



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE

REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
MIMAROPA



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MEMORANDUM NO. 096, S. 2022

FOR : All RDRRMC MIMAROPA Member Agencies

SUBJECT : Invitation to the Public Service Continuity Planning (PSCP) Training for RDRRMC MIMAROPA Member Agencies

DATE : 22 April 2022

We are pleased to inform your good offices that OCD MIMAROPA, through its Annual Plans and Budget 2022, will be conducting a **Public Service Continuity Planning (PSCP) Training for RDRRMC MIMAROPA Member Agencies on May 16-20, 2022 via blended learning (ie self-paced with online lectures).**

In line with this, we would like to respectfully invite **one to two (1-2) representatives per agency** to attend the said training. Requirements for the nominated participants are as follows:

- Must have knowledge and experience in the field of DRRM
- Must be familiarized with internal office policies and protocols
- Must be involved in either planning development or capacity-building related services
- Must be willing to accomplish the course assignments and must be willing to participate in the video teleconference lectures
- Must be available to be tapped as instructor / facilitator to cascade the course

Kindly confirm your attendance by registering on or before **09 May 2022** through the following link (note: the link is case-sensitive): bit.ly/pscprdrmc

Also attached herewith is the initial advisory for your reference. The final training advisory will be issued to the nominated participants through the contact details indicated in their registration details.

For your questions and clarifications, you may contact Ms. Georgina Opinion of OCD MIMAROPA via telefax numbers (043) 723 4248 / (043) 702 9361, mobile numbers 0917 533 0400 / 0908 820 5177, or through email address ocd4_mimaropa@yahoo.com.

Thank you very much, we look forward to your continuous support in OCD-RDRRMC MIMAROPA and our DRRM efforts.


MGEN RUBEN L. CARANDANG PAF (RET)
Regional Director, OCD MIMAROPA
Chairperson, RDRRMC MIMAROPA
Chairperson, MIMAROPA RTF COVID-19

Enclosure: As stated

**OFFICE OF CIVIL DEFENSE
INITIAL ADVISORY FOR DRRM AND CIVIL DEFENSE
CAPACITY-BUILDING AND TRAINING ACTIVITIES FOR 2022**

TRAINING COURSES	DATES AND REGISTRATION
Public Service Continuity Planning (PSCP) Training for RDRRMC MIMAROPA Member Agencies Objective: At the end of the training, the participants will be able to obtain the knowledge, skills, and attitude required in the development of PSCP that forms part of the overall Public Service Continuity Management for the government. Priority Participants: - Representatives from RDRRMC MIMAROPA Member Agencies holding permanent positions in their respective offices - Note: The Training Secretariat reserves the right to choose the priority participants based on previously conducted OCD and technical assistance training activities Requirements for Participants: - Must have knowledge and experience in the field of DRRM - Must be familiarized with internal office policies and protocols - Must be involved in either planning development or capacity-building related services - Must be willing to accomplish the course assignments and must be willing to participate in the video teleconference lectures - Must be available to be tapped as instructor / facilitator to cascade the course - Note: Refer to end notes for additional general training requirements Certification: - The completion of the training is equal to 31 TECHNICAL TRAINING HOURS - Only participants who are able to participate in all sessions and are able to submit the assignments on time would receive the Certificate of Completion	May 16-20, 2022 Registration for expressions of interest: bit.ly/pscprdrmmc The final training advisory will be issued to the chosen participants through the contact details indicated in their registration.

Once successfully chosen as a participant for any training, the following are the general requirements for attending the training:

- Laptop or desktop computer per participant (Note: mobile phones can be used for video teleconferencing purposes but laptop or desktop computers are preferred to properly accomplish the assignments)
- Functional laptop or desktop computer webcam and microphone
- Reliable internet connection
- Functional and active email address per participant
- Functional and active mobile number per participant
- Basic knowledge in Zoom Application
- Basic knowledge in Microsoft Word and Microsoft Excel
- OCD Training Information Management System (IMS) student number. Important: Take note of your student ID number and do not forget the email address associated to your IMS account. You may register via: <https://trainingims.ocd.gov.ph/ims/register>

Other Reminders:

- All training activities are FREE (ie no registration fee required)
- For those training activities with limited slots per LGU, the slots allotted per province/city/municipality shall always be respected. Other participants will only be considered upon confirmation of unavailability of other expected participants. The Training Secretariat reserves the right to choose the priority participants based on previously conducted OCD and technical assistance training activities.