




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



MEMORANDUM 920

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Caloocan City
SDO Manila
SDO Marikina City
SDO Muntinlupa City
SDO Paranaque City
SDO Pasay City
SDO Taguig-Pateros
SDO Valenzuela City

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

SUBJECT : **INCIDENT COMMAND SYSTEM-TRAINING FOR INSTRUCTORS (TFI)**

DATE : September 19, 2023

1. Attached is a letter of invitation from the Office of the Civil Defense-National Capital Region re: Incident Command System-Training for Instructor (TFI) on September 24-29, 2023 at Orchid Garden Suites Manila, 620 Pablo Ocampo Sr. Street Malate, Manila.
2. All participants on the attached list who completed the All-Hazard Incident Management Team Training Course (AHIMT) Level 4 are advised to submit the confirmation slip to cbtsocdnrc@gmail.com on or before September 20, 2023.
3. Immediate dissemination of this Memorandum is desired.

essd/lito/23



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

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

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 1





OFFICE OF CIVIL DEFENSE

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

18 September 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 a **Training for Instructor (TFI)** through face-to-face methodology on **September 24-29, 2023 (with day 0)**, to be held at **Orchid Garden Suites Manila**, 620 Pablo Ocampo Sr. Street Malate, Manila Philippines.

The purpose of the training is to teach individuals to perform the tasks necessary to be effective instructors of OCD training courses and to develop a pool of instructors who will eventually be tapped by the OCD to cascade DRRM trainings and programs from the national down to the local levels. It is a live-in training funded by the OCD NCR.

As part of the ICS ladderized courses, attendees must be (a) completers of the All-Hazards Incident Management Team Training and (b) is highly recommended by the AHIMT instructors to attend the Training for Instructors (TFI).

In this regard, may we respectfully invite the recommended graduates of AHIMT Course from the different Schools Division Office of the National Capital Region to be the participants of the training (**see Annex A**).

For confirmation of attendance, participants must be officially endorsed by your Office/Agency through an Endorsement Letter or Office Order to be emailed to cbtsocdnrcr@gmail.com with the accomplished confirmation slip on or before **September 20, 2023**.

Attached is the concept note for your reference.

For any clarifications, Ms. Karla Minorka Aldea and/or Ms Donna Rose A. Cortado may be reached at 71188786 or email address cbtsocdnrcr@gmail.com.

Looking forward to a positive response regarding this matter.

Very truly yours,

RODELLA ROSARIO R. RODRIGUEZ
OIC, Regional Director, OCD NCR



OFFICE OF CIVIL DEFENSE

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

Annex A.

Participants

SDO Caloocan	
1. Wendell Montañez	Deparo ES
2. Catherine T. Galvez	Bagong Barrio National High School
3. Peter Paul A. Soriano	Manuel L. Quezon ES
4. Adolfo Mondero	Benigno Aquino Jr. HS
5. Shierelyn S. Bodeña	Marcelo H. Del Pilar ES
6. Ricardo H. Calanas	Cielito Zamora Junior HS
7. Nena G. Abasolo	Tala High School
8. Jesus Palatao	Manuel L. Quezon HS
SDO Manila	
9. Edmund Villareal	Felipe G. Calderon Integrated School (HS)
10. Maurice Gil Ocampo	Antonio Luna ES
11. John Paul Timbas	Gen. M. Hizon ES
SDO Marikina	
12. Primo Quintana III	Schools Division Office – Marikina
SDO Muntinlupa	
13. Eduardo Kondo	Schools Division Office -Muntinlupa
SDO Parañaque	
14. Jonas Samuel Busito	Paranaque NHS-Main
SDO Pasay	
15. Israel Guese	Pasay City National HS
SDO Taguig-Pateros	
16. Roldan Jamindang	Schools Division Office – Taguig-Pateros
SDO Valenzuela	
17. Fevie Daarol	Pio Valenzuela ES



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

CONFIRMATION SLIP

ACTIVITY DETAILS

TITLE OF ACTIVITY : **TRAINING FOR INSTRUCTORS**
DATES : September 24 TO 29, 2023 (with Day 0)

VENUE : **Orchid Garden Suites Manila, 620 Pablo
Ocampo Sr. Street Malate, Manila
Philippines**

PERSONAL INFORMATION

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

I WILL AVAIL OF:

PARKING LOT YES NO
TYPE OF VEHICLE: Motorcycle 4-wheels
ACCOMMODATION YES NO

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 cbsocdnrc@gmail.com.

