



Republic of the Philippines
Office of the City Mayor
City of Naga, 4400

NAGA
The Pilgrim City naga!

EXECUTIVE ORDER NO. 2025-005

**CREATING THE CONTINUITY CORE TEAM (CCT) FOR THE
FORMULATION AND IMPLEMENTATION OF THE PUBLIC SERVICE
CONTINUITY PLAN (PSCP) AND DEFINING ITS ROLES AND
RESPONSIBILITIES:-**

WHEREAS, Section 2, Article II of the 1987 Constitution of the Republic of the Philippines declares it a policy of the State to maintain peace and order, protect life, liberty, and property, and promote the general welfare essential to national resilience;

WHEREAS, Republic Act No. 10121, also known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandates government agencies to integrate preparedness, mitigation, response, and recovery into their operations to ensure resilience against disruptions;

WHEREAS, National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum No. 33, series of 2018, enjoins all government agencies, including members of the DRRM councils, government departments, offices, bureaus, services, and instrumentalities, to develop their respective Public Service Continuity Plan (PSCP) to ensure the uninterrupted delivery of public services in times of crisis;

WHEREAS, the Civil Service Commission (CSC) Memorandum Circular No. 2, series of 2021, requires all Heads of Constitutional Bodies, Departments, Bureaus, National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned and Controlled Corporations (GOCCs) with Original Charters, and State Universities and Colleges (SUCs) to formulate and submit their respective PSCPs to strengthen institutional resilience;

WHEREAS, Executive Order No. 608, series of 2018, institutionalized a National Security Clearance System for government personnel involved in disaster and emergency response, including continuity planning, to ensure that all personnel handling sensitive information are properly cleared;

WHEREAS, the Public Service Continuity Plan (PSCP) is an all-hazard plan designed to ensure the continuous delivery of government services by strengthening internal capacities, identifying recovery requirements, and implementing strategies to minimize damage and loss, ensure succession of leadership, and enhance continuity capabilities;



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NOW, THEREFORE, I, NELSON S. LEGACION, Mayor of Naga City, by virtue of the powers vested in me by law of the Republic of the Philippines, do hereby order the following:

SECTION 1. CREATION OF THE CONTINUITY CORE TEAM (CCT). A Continuity Core Team (CCT) is hereby established within the City Government of Naga to lead the formulation, implementation, and continuous enhancement of the Public Service Continuity Plan (PSCP).

SECTION 2. COMPOSITION OF THE CONTINUITY CORE TEAM

2.1 The CCT shall be composed of the following members, each with distinct roles and responsibilities:

Chairperson	:	City Mayor
Vice Chairperson	:	City Administrator
Continuity Manager	:	City Disaster Risk Reduction and Management Officer
Continuity Coordinator	:	City Human Resource Management Officer
Continuity Planning Team	:	To be composed of all personnel from different offices who completed the PSCP Workshop

2.2 **Chairperson.** The Chairperson shall have the following responsibilities in ensuring the continuity of essential services during disruptions, emergencies, or disasters:

- 2.2.1 Leads the city government in making critical decisions to maintain the delivery of essential services during a disruption, emergency, or disaster.
- 2.2.2 Ensures that continuity programs are adequately funded, including resources for personnel, facilities, equipment, and training.
- 2.2.3 Issues general guidance and policy directions for the development, implementation, and continuous improvement of the Public Service Continuity Plan (PSCP).



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- 2.2.4 Designates essential continuity personnel and oversees the establishment of necessary continuity facilities and programs.
- 2.2.5 Reviews and approves final continuity plans and policies developed by the Continuity Working Group (CWG).
- 2.2.6 Declares the activation of the Public Service Continuity Plan (PSCP) based on the recommendation of the Disaster Control Group (DCG) or its equivalent team.
- 2.2.7 Grants interim security clearances to all Continuity Core Team (CCT) members after completing the required procedures, in accordance with Executive Order No. 608, series of 2018.

