

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
 ORD-2023- 875

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Caloocan City
 SDO Manila
 SDO Marikina City
 SDO Paranaque City
 SDO Pasay City
 SDO Pasig city
 SDO San Juan City
 SDO Taguig-Pateros
 SDO Valenzuela City

FROM : **WILFREDO E. CABRAL, CESO III**
 Regional Director

SUBJECT : All-Hazard Incident Management Team Training Course (AHIMT) Level 4

DATE : August 29, 2023

- Attached is a letter of invitation from the Office of the Civil Defense-National Capital Region re: All-Hazard Incident Management Team Training Course (AHIMT) Level 4 on September 11-15, 2023 at West Avenue Suites, Quezon City.
- All interested participants on the attached list who completed the Incident Command System Level – 3 are advised to submit the confirmation slip to cbtsocdnrc@gmail.com on or before September 4, 2023.
- Immediate dissemination of this Memorandum is desired.



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE

NATIONAL CAPITAL REGION
NO. 81 RBA BLDG. 15TH AVENUE, MURPHY, CUBAO, QUEZON CITY

23 August 2023

MR. WILFREDO E. CABRAL

Regional Director
DepEd NCR

Dear **Director Cabral**:

The Office of Civil Defense National Capital Region in its effort to capacitate the community on Incident Command System, will be conducting **All-Hazards Incident Management Team Training Course, AHIMT on September 11-15, 2023 at West Avenue Suites, Quezon City.**

It is a live-in training fully funded by the Office of Civil Defense National Capital Region. AHIMT is the level 4 of ICS ladderized training. Attendees must be completers of the Incident Command System Position Course or ICS level 3. Selected completers of AHIMT will also be invited to join the Training for Instructors (TFI) which is the 2nd to the last stage of requirement to become a certified ICS instructor.

In this connection, may we respectfully invite individuals from different SDOs of DepEd NCR who are completers of Incident Command System Position Course (ICSPC) level 3 **(see Annex A). For additional participants not listed in Annex A, kindly inform us for additional slots.**

Each invited and confirmed participants are requested to accomplish and submit the confirmation slip to cbtsocdncr@gmail.com on or before **September 4, 2023** especially for those with dietary restrictions.


Attached herewith is the Training Course Design for your reference.

For any clarifications, Ms. Donna Rose Cortado of the Capacity Building and Training Section of OCD NCR may be reached at cbtsocdncr@gmail.com or at 711-887-86.

We hope for your positive response on this request.

Thank you.

Very truly yours,


ROMULO M. CABANTAC, JR.
Regional Director, OCD NCR



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE

NATIONAL CAPITAL REGION
NO. 81 RBA BLDG. 15TH AVENUE, MURPHY, CUBAO, QUEZON CITY

Annex A.

Participants

SDO Caloocan	
1. Marilou Jeresano	Pag-asa ES
2. Raquel Bautista	Maria Clara HS
3. Joel Sabuero	Sampalukan ES
4. Wendell Montañez	Deparo ES
5. Jonathan Galanza	Bagong Silang HS
SDO Manila	
1. Edmund Villareal	Felipe G. Calderon Integrated School (HS)
2. Maurice Gil Ocampo	Antonio Luna ES
3. John Paul Timbas	Gen. M. Hizon ES
SDO Marikina	
1. Primo Quintana III	Schools Division Office – Marikina
SDO Muntinlupa	
1. Eduardo Kondo	Schools Division Office -Muntinlupa
SDO Parañaque	
1. Jonas Samuel Busito	Paranaque NHS-Main
SDO Pasay	
1. Israel Guese	Pasay City National HS
2. Bayani Litusquen	Schools Division Office-Pasay
SDO Pasig	
1. Romeo Quijano Jr	Pasig City Science HS
2. Ma. Angela Raymundo	Pasig City Science HS
3. Eduardo Tabacon	Santolan ES
4. Fred Mira	San Miguel ES
5. Jessie Mata	Nagpayong ES
SDO San Juan	
1. Harry Bajo	Schools Division Office – San Juan City
SDO Taguig-Pateros	
1. Roldan Jamindang	Schools Division Office – Taguig-Pateros
SDO Valenzuela	
1. Fevie Daarol	Pio Valenzuela ES
2. Maribeth Fulo	Marulas Central ES
3. Victorino Bernales	A Fernando ES
4. Renz Joseph San Diego	Gen T de Leon NHS
5. Enrose Lindayag	Bagbaguin NHS
6. Edwin Pineda	Schools Division Office -Valenzuela



