Inter-Office Letter

FROM   :   **SAN JUAN CDRRMO**

SUBJECT   :   Invitation Letter Participate in Public Service Continuity Plan (PSCP) Training
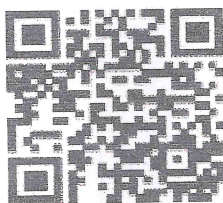
DATE   :   **July 9, 2024**

1. The San Juan City Disaster Risk Reduction and Management Office (SJCDRRMO) through Office of Civil Defense-NCR, will be conducting its live-in training for Public Service Continuity Plan (PSCP) on **July 22- 26, 2024, at Greenhills Washington Residences, San Juan City.**

2. The primary objective of this training is to prevent interruptions to mission-critical services and to swiftly re-establish day-to-day functions within our respective organizations. It is imperative that we are prepared to respond effectively to any potential disruptions and ensure the continuity of essential services.

3. In line with this, the undersigned would like to invite one participant from your office to attend the training and actively contribute to formulating the PSCP plan. The selected participant should possess the capability to develop a comprehensive plan tailored to the specific needs and operations of your office.

4. To facilitate the registration process, each participant is required to scan the provided QR code below by July 12, 2024. This will enable us to finalize the list of attendees and ensure an accurate headcount for the training session.

LINK:
https://sg.docs.wps.com/l/slJz48rtd4qqutAY?fbclid=IwZXh0bgNhZW0CMTEAAR0Vw0edBQcbOEhkwu_zE4ixRkfg23M6kg2LCNuUqRZLcwLkpynRwm-4T94_aem_PYDvr8aNZaQFO7ni4PuXNQ&v=v2

QR CODE:

5. Should you have any inquiries or require further information, please do not hesitate to contact Lovely Villamartin at 137-135. We look forward to your active involvement in this important initiative.

6. Hoping for your most favorable response, thank you.

SARIPADA L. PACASUM JR.
HEAD, CDRRMO