



EXECUTIVE ORDER NO. 08
Series of 2023

**AN EXECUTIVE ORDER CREATING THE GENERAL SANTOS CITY
PUBLIC SERVICE CONTINUITY PLAN (PSCP) CONTINUITY CORE
TEAM**

WHEREAS, the Civil Service Commission (CSC) Memorandum Circular Number 2, Series of 2021 requiring all National Government Agencies and Bureaus, Local Government Units, Government-Owned or controlled corporations, and state universities and colleges the formulation of Public Service Continuity Plan;

WHEREAS, the 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;

WHEREAS, pursuant to the 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;

WHEREAS, CDRRMC resolution no 007, series of 2021, creating the Public Service Continuity Plan (PSCP) – Continuity Core Team.

NOW THEREFORE, I, LORELIE GERONIMO PACQUIAO, City Mayor of General Santos, by virtue of powers vested in me by law do order and direct the following:

SECTION 1. ORGANIZATION. The General Santos City Public Service Continuity Plan Continuity Core Team is hereby reorganized.

SECTION 2. COMPOSITION. The GSCPSCP-CCT shall be composed of the following:

Chairperson: City Mayor (Head of Agency)

Vice-Chairperson: City Administrator (Senior Leadership)

Continuity Coordinator: City Disaster Risk Reduction and Management Office (CDRRMO)

Continuity Planning Team/Technical Working Group:

- City Mayors Office (CMO)
- City Administrators Office (CAdmin)
- City Planning and Development Office (CPDO)
- City Social Welfare and Development Office (CSWDO)
- City Health Office (CHO)
- City Agriculture Office (CAO)
- City Population and Management Office (CPMO)
- City Engineer's Office (CEO)
- City Veterinary Office (CVO)



- City Budget Office (CBO)
- City Accounting Office (CAO)
- City Internal Audit Services (CIAS)
- City Legal Office (CLO)
- City Environment and Natural Resources (CENRO)
- City Housing and Land Management Office (CHLMO)
- Dr. Jorge P. Royeca Hospital (DJPRH)
- Sangguniang Panlungsod (SP)
- Local Civil Registrar (LCR)
- General Services Office (GSO)
- Public Safety Office (PSO)

SECTION 4. FUNCTIONS. The GSCPSCP-CC shall have the following functions based on PSCP Guidebook:

a) Head of Agency

1. Responsible for the continuation of essential services during an emergency;
2. Ensures appointment of key continuity personnel and the development of a program budget for adequate facilities, equipment and training;
3. Ensures development of strategic continuity vision and overarching policy;
4. Approves the final plans and policies developed by the Continuity Planning Team;
5. Responsible for ensuring that continuity programs are appropriately resourced;

b) Senior Leadership

1. Endorses to the Head of the Agency all required continuity plans and program;
2. Notifies appropriate offices and organization upon execution of continuity plans;
3. Supports the work of the Continuity Coordinator for the agency including the provision of the necessary budget and other resources to support the continuity program;

c) Continuity Coordinator

1. Leads the development and maintenance of the Agency's Public Service Continuity Plan, and submit funding requirements to the Head of the Agency through the Senior Official;
2. Coordinates the overall activities of the Continuity Team;
3. Coordinates continuity planning activities with policies, plans and initiatives related to critical infrastructure protection or Includes critical infrastructure protection in the PSCP;
4. Establishes a Multi-Year Strategy and Program Management Plan designed to achieve continuity objectives;
5. Provides the heads/officials of the agency with the annual summary of planning activities;
6. Develops and administers a continuity program budget and submits funding requirements to the agency head;
7. Serves as an advocate for the continuity plan and program;

d) Continuity Planning Team/TWG



1. Participate in meetings, workshops and other relevant activities relative to the development of the PSCP;
2. Gather all relevant references;
3. Write the contents of the PSCP;
4. Assimilate comments, inputs and recommendations gathered during meetings, workshops and simulation exercises to improve the PSCP;
5. Provide overall continuity coordination for the agency;
6. Coordinate continuity exercises, document post-exercise lessons learned and conduct periodic evaluation of organizational continuity capabilities;
7. Perform other tasks and functions as may be needed;

e) Secretariat (Members of the Continuity Coordinator)

1. Prepare requirements and coordinate with concerned officials/personnel/offices regarding the conduct of PSCP meetings and other activities;

SECTION 5. MEETING. The meetings of the PSCP Continuity Planning Team as the need arises.

SECTION 3. REPEALING CLAUSE. All orders, memoranda, rules and regulations or any part/s thereof, inconsistent with the provisions of this order are hereby revoked or modified accordingly.

SECTION 4. SEPARABILITY CLAUSE. If any provision thereof is held invalid or unconstitutional, the remainder of this Order not otherwise affected shall remain in full force and effect.

SECTION 5. EFFECTIVITY. This order shall take effect immediately.

Done this 13 day of January, 2023 at General Santos City, Philippines.


LORELIE GERONIMO PACQUIAO
City Mayor

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All Departments