



MC No. 12, s. 2021

MEMORANDUM CIRCULAR

FOR: HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT: Extension of Submission of the Public Service Continuity Plan (PSCP)

Relative to CSC MC No. 2, s. 2021 re Formulation of the Public Service Continuity Plan (PSCP), agencies that have yet to formulate their respective PSCPs may still submit their agency approved plans to the Office of Civil Defense (OCD) - Capacity Building & Training Service (CBTS) addressed to Usec. Ricardo B. Jalad (OCD, Administrator) through pscpc@ocd.gov.ph until **October 31, 2021**.

The PSCP is the all-hazard plan that aims to ensure continuous delivery of services to the public amidst any disruption. It works by highlighting internal capacities, recovery requirements and strategies to minimize damage and loss to essential processes, ensure succession of leadership, and improve continuity capabilities of all government entities.

Pursuant to the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33 s. 2018, 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 PSCP.

With the COVID19 pandemic, we aim to recover from the same by strengthening our country's resiliency. Thus, public sector organizations should plan and act by utilizing relevant mechanisms to address or reduce the impact of adverse effects to its service delivery and continue to perform their Mission Essential Functions (MEF).

For more information and clarification, the OCD Central and Regional Offices may be reached through the email addresses indicated in this link: <http://www.ocd.gov.ph/index.php/about-ocd/ocd-officials>. Also, the PSCP Guidebook can be downloaded through the DRRM Knowledge Center through this link: <https://drrmhc.ocd.gov.ph/>


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Chairperson

27 July 2021

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