

August 07, 2025

Special Order No. 064
Series of 2025

SUBJECT: RECONSTITUTION OF THE CONTINUITY CORE TEAM (CCT) OF THE DTI REGIONAL OFFICE XII

In the interest of the service, and pursuant to NDRRMC Memorandum Circular No. 02, s. 2023, which provides the general guidelines for the formulation and implementation of a Public Service Continuity Plan (PSCP), the DTI XII Regional Office Continuity Core Team (CCT) is hereby reconstituted, to be composed of representatives from all Services, as follows:

Designation	Office / Service	Name / Position
Head of Agency	Office of the Regional Director	Flora D. Politud-Gabunales, CESO V Regional Director
Continuity Manager	Office of the Asst. Regional Director	Mary Ann M. Morales, CESE Acting Asst. Regional Director
Continuity Coordinator	Consumer Protection Division	Elbert G. Capecio Chief TIDS
Continuity Working Group	Administrative, Financial and Management Division	Hazel E. Hautea Chief Administrative Officer
	SME Development Division	Ma. Theresa T. Chua Chief Trade Industry Development Specialist
	Management Support Services Division	Epifania L. Ealdama SupTIDS/ OIC-Division Chief
	Industry Development Division	Dagny Athena A. Martirizar SupTIDS/ OIC-Division Chief
	Management Support Services Division /	Naye Joy A. Lubaton Administrative Officer V Management Audit Analyst
	Management Support Services Division /	Aiza Marie P. Bercades Planning Officer III
	Management Support Services Division /	Jessa Marie O. Amaga Administrative Officer III Records Officer
	Management Support Services Division/ Legal	Karl Francis B. Monsale Attorney III

REGION 12 (SOCCSKSARGEN)

	Management Support Services Division/	Roxanne Jane S. Facurib Senior Trade Industry Development Specialist Acting Information Officer
	Administrative, Financial and Management Division	Jinnard B. Lubaton Admin Aide VI Designated IT Officer
	Administrative, Financial and Management Division	Ma. Ellen T. Escalona Administrative Officer V Human Resource Management Officer
	Administrative, Financial and Management Division	Connie M. Barnachea Administrative Officer V Budget Officer
	Administrative, Financial and Management Division	Sarah Jane T. Toledo Administrative Officer III Supply Officer
	Consumer Protection Division	John Kenneth C. David Trade Industry Development Specialist
	Consumer Protection Division	Waren Jay B. Nantes Senior Trade Industry Development Specialist
	Industry Development Division	Ma. Cristine B. Vilbar Trade Industry Development Analyst
	SME Development Division	Elliza C. Manalo Trade Industry Development Specialist-CARP

Minimum Criteria Compliance:

All designated members of the Continuity Core Team (CCT) shall meet the minimum qualifications as prescribed in NDRRMC Memorandum Circular No. 02, s. 2023, including but not limited to:

- Familiarity with the agency's Mission Essential Functions (MEFs)
- Participation in continuity planning activities and exercises
- Relevant training, such as the PSCP course conducted by the Office of Civil Defense (OCD), particularly for those assigned as Continuity Coordinator
- Capacity to contribute to the development, implementation, and maintenance of the agency's PSCP.

In compliance with the NDRRMC MC No. 02, s. 2023, the following general guidelines are hereby adopted to guide the CCT in the performance of its duties:

I. General Guidelines for PSCP Implementation

1. Establishment of the Continuity Core Team (CCT)

Each agency shall constitute a CCT composed of designated personnel from various units, preferably those involved in the delivery of Mission

Essential Functions (MEFs), to lead the development and implementation of the PSCP.

2. **Identification of Mission Essential Functions (MEFs)**

The CCT shall determine which services or functions must be sustained before, during, and after emergencies or disruptions.

3. **Development and Content of the PSCP**

The PSCP shall include, at minimum:

- Succession planning and delegation of authority
- Communication strategies
- Alternate facilities and work arrangements
- Resource and vital records inventory
- Stakeholder coordination mechanisms

4. **Plan Testing and Training**

The CCT shall ensure regular drills, simulations, or tabletop exercises to validate and enhance the PSCP.

5. **Review and Updating**

The PSCP shall be updated at least annually or after any major organizational or environmental changes.

6. **Coordination and Submission**

The final PSCP and progress reports shall be submitted to the Office of Civil Defense (OCD) and coordinated for technical guidance and support.

7. **Integration with DRRM and Organizational Programs**

The PSCP shall be harmonized with internal Disaster Risk Reduction and Management (DRRM) and Business Continuity initiatives.

