



University of the Philippines Manila
The Health Sciences Center

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Office of the Vice Chancellor
of Administration, UP Manila
received by: *[Signature]*
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7 March 2017

MEMORANDUM NO. CCDP-2017 - 031

TO : DEANS/DIRECTORS/ HEADS OF UNITS

SUBJECT : Pre-Workshop Seminar for UP Manila Colleges and Units in preparation for the Workshop/Write-shop Conference to develop a Business Continuity Plan for the Worst Case Scenario

You are enjoined to participate in the Pre-Workshop Seminar for UP Manila Colleges and Units in preparation for the Workshop/Write-shop Conference to develop a Business Continuity Plan for the Worst Case Scenario on the following schedules:

- 1. Day – 1 March 15, 2017, Wednesday (1:00 PM – 4:00 PM) at CPH Multi-Purpose Hall**
 - a. Orientation of the participants on, how to conduct Risk Assessment properly.
 - b. Vulnerability and Risk Assessment on their respective Colleges/Units
- 2. Day – 2 March 27, 2017, Monday (9:00 AM – 12:00 NN) at UPM Social Hall**
 - a. Presentation of the Risk Assessments Results of each College/Unit's
 - b. Orientation on How to develop DRRM Plans
 - c. Have each participant develop their DRRM Plans for their Unit/College
- 3. Day – 3 April 28, 2017, Friday (9:00 AM – 12:00 NN) at UPM Social Hall**
 - a. Presentation of DRRM Plans
 - b. Open Forum
 - c. Revisions

Please send a maximum of 3 Emergency Response Team of your College/Unit and for PGH one representative per Zone.

Kindly provide Ms. Carlota P. Surat of CAS (cpsurat@up.edu.ph / 5265860) with your list of attendees on or before March 13, 2017.

We look forward to your full support on the above activity.

[Signature]

CARMENCITA D. PADILLA, MD, MAHPS
Chancellor *[Signature]*