



SEP 22 2023

MEMORANDUM CIRCULAR
No. 02, s. 2023

TO : MEMBERS OF THE NATIONAL, REGIONAL, PROVINCIAL, CITY, MUNICIPAL, BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS GOVERNMENT INSTRUMENTALITIES, GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, STATE UNIVERSITIES AND COLLEGES, AND ALL OTHER CONCERNED

SUBJECT : ADOPTION OF THE PUBLIC SERVICE CONTINUITY PLAN GUIDEBOOK 2ND EDITION, PRESCRIBING THE GUIDELINES IN THE FORMULATION, DEVELOPMENT, AND IMPLEMENTATION OF THE PUBLIC SERVICE CONTINUITY PLAN, AND THE ESTABLISHMENT OF THE CONTINUITY CORE TEAM

1. REFERENCES

- 1.1. Republic Act No. 10121 or Philippine Disaster Risk Reduction and Management Act of 2010;
- 1.2. Office of the President of the Philippines Cabinet Action/Decision File No. 381-120517-34 dated 05 December 2017 re: Formulation of Service Continuity Plans per Department or Agency;
- 1.3. Office of the President of the Philippines Cabinet Action/Decision File No. 666-061019-34 dated 10 June 2019 re: Submission of Public Service Continuity Plans and Establishment of Public Service Continuity Sites;
- 1.4. NDRRMC Memorandum No. 33, s. 2018 dated 10 April 2018: "Public Service Continuity Plan Template for Government Agencies";
- 1.5. NDRRMC Memorandum No. 81, s. 2020 dated 12 October 2020: "Utilization of Public Service Continuity Planning (PSCP) Guidebook;
- 1.6. Civil Service Commission Memorandum Circular No. 2, s. 2021: Formulation of the PSCP;
- 1.7. Civil Service Commission Memorandum Circular No. 12, s. 2021: Extension of Submission of the PSCP;
- 1.8. NDRRMP 2020-2030 Outcome 2 (Output 2.1.2), promotes the development of public service continuity by formulation of a Public Service Continuity Plan in all levels of government;
- 1.9. Public Service Continuity Planning Guidebook 2nd Edition; and
- 1.10. Executive Order No. 608, series 2007 re: "Establishing a National Security Clearance System for Government personnel with Access to Classified Matters and for Other Purposes".

2. RATIONALE

The Philippines is one of the nations with the highest risk of natural hazards, situated in the center of a typhoon belt, close to the boundaries of large tectonic plates. Each year, our nation experiences an average of 20 typhoons, five of which are catastrophic. Its geographic position and physical environment also play a part in its high sensitivity to various natural hazards, including floods, landslides, earthquakes, and tsunamis, among others. The frequent occurrence of these disasters highlights the necessity for businesses, industries, and lifeline utilities to establish robust continuity plans to safeguard their operations, ensure the safety of employees, and maintain critical services even during challenging times.

Relatedly, our government continues to take measures to address the disaster risk challenges experienced by our communities nationwide. On 27 May 2010, Republic Act No. (RA) 10121, or the Philippine Disaster Risk Reduction and Management (PDRRM) Act of 2010, was enacted to strengthen the PDRRM system; provide the national disaster risk reduction framework; institutionalize the national risk reduction and management plan; and appropriation of funds.

Further, the Cabinet Secretary's Cabinet Action/Decision File No. 381-120517-34 was issued for all Department Secretaries and Heads of Agencies, including Government-Owned and Controlled Corporations (GOCCs) and State Universities and Colleges (SUCs), to formulate their respective service continuity plans per department or agency.

Accordingly, the National Disaster Risk Reduction Management Council (NDRRMC) was tasked to integrate all service continuity plans into a harmonized plan to ensure continued government service in providing essential goods and services amidst any type of emergency and disaster. The Public Service Continuity Plan (PSCP) was developed to ensure that the government continuously functions and delivers essential functions regardless of disruption to normalcy during an emergency or disaster. It comprises an agency or institution's internal capacities, recovery requirements, and strategies.