Below are the common responsibilities of the CCT:

a. Plan Development

- i. Review existing external and internal policies, risk assessments, guidelines and other references that are relevant to the development of the organizations' PSCP and requirements for program implementation;
- ii. Establish continuity policy, objectives, targets, controls, processes, and procedures relevant to improving continuity in order to deliver results that align with the organization's mandates;
- iii. Participate in meetings and workshops/ writeshops, and other events that are relevant to public service continuity plan development, implementation, review, and enhancement; and
- iv. Vertical and lateral linking of related plans in case of escalation of risks and emergencies (interoperability) especially for those areas with vital installations and critical infrastructure.

b. Promotion and advocacy

- i. Increase awareness of the organization on the importance and benefits of PSCP through information campaigns;
- ii. Develop information, education and Communication (IEC) materials on continuity of operations relative to the approved PSCP of the agency;

- iii. Provision of IEC campaigns for PSCP for blended learning (online, distance, modular, or face-to-face for actual plan testing/ simulation); and
- iv. Maintain official online media accounts for IEC delivery using the most appropriate information and communication technology.

c. Capacity Building

- i. Provide recommendations for the enhancement of overall capacities for disaster preparedness and response based on the result of PSCP review, conduct and evaluation of exercises and/or training needs assessment relating to continuity of operations consistent with the developed agency plans;
- ii. Coordinate with Subject Matter Experts (SME) in the conduct of PSCP-related training courses and other capacity building initiatives; and
- iii. Develop DRRM capacity building program relevant to the development, implementation, and enhancement of the PSCP of the organization.

d. Plan Implementation and Program Installation

- i. Ensure that the concerned official is capable to assume the authority and responsibility of the organization's leadership through order of succession;
- ii. Ensure annual allocation of budget for the implementation of identified and established continuity strategies;
- iii. Maintain an inventory of all critical resources and facilities;
- iv. Establish information management systems with backup platforms; and
- v. Identify external stakeholders/ partners who could enhance plan implementation and maintenance through the establishment of a Memorandum of Agreement or an equivalent instrument.

e. Plan enhancement and Maintenance

- i. Assess and validate all the components of continuity plans, policies, procedures, systems, and facilities used to respond to and recover from an emergency situation;
- ii. Maintain and improve the public service continuity management system by taking corrective action on identified issues for improvement;
- iii. Develop the substantive requirements for the implementation of exercises and/or testing the plan, such as, but not limited to exercise scenario, methodology, and relevant and related plans; and
- iv. Research best practices that could be replicated in the organization or LGU and incorporate the desired changes in terms of logistics and capability training to revise the Plan.

The duties and responsibilities of the CCT Members are as follows:

Head of Agency

1. Continuation of essential services during a disruption, an emergency, or disaster, as she makes critical decisions;
2. Ensure that continuity programs are funded accordingly;
3. Provide general guidance and/or policy direction on the development of the PSCP. Ensure the appointment of key continuity personnel and the development of a program budget for adequate facilities, equipment, and training;
4. Approval of the final plans and policies developed by the Continuity Working Group (CWG);
5. Declaration of the activation of the PSCP upon the recommendation of the Disaster Control Group (DCG) or its equivalent team; and
6. Issue interim security clearances to all CCT Members after passing the appropriate procedure, in accordance to EO No. 608, series 2018.

Continuity Manager

1. Oversee the activities of the Continuity Coordinator and CWG;
2. Provide an annual summary of planning activities to the Head of the Agency;
3. Administer the budget and submit funding requirements for approval by the Head of Agency;
4. Recommend the approval of all required continuity plans and programs to the Head of Agency; and
5. Support the work of the Continuity Coordinator for the organization.

Continuity Coordinator

1. Provide overall continuity coordination for the organization;
2. Coordinate planning activities among the CWG, ensuring inputs from the CWG reflect and support the intent of the overall continuity plan and the sustainment of essential functions;
3. Develop a continuity program budget and draft funding requirements for the Continuity Manager's review and approval;
4. Notify appropriate offices and organizations upon execution of continuity plans;
5. Provide guidance and support to the CWG for the development of the organization's continuity plan; and
6. Serve as an advocate for the continuity plan and program.

Continuity Working Group (CWG)

1. Develop and maintain the continuity plan;
2. Identify and resolve any potential issues related to the development and implementation of the agency's continuity program;

3. Establish a CWG for the organization or office for the development of PSCP in a smaller scope (i.e. division-level or office-level PSCP)
4. Conduct exercises and testing of the PSCP in collaboration with the concerned office on PSCP within their respective organization as may be designated by the Head of Agency; and
5. Provide technical assistance to the concerned Public Affairs Office or its equivalent regarding the development of information and advocacy campaigns on PSCP.

This designation does not entitle the above-mentioned personnel of any additional remuneration.

All Regional Memo Orders inconsistent herewith are hereby revoked.

This Order shall take effect immediately and shall remain in full force and effect

For strict compliance.

FLORA D. POLITUD-GABUNALES, CESO V
Regional Director, DTI XII



Cc: All Staff