



MC No. 2, 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: Formulation of the Public Service Continuity Plan (PSCP)

The Public Service Continuity Plan (PSCP) is an 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 existing public health emergency, 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 essential functions.

In view thereof, all government entities are enjoined to formulate and submit their respective PSCPs on or before March 31, 2021 to the Office of Civil Defense (OCD) - Capacity Building & Training Service (CBTS) addressed to Usec. Ricardo B. Jalad (OCD, Administrator) through cbts@ocd.gov.ph. Submission is encouraged even as a draft but preferably final. For more information and clarification, Ms. Escamilla of OCD-CBTS may be reached through the same email address mentioned above.

For your guidance, the PSCP Guidebook can be downloaded through the DRRM Knowledge Center through this link: <https://drrmkc.ocd.gov.ph/>


ALICIA dela ROSA-BALA
Chairperson

4 March 2021