In this regard, the NDRRMC issued Memorandum Order No. 33, s. 2018 on 10 April 2018 to enjoin all government agencies of the disaster risk reduction management councils at all levels and other government departments, bureaus, services, units, offices, and instrumentalities to develop their respective PSCPs.

In 2019, the Cabinet Secretary issued Cabinet Action/Decision File No. 666-061019-34 directing all agencies to craft and submit their PSCPs to the Department of National Defense - Office of Civil Defense (DND-OCD) and the Program Management Office for the Earthquake Resiliency of the Greater Metro Manila Area (PMO-ERG) to lead the NDRRMC and Climate Change Adaptation, Mitigation, and Disaster Risk Reduction (CCAM-DRR) Cabinet cluster, in integrating all PSCPs into one government PSCP.

In building our country's disaster resilience and in support of all these efforts, OCD's Capacity Building and Training Service (OCD-CBTS) and the Philippine Disaster Resilience Foundation (PDRF) launched the PSCP Guidebook 1st Edition on 30 September 2020.

Complementarily, the Civil Service Commission (CSC) issued Memorandum Circular No. 2, s. 2021, for Heads of Constitutional bodies, Departments, Bureaus, National Government Agencies (NGAs), Local Government Units (LGUs), GOCCs with Original Charters, and SUCs, to formulate and submit their respective PSCP on or before 31 March 2021. Later, the CSC also issued Memorandum Circular No. 12, s. 2021, extending the submission of the PSCP until 31 October 2021. However, only 579 submissions were accumulated from NGAs, LGUs, SUCs, GOCCs, and Hospitals as of 31 December 2022.

To further boost and support the formulation of PSCPs by government entities, the OCD, as the Executive Arm of the NDRRMC, and in collaboration with the PDRF, as the private sector lead partner for the Public Service Continuity (PSC) program, together with other partners from the NDRRMC, academe, hospitals, GOCCs, and LGUs, spearheaded the development of the PSCP Guidebook 2nd Edition to provide an updated guide and serve as a standard reference to government agencies, departments, bureaus, offices, units, and instrumentalities at all levels in preparing for the Public Service Continuity Plans.

The PSCP Guidebook 2nd Edition was softly launched on 7 December 2022 during the Gawad KALASAG National Awards. However, there is no issuance yet as to its adoption by the NDRRMC.

3. PURPOSE

The purpose of this NDRRMC Memorandum Circular is to institutionalize the standard PSCP template and prescribe guidelines that will serve as the basis for the establishment of the PSCP and its Continuity Core Team for all government, department, bureaus, units, and offices, and instrumentalities at all levels in accordance with the latest edition of the PSCP Guidebook. Specifically, this policy issuance intends the following:

- 3.1. Ensure the effective development, implementation, and maintenance of the Public Service Continuity Plan;
- 3.2. Facilitate the formulation and development of PSCPs by all government entities thereby ensuring the increase in submission compliance of at least 50% by the end of 2024;
- 3.3. Standardize the establishment of the Continuity Core Team and ensure alignment with existing policies;
- 3.4. Provide a common reference for the Continuity Core Team, emergency managers, and clientele; and
- 3.5. Ensure the completeness of PSCP contents through self-assessment utilizing the guidebook.

4. SCOPE/COVERAGE

This Memorandum Circular covers all government agency members of the National/Regional/Local Disaster Risk Reduction and Management Councils, all government instrumentalities, government-owned and controlled corporations, and state universities and colleges.

5. POLICY STATEMENT

Pursuant to RA 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010, it is the policy of the NDRRMC to:

- 5.1. Adopt a whole-of-government approach in DRRM to ensure the continued existence and ability to perform essential functions regardless of any disruption or catastrophic event that might occur; and
- 5.2. Ensure the continuity of the delivery of essential services through the preparation of operations and continuity plans.

In view thereof, all government entities shall formulate, develop, and implement their respective PSCPs based on established criteria. They shall submit their PSCPs to the Department of National Defense - Office of Civil Defense (DND-OCD) for consolidation and databasing.