**OFFICE OF CIVIL DEFENSE- NATIONAL CAPITAL REGION
CAPACITY BUILDING AND TRAINING SECTION**

CONFIRMATION SLIP

ACTIVITY DETAILS

TITLE OF ACTIVITY : **ALL-HAZARDS INCIDENT MANAGEMENT TEAM**
DATES : September 11 to 15, 2023
VENUE : West Avenue Suites, 1104 West Ave.,
Project 7, Quezon City, Metro Manila

PERSONAL INFORMATION

OCD STUDENT NO. (if available): _____
NAME : _____
SEX : _____
DESIGNATION : _____
AGENCY / OFFICE : _____
MOBILE NUMBER/S : _____
EMAIL ADDRESS : _____
DIETARY RESTRICTION (if any) : _____
SIGNATURE : _____

Kindly accomplish the confirmation slip and submit to OCD Capacity Building and Training Section in person, via facsimile through (02) 8421-1918; or via email through cbtsocdncr@gmail.com.

Contact person:

Ms. Donna Rose Cortado : 0943-518-5276



AHIMT

**ALL-HAZARDS INCIDENT
MANAGEMENT TEAM
ACTIVITY PACKET FOR FACILITATORS**

ALL-HAZARDS INCIDENT MANAGEMENT TEAM TRAINING COURSE DESIGN

Prepared by:

JOE-MAR S. PEREZ
Training Specialist IV

Recommending approval:

DIR. SUSANA G. JUANGCO, RN, MPH
Capacity Building and Training Service

Approved by:

USEC RICARDO B. JALAD
Administrator, OCD

ACKNOWLEDGEMENT

The Capacity Building and Training Service (CBTS) would like to convey its appreciation to Undersecretary Ricardo Jalad, Administrator of the Office of Civil Defense (OCD) and Executive Director of the National Disaster Risk Reduction and Management Council (NDRRMC) for his overall leadership and unwavering support for the conduct of capacity building and training services for various stakeholders. Acknowledgement is also conveyed to the United States Forest Service (USFS) with the support of the United States Agency for International Development (USAID) for bringing Incident Command System (ICS) in the Philippines. Moreover, due credit is extended to all ICS Cadres and subject matter experts from the national and regional governments as well as local government units who spent time, patience, and efforts in the enhancement of the ICS ladderized courses since 2012 up to the present.

Special mention is given to the following personnel who joined the latest workshops organized by the OCD in 2017 and 2018 for the enhancement of ICS training course packages:

NAME	AGENCY/ OFFICE / ORGANIZATION
DIR. SUSANA G JUANGCO	OCD CBTS
JOE-MAR PEREZ	OCD CBTS
RACHELLE ANN MIRANDA	OCD CBTS
HYACINTH JEANED BARROS	OCD CBTS
PEBBLES LUZ-SERRANO	OCD OS
ELVIS QUITALIG	OCD REGION I
JAYE CABAUTAN	OCD REGION II
FRANCESCA QUIZON	OCD REGION III
RANDY DELA PAZ	OCD CALABARZON
JOVENIR DUPILAS	OCD CALABARZON
MELLY JOY FALCULAN	OCD MIMAROPA
NEIL DIANELA	OCD REGION V
ENGR. JOSEPH PAUL NOGRA	OCD REGION VI
MELISSA BANIAS	OCD REGION VI
DENNIS ATTO	OCD REGION VII
ANGELITO CASINILLO	OCD REGION VIII
CASMAR PAJIJI	OCD REGION IX
MELANIE JEL GAMAT	OCD REGION X
MARVIN SAMSON	OCD REGION XI
ROY DORADO	OCD REGION XII
KAREN ROSE CIMENI	OCD REGION XII
LEO ALICIAS	OCD BARMM
ROBIN LIM	DILG
DR. JOSEPH BACAREZA	PPSC
SSUPT RANDOLPH BIDES	BFP
FO3 RYAN ABRERA	BFP
LTC JOEL N SOBRERA	AFP
ILT REYMOND VALERA PAF	AFP
CDR FRAN EDEN, PCG	PCG
RANNY MAGNO	SBMA
KARL MYKE MARASIGAN	QUEZON CITY
MARIE HOPE CAPICENIO	QUEZON CITY

AMY GUMBOC	PARAÑAQUE CITY
ROBIN CARLO ELEPONGGA	OLONGAPO CITY
MARIO VERNER MONSANTO	CAGAYAN DE ORO CITY
WILLIAM EDZAR LIPIT	QUEZON PROVINCE
VICENTE TOMAZAR	SAN MATEO, RIZAL
MARTIN AGUDA, JR.	AYALA CORPORATION
LEONARDO EBAJO	PRC
ALYSSA AIMEE BATLE	FORMERLY FROM OCD
GLENN DIWA	FORMERLY FROM OCD

ALL-HAZARDS INCIDENT MANAGEMENT TEAM TRAINING COURSE DESIGN

Rationale

The Philippines, situated along the Pacific Ring of Fire and the Typhoon Belt, is exposed to natural hazards such as typhoons, earthquakes, volcanic eruptions, and tsunamis. Furthermore, human-induced hazards such as crimes, terrorism and bombing also threaten the lives of the Filipinos.

