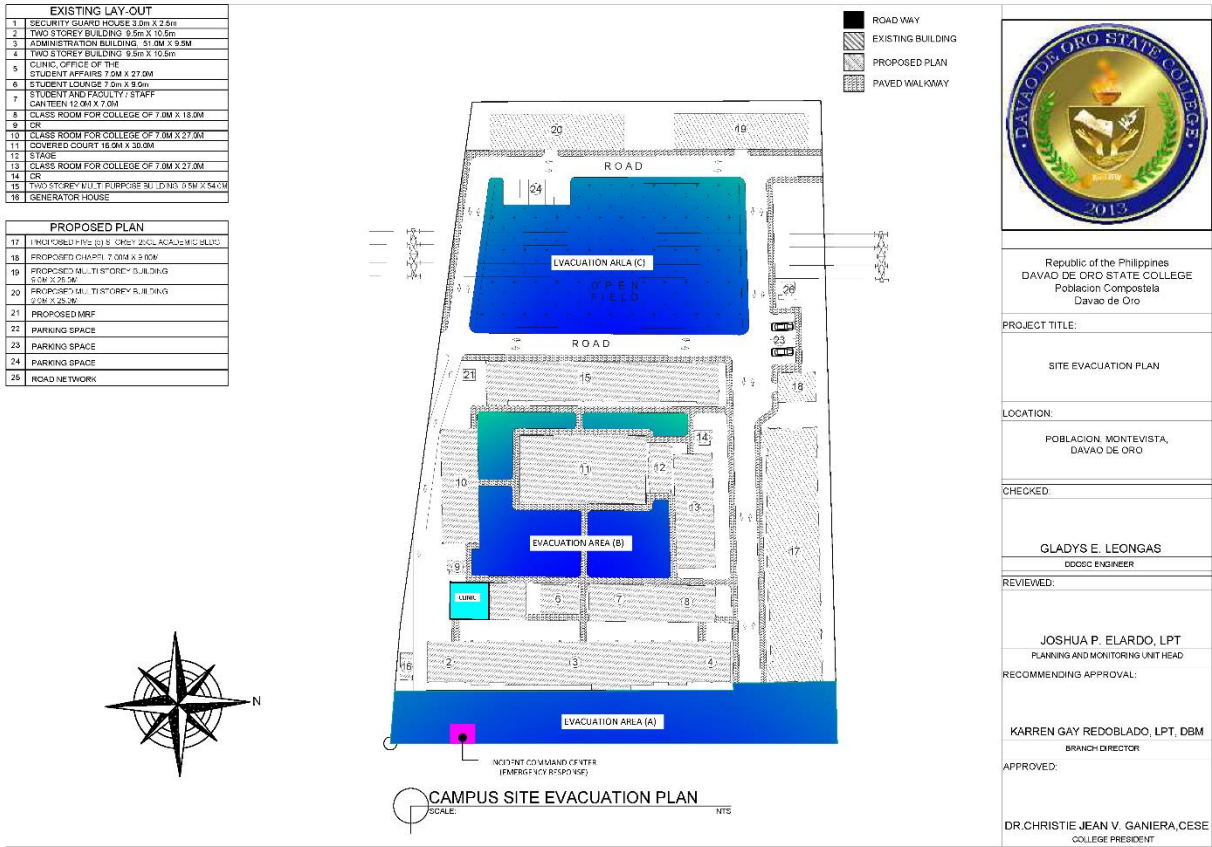
CHECKED:
GLADYS E. LEONGAS
 DOOSC ENGINEER

