



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

MEMORANDUM
ROP No. 1190 s, 2023

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : WILFREDO E. CABRAL, CESO III
 Regional Director

SUBJECT : CONDUCT OF INCIDENT COMMAND SYSTEM TRAINING COURSE (LEVEL-2) INTEGRATED PLANNING COURSE

DATE : November 13, 2023

1. The DepEd-National Capital Region will conduct an **Incident Command System Training Course (Level-2) Integrated Planning Course for regional office personnel and schools division office personnel/officials** on December 11-15, 2023 at Quezon City. (Exact venue to be announced later). This activity will be facilitated by the Office of the Civil Defense Instructors.

2. Relative to this all schools division is allotted two (2) slots preferably a graduate of Basic Incident Command System (BICS) Level-1. Submit list of participants to Education Support Services Division on or before November 17, 2023. Please bring laptop, extension cord and personal maintenance medicine. First meal is Dinner of December 10, 2023 (Day-0)

3. Board and lodging will be shouldered by the Regional Office, while transportation and other miscellaneous expenses can be charged to MOOE/Local/DRRM downloaded funds, subject to the usual accounting and auditing rules and regulations.



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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3. Attached is the indicative program for reference
4. For any query, please contact Mr. Perlito G. Manalad, Regional DRRM Focal Person at mobile no. 09196262308.
5. Immediate dissemination of this Memorandum is desired.

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INCIDENT COMMAND SYSTEM TRAINING COURSE LEVEL-2
(INTEGRATED PLANNING COURSE)
December 11-15, 2023
Quezon City

Day 0 – December 10, 2023

- **Arrival and Registration**
- **Check-in time 2:00 pm**

Day 1 – December 11, 2023

0800H - 0900H	Opening Program	ESSD
0900H – 1000H	Preliminaries <ul style="list-style-type: none">• Admin Announcements• Course Overview• Pre-Test• Expectations Setting	OCD-NCR Facilitator/ Instructor
1000H - 1015H	AM Break	
1015H - 1045H	Module 1: Overview of Planning Section <ul style="list-style-type: none">• Session 1: Introduction	
1045H - 1200H	<ul style="list-style-type: none">• Session 2: Unit Activation (with exercise)	
1200H - 1300H	Lunch Break	
1300H - 1430H	<ul style="list-style-type: none">• Session 3: Team Interaction (with exercise)	
1430H - 1445H	PM Break	
1445H - 1615H	Module 2: Forms, Documents, and Supplies	
1615H - 1630H	Daily Evaluation	



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Day 2 – December 12 , 2023

0800H - 0830H	Recapitulation	OCD-NCR Facilitator/ Instructor
0830H - 0930H	Module 3: Planning Section Chief <ul style="list-style-type: none">• Session 1: Information Gathering (with exercise)	
0930H - 0945H	AM Break	
0945H - 1200H	<ul style="list-style-type: none">• Session 2: Strategies (with exercise)	
1200H - 1300H	Lunch Break	
1300H - 1530H	<ul style="list-style-type: none">• Session 3: Meetings and Briefings	
1530H - 1545H	PM Break	
1545H - 1645H	<ul style="list-style-type: none">• Session 4: Incident Action Plan	
1645H - 1700H	Daily Evaluation	

Day 3 – December 13 , 2023

0800H - 0830H	Recapitulation	OCD-NCR Facilitator/ Instructor
0830H - 0930H	Module 4: Resource and Demobilization Unit Leaders <ul style="list-style-type: none">• Session 1: Responsibilities	
0930H - 0945H	AM Break	
0945H - 1200H	<ul style="list-style-type: none">• Session 2: Resource Status Systems (with exercise)	
1200H - 1300H	Lunch Break	



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1300H - 1500H	• Session 3: Planning Process (with exercise)	
1500H - 1515H	PM Break	
1515H - 1545H	• Session 4: Resource Products and Outputs	
1545H - 1645H	• Session 5: Demobilization Plan	
1645H - 1700H	Daily Evaluation	

Day 4 – December 14, 2023

0800H - 0830H	Recapitulation	OCD-NCR Facilitator/ Instructor
0830H - 0900H	Module 5: Situation Unit Leader • Session 1: Information Gathering and Incident Documentation	
0930H - 0915H	AM Break	
0915H - 1130H	• Session 2: Maps (with exercise)	
1130H - 1200H	• Session 3: Technology	
1200H - 1300H	Lunch Break	
1300H - 1430H	• Session 4: Status Summary Reports	
1430H - 1500H	Module 6: Documentation	
1500H - 1515H	PM Break	
1515H - 1645H	Module 7: Transfer of Command, Demobilization, and Closeout (with exercise)	
1645H - 1700H	Instructions for Final Exercise	
1700H - 1715H	Daily Evaluation	



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Day 5 – December 15 , 2023

0800H - 0830H	Day 4 Recap	OCD-NCR Facilitator/ Instructor
0830H - 1100H	Final Exercise: Operational Period Briefing	
1100H - 1200H	Evaluation of Final Exercise	
1200H – 1300H	Lunch Break	
1300H - 1400H	Concluding Activities <ul style="list-style-type: none">• Final Course Evaluation• Post-Test	
	• Closing Program	ESSD
1400H	End of Training	



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