



Planning and Development Office - MIS-ICT

27 October 2022

MARISSA C. ESPERAL, PhD
OIC-President

**RE: REQUEST FOR APPROVAL: BUSINESS CONTINUITY
PROGRAM (BCP) FUNDAMENTALS/EXECUTIVE SESSIONS**

Dear Ma'am,

Greetings!

The Office received a training invitation from BCP4SUC Project Team (a partnership between the Commission on Higher Education and De La Salle-College of Saint Benilde) for "**Business Continuity Program (BCP) Fundamentals/Executive Sessions**" that will be held on November 8 to 10, 2022 at the **Cocoon Boutique Hotel in Brgy. Laging Handa, Quezon City**. The training is intended to strengthen Higher Education Institutions' flexible learning initiatives and enhance their abilities to adapt to the new normal by helping them develop their own Business Continuity and ICT Continuity Plans (BCP/ICT-C).

Based on the received communication, the attendees for this training are SUCs who have previously attended the BCP4SUC Online Workshops, hence the following are recommended and requested to be allowed to participate in the free training by the BCP4SUC Project Team for they are the ones who had completed the BCP4SUC Online Workshops.

1. Prof. Reynaldo Danganan – Head, MIS-ICT
2. Prof. Mariebeth Seño – University Registrar
3. Dr. Mari Jane Lee – Dean, Graduate School
4. Dr. Joana Paula Verano – Director, Office of International and Alumni Affairs
5. Dr. Renato Maaliw III – Dean, College of Engineering

Attached herewith is the copy of the invitation received from BCP4SUC Project Team for your reference

Thank you very much!

Sincerely,

APPROVED


ENGR. MARIELLE A. GAYTANO
Director, PDO-Institutional Planning/MIS-ICT



DE LA SALLE-COLLEGE OF SAINT BENILDE



25 October 2022

To: SUC and LUC Executives in NCR & Region IV-A

Fr: BCP4SUC Project Team

Re: BCP4SUC Executive Sessions and Mentoring in Quezon City

Greetings!

In partnership with the Commission on Higher Education (CHED), it is with great pleasure that we invite you and the executives of your institution to the Business Continuity Program (BCP) Fundamentals / Executive Sessions on 19 – 20 July 2022. This initiative spearheaded by CHED and its implementing partner De La Salle – College of St. Benilde hopes to strengthen higher education institutions' flexible learning initiatives and enhance their abilities to adapt to the new normal by helping them develop their own Business Continuity and ICT Continuity Plans (BCP/ICT-C).

As this project is meant for the entire critical management team of your SUC/LUC, which is why through you, we are also extending this invitation to your fellow executives, directors, and/or officials holding a critical management position.

In line with the proposed face-to-face BCP4SUC Executive Sessions and Mentoring in Quezon City, we would like to inform your good office that our official venue will be at THE COCOON BOUTIQUE HOTEL, 61 Scout Tobias cor. Scout Rallos, Bragy. Laging Handa, Quezon City (near Timog Avenue).

Please note our schedule of activities on the following dates:

Dates	Agenda	Details
8 – 9 November 2022	Executive Sessions: Business and ICT Continuity Programs	<p>A two-day seminar covering the basics of a Business and ICT Continuity Plan with our subject matter experts to better prepare our SUCs and LUCs for any disruptions to their day-to-day operations.</p> <p>The sessions are open to top-level executives of SUCs and selected LUCs.</p>



		Up to 3-5 representatives from each SUC/LUC can be accommodated.
10 November 2022	Mentoring Sessions	<p>A more focused approach on refining the Business and ICT Continuity Plan of the participating SUCs to produce a polished continuity plan that will cater to their respective needs.</p> <p>Attendees for this session are SUCs who have previously attended the BCP4SUC Online Workshops.</p>

To confirm your attendance and to have your contact where we can send you the materials, certificates for this workshop, and other announcements, please sign-up through this link: <https://tinyurl.com/BCPRegistrationQC>.

The event is free, inclusive of snacks and lunch. However, expenses incurred in attending the event, such as transportation and/or accommodations, must be shouldered by the attendees. E-certificates will be issued through email after the three-day event.

We look forward to your support for this program and to see you in person. If you have any questions or concerns, feel free to reach us at joren_carlo_altura@dlsu.edu.ph.

Yours truly,


Dr. Gary G. Ador Dionisio
Project Manager

Recommended to attend:

- 1. Ms. Mariebeth Seno - OUR
- 2. Mr. Reynaldo Danganan - MIS-ICT
- 3. Dr. Mari Jane Lee - Dean, GS
- 4. Dr. Joana Paula Verano - Director, OIAA
- 5. Dr. Renato Maaliw III - Dean, CEN


Maribelle A. Gaytano