6. GENERAL GUIDELINES

- 6.1. The PSCP Guidebook 2nd Edition shall serve as the standard reference document for all government instrumentalities in the formulation, development, and implementation of their respective Public Service Continuity Plans;
- 6.2. A Continuity Core Team (CCT) shall be organized and established in every government entity and shall be responsible for the formulation, refinement, finalization, testing, implementation, evaluation, packaging, updating, and improvement of their organization's PSCP;
- 6.3. All government instrumentalities at all levels, through their respective Continuity Core Teams (CCTs), shall formulate and develop their respective PSCPs in accordance with the PSCP Guidebook 2nd Edition;
- 6.4. For purposes of document security, specifically, to ensure that CCT members are qualified to access, manage, and protect classified information within the PSCP, Security Clearance must be secured by each of the primary and alternate members of the CCT. In addition, a Non-Disclosure Agreement (NDA) in the highly confidential context of the organization and components of the PSCP (**Annex A**) must be accomplished by the primary and alternate CCT members;
- 6.5. All government instrumentalities shall allocate funding to support the formulation, development, and implementation of their respective PSCPs and other relevant service continuity activities;
- 6.6. All employees of government entities at all levels, through their respective CCTs, shall implement their respective PSCPs when government mission essential functions, practices, systems, and processes are disrupted; and
- 6.7. All government instrumentalities shall submit their respective PSCPs to the DND-OCD through the Capacity Building and Training Service (CBTS) for consolidation and databasing.

7. SPECIFIC GUIDELINES

7.1. Formulation and Development of the Public Service Continuity Plan

- 7.1.1. The PSCP Guidebook 2nd Edition shall be the reference in the formulation and development of the Public Service Continuity Plan which provides a "step-by-step" process of developing the essential sections of a complete public service continuity plan based on the template recommended through NDRRMC Memorandum Circular No. 33, s. 2018, and the addition of Approval and Monitoring section;
- 7.1.2. Preparatory activities, as outlined in the PSCP Guidebook 2nd Edition, such as the establishment of Continuity Core Team, shall be conducted to ensure the PSCP meets its intentions and objectives;
- 7.1.3. The Plan-Do-Check-Act (PDCA) model shall be used in the formulation, development, and maintenance of PSCP to ensure the continual improvement of the Public Service Continuity Management System; and
- 7.1.4. Confidentiality shall be observed in certain portions of the plan as it may contain classified, sensitive, and/or personal information that may be gathered pertaining to the agency and its stakeholders.

7.2. Establishment of the Continuity Core Team (CCT)

- 7.2.1. All government entities at all levels shall establish their respective CCTs in accordance with the PSCP Guidebook 2nd Edition stipulated in **Annex B: "Establishment of the Continuity Core Team"**.
- 7.2.2. An issuance (Executive Order, Office Order, Memorandum, or Local Resolution) from the appropriate authority of the government entity is recommended to formalize the CCT's constitution and ensure its establishment.
- 7.2.3. The CCT shall comprise the Elected Official/Head of the Agency, the Continuity Manager, the Continuity Coordinator, and the Continuity Working Group. The CCT composition and organizational structure are shown in **Annex B**.
- 7.2.4. The CCT shall be represented by officials and employees representing different critical functions and processes of the organization.
- 7.2.5. Except for the Head of Agency and Continuity Manager, the CCT shall have primary and alternate members. CCT primary members must be regular employees. Alternate members, regardless of employment status, should preferably be those that will be staying longer in the service with the agency.

- 7.2.6. Except for the Head of Agency, all primary and alternate CCT members must secure interim security clearances from the Head of Agency or from other law enforcement agencies mandated by law to issue security clearance. The Head of Agency shall obtain his/her national security clearance from the Philippine National Police (PNP) or National Bureau of Investigation (NBI) only. Security clearance is required to ensure that only those authorized personnel have access to classified information thereby ensuring document security and preventing classified information breaches and sabotage.
- 7.2.7. The CCT shall not be limited in its composition but may be expanded considering the varied organizational sizes, structure, nature, mandates, function, and complexity of agencies' operations.
- 7.2.8. The CCT shall generally have the responsibility to develop, refine, finalize, test, implement, evaluate, package, update, and improve the PSCP.