REVIEWED:
JOSHUA P. ELARDO, LPT
 PLANNING AND MONITORING UNIT HEAD

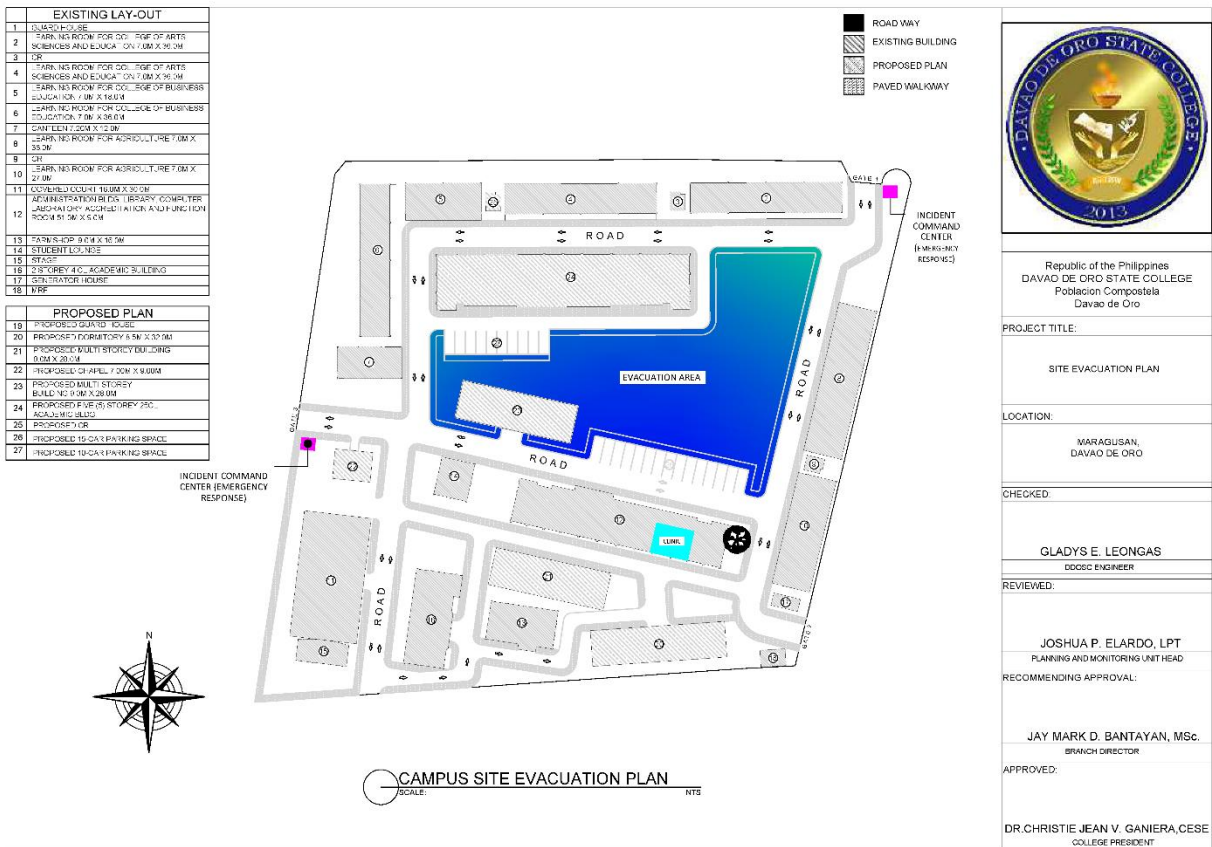
RECOMMENDING APPROVAL:
GABRELE D. CUBERO, MAEE
 BRANCH DIRECTOR

APPROVED:
DR. CHRISTIE JEAN V. GANIERA, CESE
 COLLEGE PRESIDENT

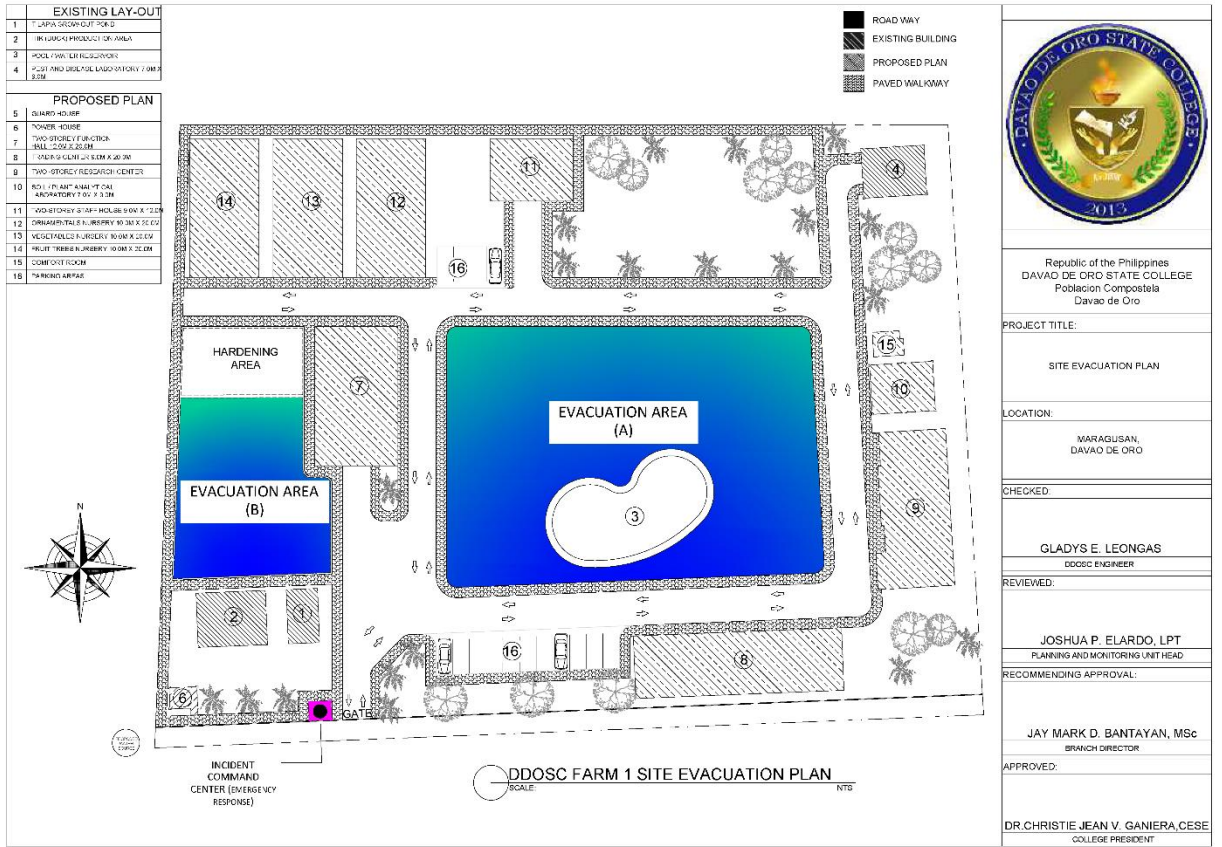
Appendix 8: Campus Evacuation Plan (Montevista Branch)