The disaster risk profile of the Philippines necessitates the establishment of an efficient and effective response system that shall help manage the consequences of disasters. Hence, as provided for in the Republic Act (RA) 10121, otherwise known as the Philippine Disaster Risk Reduction and Management (DRRM) Law, the Office of Civil Defense (OCD) has been mandated to establish the Incident Command System (ICS) in the country.

ICS is an on-scene disaster response tool that is used to integrate the complex inter-agency structures of different agencies to work for a common set of objectives during operations. It has been institutionalized as a disaster response mechanism of the in the Philippine DRRM System by virtue of the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 4 s. 2012 issued on 28 March 2012.

Through years of constant training and practice on ICS, the operations of disaster responders have significantly improved in terms of resource management, reporting and documentation, promoting responders' safety, and efficient utilization of response assets. The success stories in the utilization of ICS have been evident in the past operations for disasters such as Typhoon Ruby and Mt. Apo Fire Incident as well as for planned events such as the Asia-Pacific Economic Cooperation (APEC) hosting.

The previous ICS courses have thoroughly emphasized the core elements that are essential to constitute a team of effective ICS practitioners, known as the Incident Management Team (IMT). Specifically, during the Basic ICS Course, the founding ICS principles were introduced. During the Integrated Planning Course on ICS, the roles and responsibilities of the Planning Section Chief as well as the importance of the Planning "P" were highlighted. During the ICS Position Courses, the roles and responsibilities of the rest of the IMT members were discussed, particularly the Incident Commander, the Operations Section Chief, the Logistics Section Chief, and Finance/ Administration Section Chief.

To complete the learning and understanding of ICS, there is a need to integrate all of the discussions in the previous ICS courses from the core ICS principles, the Planning Process and the roles and responsibilities of the IMT positions. This will complete the "learning pyramid" for the ICS training as it connects the ICS theories into practical exercises. In this regard, the course design for the All-Hazards IMT Training is hereby prepared.

General Objective

The general objective of the training is for the participants to obtain the knowledge, skills and attitude required for IMT members towards effective group cohesion and well-coordinated disaster response.

Specific Objectives

Upon completion of the training, the participants will be able to:

1. Describe the overview of an All-Hazards IMT;
2. Determine the processes for IMT transition and management;
3. Determine the roles and responsibilities of the Command Staff and General Staff;
4. Explain the importance of team dynamics and collaboration for effective IMT decision;
5. Describe the planning activities to be undertaken by the IMT in accordance with the Planning P; and
6. Practice effective IMT cohesion through series of exercises.

Duration

Five (5) days

Module Descriptions

MODULES	DESCRIPTIONS
Module 1: Introduction to AHIMT	This module provides an overview of the All-Hazards IMT, its types, membership, and considerations for activation and termination.
Module 2: IMT Transition and Management	This module describes the processes involved in the transition of initial response to overall management by an IMT.
Module 3: IMT Positions and Responsibilities	This module provides the key roles and responsibilities of the Incident Commander, Command and General Staff as part of the IMT.
Module 4: Team Dynamics and Decision Making	This module underscores the values and principles that every IMT member must observe when working and deciding as a team.
Module 5: Planning Process	This module provides a step-by-step explanation of the Planning P as well as considerations for organizational continuity.

Teaching-Learning Methodologies

- Interactive-lecture discussion
- Workshops
- Structured learning exercises
- Simulation exercise

Course Schedule

DAY 1

TIME	PARTICULARS
0800H - 0830H	Registration
0830H - 0930H	Opening Program
0930H - 1000H	Preliminaries <ul style="list-style-type: none">• Admin Announcements• Course Overview• Pre-Test• Expectations Setting
1000H – 1015H	AM Break
1015H – 1200H	Module 1: Introduction to AHIMT Exercise: Team Logo and Motto
1200H – 1300H	Lunch Break
1300H – 1400H	Module 2: IMT Transition and Management Exercise: Assumptions, Achieves, Avoids and Actions
1400H – 1500H	Module 3: IMT Positions and Functions Exercise 1: Incident Commander
1500H – 1515H	PM Break
1515H – 1645H	Module 3: IMT Positions and Functions (cont) Exercise 2: Command Staff
1645H – 1700H	Daily Course Evaluation

