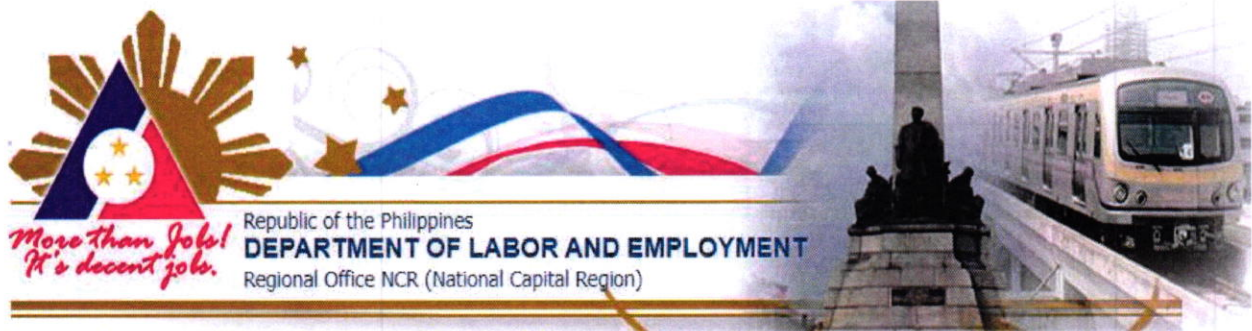

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PUBLIC SERVICE CONTINUITY PLAN (PSCP)

Prepared By: DOLE – NCR Continuity Planning Team	Reviewed By: <i>[Signature]</i> MR. REGIONALD S. ESPALDON Chief Administrative Officer, IMSD	Approved By: <i>[Signature]</i> ATTY. SARAH BUENA S. MIRASOL Regional Director
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1.0 Introduction

The Department of Labor and Employment – National Capital Region (DOLE-NCR), as a member of the National Disaster Risk Reduction and Management Council (NDRRMC), is responsible for policy-making on disaster risk reduction and management of the country every time a disaster occurs in our country.

As RA 10121 requires a whole-of-government approach in DRRM, government agencies are enjoined to mainstream DRRM measures and budget in their various initiatives and programs towards the provision of public goods as per their respective mandates. This mandate also implies that the government must continue to exist and deliver its essential functions regardless of any disaster that might occur. Hence, a DRRM mechanism known as the Public Service Continuity Plan (PSCP) was developed by the NDRRMC in partnership with the Philippine Disaster Resilience Foundation (PDRF), a major network of private sector actors working on disaster risk reduction and management initiatives. Recognizing further the need to develop a comprehensive and inclusive Public Service Continuity Plans, NDRRMC Memorandum No. 33 s. 2018 was also issued in April 2018, enjoining all government agencies of the DRRM Councils at all levels to formulate their respective Public Service Continuity Plans.

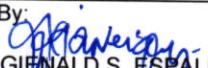
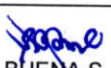
Public service continuity is defined as the capability of a public sector organization to continue the delivery of services at acceptable predefined levels following a disruptive incident (NDRRMC TWG adaptation of “business continuity” from ISO 22300). Public service continuity can be seen as doing business continuity in the public sector context. Public service continuity is also described as Continuity of Operations (COOP) or the effort within individual organizations to ensure they can continue to perform their essential functions during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies (FEMA, 2013).

With that, the Department of Labor and Employment - National Capital Region’s Public Service Continuity Plan (PSCP) was devised to ensure the government to continuously function during an emergency or disaster.

2.0 Purpose

Developing a Public Service Continuity Plan is key to the survival of any organization of any organization. Here are a number of reasons for a need of PSCP.

1. Ensure the safety of employees;
2. Ensure the continuous performance of agency’s essential functions during an emergency;
3. Protect essential equipment, records, and other assets;
4. Reduce disruptions to operations;
5. Minimize damage and losses;
6. Achieve an orderly recovery from emergency operations; and
7. Identify relocation sites and ensure operational and managerial requirements are met before an emergency occurs.

Prepared By: DOLE – NCR Continuity Planning Team	Reviewed By:  MR. REGINALD S. ESPALDON Chief Administrative Officer, IMSD	Approved By:  ATTY. SARAH BUENA S. MIRASOL Regional Director
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