7.3. Self-Assessment of PSCP

To ascertain the feasibility of the plan, all government entities at all levels, through their respective CCTs, shall conduct a self-assessment of their PSCPs to determine compliance in accordance with the PSCP Guidebook 2nd Edition using the sectional checklists provided in the said guidebook, prior to submission to OCD.

7.4. Submission of PSCP

- 7.4.1. The NDRRMC, through the OCD, shall collect and integrate the PSCP submissions of all government entities at all levels. The OCD shall not be responsible for assessing and evaluating submitted PSCPs to determine their compliance with the latest edition of the PSCP Guidebook.
- 7.4.2. To maintain confidentiality and prevent untoward disclosure of information in the PSCP, government entities may only submit to OCD excerpts of the sections that have high confidentiality levels, such as but not limited to Resource Requirements, Continuity Strategies, and Communication Procedure sections.
- 7.4.3. In compliance with Cabinet Action/Decision File No. 666-061019-34, all government entities shall submit to the DND-OCD CBTS the electronic copy of their Head of Agency-approved PSCPs through email addressed to the OCD Administrator at: pscp@ocd.gov.ph. The hardcopy may also be submitted at the following address:

Office of Civil Defense-Capacity Building and Training Service
4th Floor, New Administration Building
Segundo Avenue

Camp General Emilio Aguinaldo,
Quezon City

- 7.4.4. Central Offices of government entities shall establish internal processes to monitor the submission of the regional or satellite offices and units under them.

7.5. Exercising and Testing of PSCP

- 7.5.1. All government entities at all levels through the concerned office within their respective organization as may be designated by the Head of Agency, in collaboration with their CCTs, shall ensure the conduct of different exercises and testing of their respective PSCPs whether through discussion-based and/or operation-based exercises annually, depending on their capacity-building needs.
- 7.5.2. Gaps in continuity strategies and additional resource requirements that are identified during these activities should be the bases for the enhancement of the PSCPs.

7.6. Implementation of PSCP

- 7.6.1. All government entities at all levels, through their Heads of Agency, as recommended by their CCT in collaboration with their Disaster Control Group or its equivalent, shall activate or deactivate their respective PSCPs based on the criteria set by the agency/LGU.
- 7.6.2. The Head of Agency/Local Chief Executive (LCE) shall be the responsible authority for the PSCP activation or deactivation. In the event of his/her unavailability or incapability to exercise such function, the next-in-rank official or as maybe determined by the government entity through its approved Order of Succession shall assume the responsibility.

7.7. Monitoring and Evaluation of PSCP

All government entities at all levels through their respective CCTs shall monitor and evaluate their PSCPs based on the results of exercise and testing as well as the outcome of the actual implementation. A monitoring and evaluation tool shall be developed by each agency and be used to regularly monitor and assess if the objectives and targets are achieved. The results will support identifying the gaps and opportunities to enhance their respective PSCPs in line with their DRRM requirements.

7.8. Updating, Securing, and Sustaining PSCP

All government entities at all levels through their respective CCTs shall ensure the updating and sustainment of their respective PSCPs in accordance with the updated version of the PSCP Guidebook and shall ensure securing of appropriate, and relevant documents on PSCP.