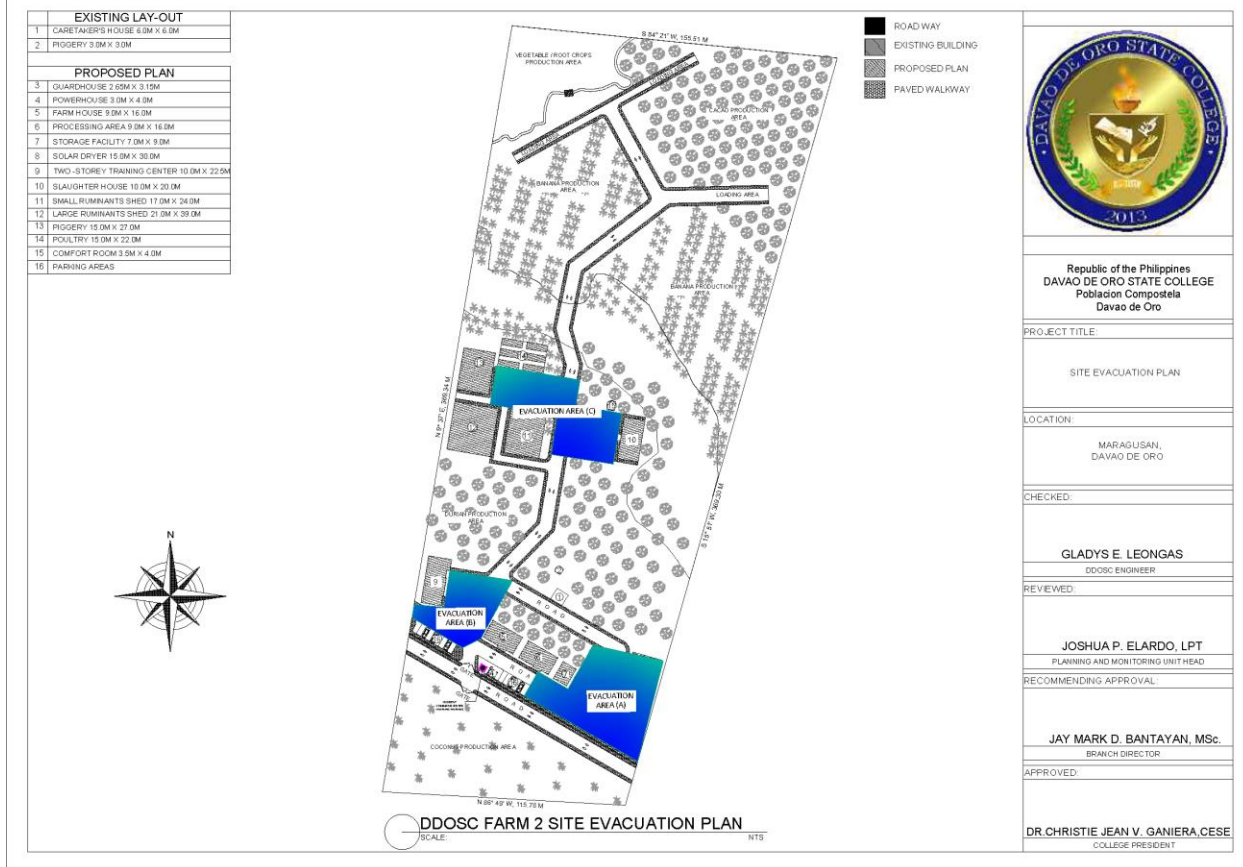
Appendix 9: Campus Evacuation Plan (Maragusan Branch)



Appendix 10: Campus Evacuation Plan (Maragusan Branch Farm 1)



Appendix 11: Campus Evacuation Plan (Maragusan Branch Farm 2)



REFERENCES

Office of the President Cabinet Action/Decision File No. 381-120517-34

NDRRMC Memorandum No. 33, series of 2018

Civil Service Commission Memorandum Circular No. 2, series of 2021

Civil Service Commission Memorandum Circular No. 12, series of 2021

Public Service Continuity Guidebook

DDOSC Comprehensive Land Use Development and Infrastructure Plan (LUDIP)

DDOSC Disaster Risk Reduction and Management Plan (DRRMP)

Disaster Risk Reduction Management Plans of LGUs

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