2.3 Continuity Manager (CCT Lead)

- 2.3.1 Oversees the Continuity Coordinator and Continuity Working Group (CWG) to ensure the proper execution of continuity planning efforts.
- 2.3.2 Submits an annual summary of continuity planning activities to the Head of Agency for review and decision-making.
- 2.3.3 Administers the continuity budget, ensuring adequate funding for training, equipment, and operational requirements, and submits funding requests for approval.
- 2.3.4 Reviews and endorses continuity plans, strategies, and programs for final approval by the Head of Agency.
- 2.3.5 Provides necessary guidance and assistance to the Continuity Coordinator in implementing continuity programs and ensuring organizational preparedness.

2.4 Continuity Coordinator

- 2.4.1 Provides overall coordination of continuity planning activities.
- 2.4.2 Develops and maintains a continuity program budget for review and approval.
- 2.4.3 Coordinates the planning activities of the Continuity Planning Team (CPT).
- 2.4.4 Ensures timely notification and activation of continuity procedures during disruptions.
- 2.4.5 Serves as an advocate for the PSCP and ensures its integration into agency operations.

2.5 Continuity Planning Team (CPT)

- 2.5.1 Develops and updates the PSCP, ensuring alignment with national standards and policies.
- 2.5.2 Identifies critical services, potential risks, and recovery priorities.
- 2.5.3 Conducts regular drills, simulations, and testing of the PSCP.



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2.5.4 Provides technical support for the development of Information, Education, and Communication (IEC) materials.

2.6 The city government personnel comprising the Continuity Core Team is hereby attached as Annex A

SECTION 3. COLLECTIVE FUNCTIONS OF THE CONTINUITY CORE TEAM (CCT). The CCT Members shall have the following collective responsibilities:

3.1 Plan Development.

- 3.1.1 Conduct risk assessments and establish policies for continuity planning.
- 3.1.2 Participate in PSCP development workshops and training.
- 3.1.3 Ensure interoperability of the agency's PSCP with other government entities.

3.2 Promotion and Advocacy

- 3.2.1 Conduct awareness campaigns to promote the importance of continuity planning.
- 3.2.2 Develop and distribute IEC materials on continuity of operations.
- 3.2.3 Utilize digital platforms and official media channels for public outreach.

3.3 Capacity Building

- 3.3.1 Recommend and organize training programs on continuity planning.
- 3.3.2 Collaborate with Subject Matter Experts (SMEs) for technical guidance.
- 3.3.3 Establish a DRRM training program focused on continuity operations.

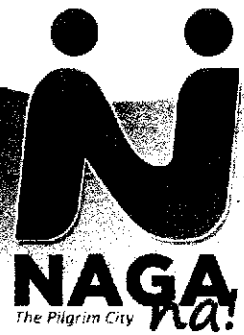
3.4 Plan Implementation and Program Installation

- 3.4.1 Ensure a clear Order of Succession and leadership continuity structure.
- 3.4.2 Maintain an inventory of critical resources and facilities.
- 3.4.3 Establish backup information management systems and communication platforms.
- 3.4.4 Formalize partnerships with external stakeholders through MOUs or similar agreements.





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3.5 Plan Enhancement and Maintenance

- 3.5.1 Conduct regular assessments and evaluations of the PSCP.
- 3.5.2 Identify and address gaps, weaknesses, and areas for improvement.
- 3.5.3 Benchmark against best practices and incorporate necessary revisions.
- 3.5.4 Ensure regular testing and scenario-based exercises for continuity effectiveness.

SECTION 4. FUNDING AND SUPPORT. The implementation of this Executive Order shall be funded under the 70% Local Disaster Risk Reduction Management Fund (LDRRMF), LDRRMF Special Trust Fund, external funding sources, and inter-agency partnerships as authorized by law.

SECTION 5. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

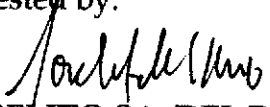
SECTION 6. REPEALING CLAUSE. All previous issuances, rules, and regulations inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 7. EFFECTIVITY. This Executive Order shall take effect immediately upon approval and shall remain in force unless modified or revoked.

Issued this 21st of February 2025, in Naga City, Philippines.


NELSON S. LEGACION
City Mayor

Attested by:


JOSELITO SA. DEL ROSARIO
City Administrator