7.9. Funding for the Development and Implementation of PSCP

- 7.9.1. All government agencies shall include the implementation of PSCP activities in their respective budget proposals.
- 7.9.2. All government entities at all levels shall use a portion of their available regular annual appropriations for the development, capacity building, exercise, testing, monitoring and evaluation, implementation, updating, and sustainment of the PSCP in accordance with Section 22 (a) and (e) of RA 10121 and Commission on Audit Circular No. 2014-002 dated 15 April 2014, subject to existing government budgeting, accounting, and auditing rules and regulations.
- 7.9.3. At the local government level, as part of a disaster preparedness program, the development, capacity building, exercise, testing, monitoring and evaluation, implementation, updating, and sustainment of the PSCP shall be sourced from the Local Disaster Risk Reduction and Management Fund (LDRRMF), in accordance with Section 21 of RA 10121 and NDRRMC-DBM-DILG Joint Memorandum Circular No. 2013-1 dated 25 March 2013, subject to existing government budgeting, accounting, and auditing rules and regulations.

8. INSTITUTIONAL ARRANGEMENTS

8.1. Office of Civil Defense (OCD)

The OCD, as the Executive Arm and Secretariat of the NDRRMC shall:

- 8.1.1. Establish a Technical Working Group on Public Service Continuity with the following roles and responsibilities:
 - 8.1.1.1. Review existing policies, guidelines, and other references relevant to developing requirements for the NDRRMC PSC Program;
 - 8.1.1.2. Coordinate with the Program Management Office-Earthquake Resiliency Group (PMO-ERG), relevant national and regional government agencies, local government units, civil society organizations, private sector representatives, and other stakeholders to gather, consolidate, review and synthesize inputs for assimilation in the development of the Continuity of Government Plan;
 - 8.1.1.3. Participate in meetings, workshops, training activities, and other events to be organized by the OCD relevant to the PSC Program;
 - 8.1.1.4. Develop a system to monitor compliances of all concerned agencies and maintain a database to track them;
 - 8.1.1.5. Facilitate the widest dissemination of this Memorandum Circular to all government agency members of DRRM Councils and all government entities at all levels;

- 8.1.1.6. Ensure formulation, development, implementation, monitoring, evaluation, and updating of PSCP training designs and standards; checklist and assessment criteria;
- 8.1.1.7. Coordinate and collaborate with the NDRRMC member agencies for resource speakers for requests for PSCP training and other forms of technical assistance; and
- 8.1.1.8. Collaborate with NDRRMC member agencies and other relevant partner organizations to enhance the PSCP Guidebook in accordance with the latest trends in disaster risk reduction and management;

8.1.2. The OCD shall also be responsible for the following:

- 8.1.2.1. Capacitate and develop a pool of course monitors, instructors, subject matter experts, and clientele for PSCP training;
- 8.1.2.2. Collect and integrate submission of PSCPs by all government entities at all levels;
- 8.1.2.3. Ensure the confidentiality and protection from unauthorized access or utilization of the PSCPs submitted by the government entities; and
- 8.1.2.4. Prepare the annual PSCP Report to be submitted to the Office of the President.

8.2. The NDRRMC, through the Department of the Interior and Local Government (DILG) shall:

- 8.2.1. Ensure that all LGUs are provided with appropriate training on the formulation and development of PSCPs;
- 8.2.2. Monitor compliance and consolidate the completed PSCPs of the LGUs; and
- 8.2.3. Submit to DND-OCD CBTS a consolidated report of LGUs with completed PSCPs on an annual basis.

8.3. All government entities at all levels shall:

- 8.3.1. Comply with the submission of PSCP as stipulated in Section 7.4.3. of this Memorandum Circular;
- 8.3.2. Monitor and report to the Continuity Manager the status of the completion of their PSCPs;
- 8.3.3. Provide inputs and recommendations to the NDRRMC, through the OCD, for the continual enhancement and updating of the PSCP Guidebook; and

8.3.4. Facilitate the widest dissemination of this NDRRMC Memorandum Circular to all concerned stakeholders.

9. SEPARABILITY CLAUSE

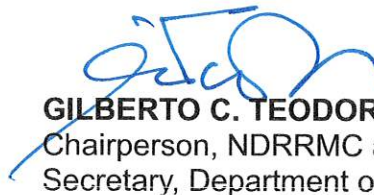
If any provision or portion of this NDRRMC Memorandum Circular is found illegal by a court of law or competent authority, the other sections hereof which are not affected will continue in full force and effect.