Contact person:

Ms. Donna Rose Cortado : 0943-518-5276

Ms. Karla Minorka Aldea : 0917-515-5090



TRAINING FOR INSTRUCTORS



CONCEPT NOTE

Office of Civil Defense
National Disaster Risk Reduction and Management
Council
Camp General Emilio Aguinaldo
Quezon City



IV. VENUE

- **Orchid Garden Suites Manila**, 620 Pablo Ocampo Sr. Street Malate, Manila Philippines

V. DATE

- 24 to 29 September 2023 (September 24 is day 0, check in time is 2:00pm)

VI. PARTICIPANTS

- NCR LGUs and Regional Member Agencies

VII. PROGRAM OF ACTIVITIES

DAY 1

0800-1000	Unit 1-Introduction
1000-1030	Refreshments
1030-1130	Unit 2-Informing and Instructing
1130-1200	Unit 3-Communication and Platform Skills
1200-1300	Lunch
1300-1500	Communication and Platform Skills
1500-1530	Refreshments
1530-1600	Continuation of Communication Critique and project work assignment.
1600	Daily Evaluation

DAY 2

0800-1000	Individual presentations
1000-1030	Refreshments
1030-1200	Unit 4-Purpose and Objectives
1200-1300	Lunch
1300-1500	Unit 5-Planning a Lesson
1500-1530	Refreshments
1530-1700	Unit 6-Communicative Visuals
1700	Critique and project work assignment

DAY 3

0800-1100	Individual presentations
1100-1200	Unit 7-Methods of Instruction
1200-1300	Lunch
1300-1500	Unit 8-Audio/Visual Equipment
1500-1530	Refreshments
1530-1600	Continuation of Audio/Visual Equipment
1600	Critique and project work assignment.

foreseen circumstances should be directed to OCD NCR Staff for the approval of the Course Monitor. Participants who will experience illness should immediately inform the OCD NCR Staff for appropriate action.

CERTIFICATION

The Certificate of Completion will be awarded when 100% of attendance is attained and if all the course requirements were passed.

CONTACT PERSON

Ms. Donna Rose A. Cortado and Ms. Karla Minorka M. Aldea of the Capacity Building and Training Section of OCD NCR

Email address: cbtsocdnrc@gmail.com

Telephone number: (02) 7118-8786

TRAINING FOR INSTRUCTORS (TFI) COURSE

I. RATIONALE

Training for Instructors aims to develop individual presences on how to properly deliver lectures and presentation and how an individual will be able to handle different types of participants. Facilitate group meetings, run, managed trainings and courses effectively. Each participant will be taught and tested on how to do the following:

- write performance and instructional objectives,
- manage a classroom learning environment,
- prepare lesson plans,
- use of various methods of instructional communication,
- prepare and use of visual aids,
- operate audio-visual equipment,
- make presentations as an individual and as a member of a team,
- test participants for training effectiveness.

II. GENERAL OBJECTIVE

To develop pool of instructors who will eventually be tapped by the OCD to cascade DRRM trainings and programs from the national down to local levels.

III. METHODOLOGIES

- TFI is a pass or fail course. A participant has to pass all presentations to be able to pass the course. He/she should complete the first presentation before proceeding to the next presentation. Otherwise, a certificate of attendance will be given.
- There are three presentations to make and have to be successfully completed in order to pass the course. The first presentation will be an information presentation, the second is an interactive training presentation and the third is a team-teaching exercise.
- The learning process is highly interactive. Participants are continually involved in the course through the sharing of ideas and knowledge.
- The objectives indicate acquiring knowledge and skills which will be evaluated with feedback, questions and answers, during and after each unit and at the end of the course. The material is presented using planned organized units of instruction. There is a lot of material to cover thus, schedule requires starting on time.
- Attendance at all classes and participation in the exercises is required for course completion. The final certificate indicates the participant's achievement of the objectives.

DAY 4

0800-0900	Unit 9-Facilities and course co-ordination
0900-1000	Unit 10-Classroom Management
1000-1030	Refreshments
1030-1200	Unit 11-Testing and Evaluation
1200-1300	Lunch
1300-1400	Group Meetings
1400-1430	General Review
1430-1500	Critique and project work period
1500-1530	Refreshments
1530	Project work period

DAY 5

0800-1000	Project work period
1000-1030	Refreshments
1030-1200	Project work period
1200-1300	Lunch
1300-1630	Group presentations
1630-1700	Wrap-up and Closing

VIII. ADMINISTRATIVE ANNOUNCEMENTS

FUNDING ARRANGEMENT

OCD NCR will provide funding support for participants which will cover accommodation, meals and refreshments during the course chargeable against the OCD NCR Annual Plans and Budget (DRRM)

COURSE MATERIALS

All training materials will be available during the course. E-copies of the materials shall also be provided for the participants.

ACCOMMODATIONS

The accommodation is determined in accordance with RA 9184. Room accommodation will be provided for the participants, instructors and training team of the activity. Check-in will be available on September 24, 2023 of Day 0 (2:00pm). Check-out will be on September 29, 2023 of Day 5 (12:00nn).

ATTIRE

Participants are required to dress in business attire throughout the course.

COURSE ATTENDANCE

All participants are required to attend all training sessions as stipulated in the training program. No participant is allowed to take leave during the course. Any urgent leave due to un-