DAY 2

TIME	PARTICULARS
0800H - 0830H	Recapitulation
0830H - 1000H	Module 3: IMT Positions and Functions (cont) Exercise 3: Operations Section Chief Exercise 4: Logistics Section Chief
1000H -1015H	AM Break
1015H – 1200H	Module 3: IMT Positions and Functions (cont) Exercise 5: Planning Section Chief
1200H – 1300H	Lunch Break
1300H – 1500H	Module 4: Team Dynamics and Decision Making Exercise 1: Team Redefined Exercise 2: Point of Coordination Exercise 3: Team Decision-Making Process
1500H – 1515H	PM Break
1515H – 1645H	Module 4: Team Dynamics and Decision Making (cont) Exercise 4: Team “Building”
1645H – 1700H	Daily Course Evaluation

DAY 3

TIME	PARTICULARS
0800H – 0830H	Recapitulation
0830H – 1000H	Module 5: Planning Process
1000H – 1015H	AM Break
1015H – 1200H	Module 5: Planning Process (cont) Planning Meeting Demonstration
1200H – 1300H	Lunch Break
1300H – 1500H	Exercise: Batingaw Festival
1500H – 1515H	PM Break
1515H – 1645H	Exercise: Batingaw Festival (cont)
1645H – 1700H	Daily Course Evaluation

DAY 4

TIME	PARTICULARS
0800H – 0830H	Recapitulation
0830H – 1000H	Final Exercise (Working AM Break)
1200H – 1300H	Lunch Break
1300H – 1500H	Final Exercise (Working PM Break)
1645H – 1700H	Daily Course Evaluation

DAY 5

TIME	PARTICULARS
0800H – 0830H	Recapitulation
0830H – 1000H	Final Exercise (Working AM Break)
1200H – 1300H	Lunch Break
1300H – 1315H	Training Evaluation
1315H – 1330H	Post-Test
1330H – 1400H	Closing Program
1400H	End of Training

Participants

- Any representative from the government, non-government organizations and private organizations
- Must have completed Five-day ICS Position Course conducted by the OCD
- Must have extensive knowledge and experience in the field of DRRM especially on RA 10121 and other relevant NDRRMC policies and guidelines
- Must be willing to be deployed for ICS operations during disasters or planned events

Training Requirements

Number of Course Monitor, Trainers/ Facilitators, and Secretariat	Number of Training Days	Number of Training Hours
1 Course Monitor 4 Trainers/ Facilitators 2 Secretariat	5	40

Evaluation

Level 1: Reaction Level

- Module Evaluation
- Trainers Evaluation
- Overall Training Evaluation

Level 2: Learning Level

- Pre-Test
- Post-Test

Administrative Arrangements

Funding

All expenses for the conduct of training will be shouldered by _____

Meals

Meals and refreshments will be provided during the course.

Accommodation

Accommodation of the participants will be arranged at _____.

Course Materials

All materials in print will be available during the training.

Attire

Participants are required dress in smart casual attire during the training.

Certification

The issuance of certificates shall adhere to the requirements pursuant to **OCD Office Order 182, s. 2017: Guidelines on the Implementation of OCD Disaster Risk Reduction and Management (DRRM) Training Courses**. Per item 8.8.3.1, *“Certificate of completion shall be awarded to trainees who attended all sessions and successfully satisfied the requirements of the training course.”* Per item 8.8.4 of the said OCD Office Order, *“Certificate of Participation shall be given if the trainee missed a maximum of 5% of the required training hours and/or was not able to satisfactorily perform based on the set objectives of the training course.”*

Further, pursuant to **OCD Office Order No. 196, s. 2019: Revised Guidelines on the Implementation of Levels 1 and 2 Evaluation for DRRM Training**, in item 9.2, it is specified that a participant shall be required to take the pre-test and post-test under the following conditions in order to receive Certificate of Completion:

- Pre-Test: must accomplish the pre-test but no passing grade required
- Post-Test: must earn a passing grade (60% of the total test items) or higher

Gender Sensitivity and Responsiveness

The OCD upholds the principles of gender and development in the implementation of all its training programs. Hence, it is important for all attendees to maintain gender sensitivity and responsiveness throughout the course.

Contact Details

For further inquiries, you may contact:

Capacity Building and Training Service

Office of Civil Defense Central Office

912 - 4832 / 421-1926

cbts@ocd.gov.ph