10. REPEALING CLAUSE

All existing issuances inconsistent with this NDRRMC Memorandum Circular are hereby repealed or modified accordingly.

11. EFFECTIVITY

This NDRRMC Memorandum Circular shall take effect fifteen (15) days upon publication.


GILBERTO C. TEODORO, JR.
Chairperson, NDRRMC and
Secretary, Department of National Defense



ANNEX A:

NON-DISCLOSURE AGREEMENT

NON-DISCLOSURE AGREEMENT

The Parties to this Non-Disclosure Agreement are the **[indicate name of organization, agency, government entity] (Owner/Discloser)**, located at the **[indicate address of organization, agency, government entity]** and **[indicate name of organization, agency, or personnel] (Recipient)**, with principal office at **[indicate address of organization, agency, government entity]**.

In connection with the **[insert title of agreement]** between the Parties (the "Transaction"), one Party may furnish the other with certain Confidential Information, either orally or in writing. The Parties hereby agree on the following terms governing the confidentiality of certain information Owner/Discloser may disclose to the Recipient:

1. DEFINITIONS. For purposes of this Agreement, the term "Confidential Information" means all information of Owner/Discloser or of another party whose information Owner/Discloser has in its possession under obligations of confidentiality, in whatever form transmitted, relating to the Transaction such as forms, files, certificates, personal, school and employment records, statements, data sheets, slips, tax returns, and photos, which information (i) is disclosed by Owner/Discloser to Recipient indicating its confidential or proprietary nature, or is obviously confidential or proprietary by its nature.

Tangible materials that disclose or embody Confidential Information shall be marked by Owner/Discloser as "confidential," "proprietary" or the substantial equivalent thereof. Confidential Information that is disclosed orally or visually shall be identified by Owner/Discloser as confidential at the time of disclosure and promptly thereafter identified as confidential in a written document provided to Recipient.

"Confidential Information" shall not include any information of Owner / Discloser that: (i) is already known to the Recipient at the time of its disclosure; (ii) is or becomes publicly known through no wrongful act of the Recipient; (iii) is communicated to a third party with express written consent of the Owner / Discloser; (iv) is independently developed by the Recipient and without reference to Confidential Information, or, (v) is lawfully required to be disclosed, provided that, before making such disclosure, the Recipient shall immediately give Owner / Discloser prior written notice and shall cooperate in Owner's /Discloser's actions to assure confidential handling of such information.

If a particular portion or aspect of Confidential Information becomes subject to any of the foregoing exceptions, all other portions or aspects of such information shall remain subject to all of the provisions of this Agreement.

2. OWNERSHIP. All Confidential Information in whatever form (including, but not limited to, information in computer software or held in electronic storage media) shall be and remain the property of the Owner/ Discloser. All such Confidential Information shall be returned to the Owner / Discloser or destroyed at Owner / Discloser's option, promptly upon written request and shall not be retained in any form by the Recipient or its affiliates.

The Recipient shall return or destroy at Owner's / Discloser's option the Confidential Information that is in tangible form immediately upon the request of the Owner / Discloser and that portion of the Confidential Information, which consists of compilations, or other documents, reports or records prepared by the Recipient or its representatives, shall likewise be returned or destroyed at Owner's / Discloser's option, by the Recipient upon such written request.

3. TERM. The Recipient shall not disclose any Confidential Information to any person or entity except to employees of Recipient who have a need to know, who have been informed of Recipient's obligations under this Non-Disclosure Agreement and who have executed separate Non-Disclosure Agreements with Recipient. Recipient shall exercise the same degree of reasonable care to avoid disclosure of Confidential Information as Recipient uses for its own confidential information of like importance and, at the minimum, shall exercise the diligence of a good father of the family in the handling and use of such Confidential Information. Either Party may terminate this Agreement by written notice to the other which shall state the reason/s for the termination. However, all rights and obligations under this Agreement shall survive with respect to Confidential Information disclosure prior to termination.

