



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**National Capital Region**  
DOLE-NCR Building, 967 Maligaya Street, Malate, Manila



**October 29, 2021**

**USEC. RICARDO B. JALAD**  
Administrator, Office of Civil Defense  
& Executive Director, National Disaster Risk  
Reduction and Management Council (NDRRMC)

Dear Administrator **Usec. Jalad:**

Pursuant to the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33 s. 2018, that all government member agencies of the DRRM councils at all levels and other government departments, offices, bureaus, services, units, and instrumentalities are enjoined to develop their own Public Service Continuity Plan (PSCP), may we respectfully submit the duly signed and approved **Public Service Continuity Plan (PSCP)** of this Office.

For your perusal.

Respectfully,

  
for **ATTY. SARAH BUENA S. MIRASOL**  
Regional Director

**REGIONAL OFFICE**

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