4. USE. Recipient shall have the right to use Confidential Information solely for the purpose(s) specified within this Agreement.

5. NON-SOLICITATION. Either Party shall not offer full or part-time employment to the other Party's personnel during the effectivity of this Agreement and within [indicate timeline] after its termination, without the written approval of the other party.

6. GOVERNING LAW. This Agreement shall be governed by, construed under and enforced in accordance with the laws of the Republic of the Philippines.

7. REMEDIES. The Parties agree that, in the event of a breach or threatened breach of the terms of this Non-Disclosure Agreement, the Owner/Discloser shall have valid cause to immediately terminate the Agreement and shall be entitled to an injunction to restrain the Recipient from further breach of the Agreement, in addition to any other legal or equitable relief including the award of monetary damages. The Parties acknowledge that Confidential Information is valuable and unique and that disclosure will result in grave and irreparable injury to the Owner.

8. DISCLAIMER. This Agreement and the disclosure and receipt of Confidential Information do not create or imply (i) any agreement, other than the Transaction, with respect to the sale, purchase or pricing of any product or service; or (ii) any right

conferred, by license or otherwise, in any Confidential Information or in any patent, trademark, service mark, copyright or other intellectual property.

9. COMPLETE AGREEMENT. This Non-Disclosure Agreement: (i) is the complete agreement of the Parties concerning this subject matter and supersedes any prior oral or written agreements, commitments and understandings pertaining to the subject matter hereof; (ii) may not be amended except in writing signed by both parties; and (iii) is executed by authorized representatives of each Party.

Signed by:

Signed by:

[NAME OF OWNER/DISCLOSER]
[Position/Designation]

[NAME OF RECIPIENT]
[Position/Designation]

For and in behalf of:
[Name of Agency]

For and in behalf of:
[Name of Agency]

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY (_____) S. S.

BEFORE ME, in _____, Philippines, this ___ day of _____, 20____ personally appeared:

Name	Competent Evidence of Identity
[NAME OF OWNER/DISCLOSER]	
[NAME OF RECIPIENT]	

personally known to me (or proved to me on the basis of competent evidence of identity) to be the same persons who executed this NON-DISCLOSURE AGREEMENT consisting of _____ () pages, including this page on which the Acknowledgment is written, and they acknowledged to me that the same is their free and voluntary act and deed and that of the corporations they respectively represent.

WITNESS MY HAND AND NOTARIAL SEAL on the date and in the place first above-written.

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Page No. _____:
Book No. _____:
Series of 20 _____

ANNEX B:

ESTABLISHMENT OF THE CONTINUITY CORE TEAM (CCT)

1. GENERAL CONSIDERATIONS:

- a. The CCTs shall lead in preparing, planning, and implementing their organization's PSCP. The government entity's CCT, in collaboration with other support services within the agency, shall also be responsible for the promotion and advocacy of the PSC Plan, capacitating the workforce, continuity program installation, and plan enhancement and maintenance;

2. COMPOSITION:

- a. The CCT shall comprise the Elected Official/Head of the Agency, the Continuity Manager, the Continuity Coordinator, and the Continuity Working Group. Figure 1 shows the organizational structure and composition of the CCT:

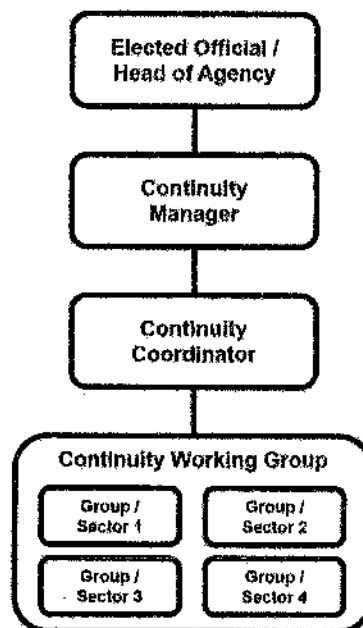


Figure 1. Required Structure of a Continuity Core Team
Source: PSCP Guidebook 2nd Edition

- b. The minimum recommended number of personnel per designation in the CCT, exclusive of alternate members, are as follows:

CCT Designation	Recommended No. of Personnel
Elected Official/ Head of Agency	1
Continuity Manager	1

Continuity Coordinator	1
Continuity Working Group	10-30

- c. Security clearance must be secured and submitted by the primary and alternate members to the relevant office/division of the government entity within the same year of the writing of the plan;
- d. A notarized Non-Disclosure Agreement (NDA) on the highly confidential context of the organization and components of the PSCP must be duly accomplished by each of the primary and alternate CCT Members using the attached form (**Annex B**);
- e. A recommended personnel designation for CCT Members per Government Office/Agency/Sector is outlined in the PSCP Guidebook 2nd Edition; and
- f. Agencies shall have the right to exercise flexibility on the structure of their respective CCTs based on their respective needs and circumstances, provided the roles and responsibilities stated herein are assigned to members of their respective CCTs.

3. MINIMUM CRITERIA FOR CCT MEMBERSHIP:

- a. Must be the designated representative of a Unit within the organization that provides critical functions or processes or with identified Mission Essential Functions (MEF) and Essential Supporting Activities (ESA);
- b. Must have sufficient awareness of the organizational functions and oriented on PSCP, regardless of his/her length of service in a position or in the organization;
- c. Except for the Head of Agency and Continuity Manager, CCT primary members must be regular employees. Alternate members, regardless of employment status, should preferably those personnel that will be staying longer in the organization;
- d. Except for the Head of Agency, all primary and alternate CCT Members must secure interim security clearances from the Head of Agency or his/her designated agent or instrumentality or from other law enforcement agencies mandated by law to issue security clearance. The Head of Agency shall obtain his/her national security clearance from the Philippine National Police (PNP) or National Bureau of Investigation (NBI) only; and
- e. Must submit a duly signed and notarized NDA.

4. CCT MEMBER DESIGNATIONS AND THEIR ROLES AND RESPONSIBILITIES:

CCT Members, depending on their designation shall have the following roles and responsibilities:

a. Elected Official/Head of Agency

- i. This designation is represented by the highest official/authority of the government organization, agency, or entity; and
- ii. Roles and Responsibilities:
 1. Continuation of essential services during a disruption, an emergency, or disaster, as he/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.

b. Continuity Manager

- i. This designation is represented by top management that directly oversees all activities undertaken by the CWG and the Continuity Coordinator;
- ii. It may be represented by a top management position under the same cluster or unit of the Continuity Manager; and
- iii. Roles and Responsibilities:
 1. Oversee the activities of the Continuity Coordinator and CWG;
 2. Provide an annual summary of planning activities to the Elected Official or Head of the Agency;
 3. Administer the budget and submit funding requirements for approval by the Elected Official/ Head of Agency;
 4. Recommend the approval of all required continuity plans and programs to the Elected Official/ Head of Agency; and
 5. Support the work of the Continuity Coordinator for their organization.

c. Continuity Coordinator

- i. This designation may be represented by an employee as the Continuity Coordinator or by several employees as a coordinating team;
- ii. Preferably, the Continuity Coordinator should have undergone the training course on PSCP of the Office of Civil Defense (OCD);
- iii. The Coordinator may be a unit head, elected, or appointed committee chairperson of the government organization, agency, or entity that is developing the PSCP; and
- iv. Roles and Responsibilities:
 - 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.

d. Continuity Working Group (CWG)

- i. This group shall be composed of representatives from the different units or process owners of offices that are identified with MEFs;
- ii. Preferably, the members of the CWG should have undergone Orientation on PSCP of the OCD;
- iii. The CWG may be the coordinator/s themselves reporting directly to the Continuity Manager, especially for small to medium-scale organizations /agencies; and
- iv. Roles and Responsibilities:
 - 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 their 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.

5. COMMON RESPONSIBILITIES OF THE CONTINUITY CORE TEAM

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 organizations' 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.