

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 134

TO : **SCHOOLS DIVISION SUPERINTENDENTS
 RO DIVISION CHIEFS**

FROM : **JOCELYN DR. ANDAYA**
 Director IV

SUBJECT : **GRANTING OF COMPENSATORY TIME-OFF/SERVICE
 CREDIT FOR THE PARTICIPANTS OF INTEGRATED
 PLANNING COURSE ON INCIDENT COMMAND SYSTEM ON
 FEBRUARY 9, 2024.**

DATE : January 18, 2024

1. Due to the issuance of Proclamation No. 453 by Malacanang declaring Friday, February 9, 2024, a special non-working holiday throughout the country for the celebration of the Chinese New Year, the following participants who attended the Integrated Planning Course on Incident Command System on February 4-9, 2024 are given one (1) day Service Credit or Compensatory Time-Off which ever applied, in compliance with the guidelines on the grant of service credits and compensatory time-off per existing policies and guidelines.

1	Perlito G. Manalad	ESSD
2	Gina L. Cruz	ESSD
3	Leah Ailah C. Vicencio	HRDD
4	Melisa D. Amada	Procurement Unit
5	Regine Zapanta	SHNU
6	Rommel M. Villareal	ASD GSU
7	Al-nemery M. Gangco	ASD PAU
8	Eduardo L. Kondo	Facilitator – SDO Muntinlupa City
9	Edmund G. Villareal	Facilitator – SDO Manila
10	John Paul R. Timbas	Facilitator – SDO Manila
11	Catherine T. Galvez	Facilitator – Caloocan City
12	Ricardo B. Calanas	Facilitator – SDO Caloocan City
13	Shirley Mae O. Cheng	Caloocan City



Address: Misamis St., Bago Bantay, Quezon City
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15	Aries M. Arboladura	Caloocan City
16	Ryan Benedict D. Villanueva	Las Pinas City
17	Richard Peralta	Las Pinas City
18	Vince Jhon B. Yanga	Malabon City
19	Jeffrey S. Carlos	Malabon City
20	Mamerto G. Presentacion	Mandaluyong City
21	Hadji M. Tejada	Marikina City
22	Gemo D. Parajas	Marikina City
23	Adoracion A. Valderama	Marikina City
24	Myleen M. Gacuya	Marikina City
25	Hilda Tardecilla	Marikina City
26	Noemi A. Velario	Marikina City
27	Rizeal C. Biejo	Marikina City
28	Reynante L. Benito	Muntinlupa City
29	Jericho B. Ylen	Muntinlupa City
30	Daniel G. Francisco	Navotas City
31	Joseph G. Bantug	Navotas City
32	Mark Gerome M. Catchillar	Paranaque City
33	Arnulfo C. Magno	Pasay City
34	Francis P. Martin	Pasay City
35	Aguedo H. Areniego III	Pasig City
36	Godofredo D. Garcia	Pasig City
37	Efren B. Causing	Pasig City
38	Johannsen C. Yap	Quezon City
39	Pamela N. Edangal	Quezon City
40	Sebastienne Mari A. Picardal	Taguig-Pateros
41	Lorilyn M. Lea	Taguig-Pateros
42	Joseph D. Delante	Valenzuela City
43	Michael L. dela Cueva	Valenzuela City

2. Immediate dissemination of this Memorandum is desired.

essd/lito/24



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INTEGRATED PLANNING COURSE ON INCIDENT COMMAND SYSTEM
 FOR NON-TEACHING PERSONNEL
 February 4-9, 2024
 Axiaa Hotel Manila, Quezon City

Day 0 – February 4, 2024

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

Day 1 – February 5, 2024

0800H - 0900H	<u>Opening Program</u> National Anthem Prayer Recognition of participants Welcome Message	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	

Day 2 – February 6, 2024

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 – February 7, 2024

0800H - 0830H	Recapitulation	OCD-NCR Facilitator/ Instructor
0830H - 0930H	Module 4: Resource and Demobilization Unit Leaders • Session 1: Responsibilities	
0930H - 0945H	AM Break	
0945H - 1200H	• Session 2: Resource Status Systems (with exercise)	
1200H - 1300H	Lunch Break	
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 – February 8, 2024

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	

Day 5 – February 9, 2024

0800H - 0830H	Day 4 Recap	OCD-NCR Instructors/ Facilitators
0830H - 1200H	Final Exercise: Operational Period Briefing	
1200H - 1300H	Lunch Break	
1300H - 1400H	Evaluation of Final Exercise	
1400H - 1600H	Concluding Activities • Final Course Evaluation • Post-Test	OCD-NCR Instructors/ Facilitators
	• Closing Program	ESSD
1700H	End of Training	



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Advisory No. 017, s. 2024
January 30, 2024

In compliance with DepEd Order No. 8, s. 2013
This Advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

INTEGRATED PLANNING COURSE FOR INCIDENT COMMAND SYSTEM

Relative to the Integrated Planning Course for Incident Command System (IPICS) schedule on February 4-9, 2024 at Harolds Evotel, Quezon City, this is to inform that the venue is transfer to AXIAA Hotel Manila, 1105 West Ave, Project 7, Quezon City.

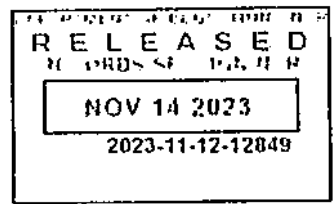
For more information, please contact:

Mr. Perlito G. Manalad
Project Development Officer II
DepEd-NCR, ESSD
Mobile No. 09196262308
perlito.manalad@deped.gov.ph

essd/lito/24



Address: Misamis St., Bago Bantay, Quezon City
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Department of Education
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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.



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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.

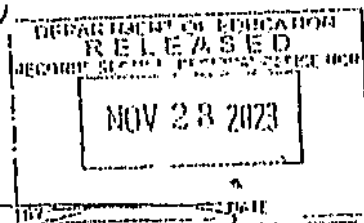
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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

November 17, 2023

REGIONAL MEMORANDUM

No. 1243 s. 2023

TO: SCHOOLS DIVISION SUPERINTENDENTS
 FUNCTIONAL DIVISION CHIEFS/UNIT HEADS

**PARTICIPANTS TO THE INCIDENT COMMAND SYSTEM TRAINING
 COURSE LEVEL-2 (INTEGRATED PLANNING COURSE)**

As part of the Disaster Preparedness and Response Program (DPRP) of DepEd National Capital Region, in compliance with the Resilience Program of the MATATAG Agenda, the Education Support Services Division-Disaster Risk Reduction and Management will conduct Incident Command System Training Course Level-2 (Integrated Planning Course) on December 10-15, 2023 at Quezon City (Exact venue to be announced).

Board and lodging will be shouldered by the Regional Office, while transportation and other miscellaneous expenses can be charged to the s/d/MOOF funds, subject to the usual accounting and auditing rules and regulations.

Participants must be at the venue on Day-1 December 11, 2023 at 7:00 AM
 Day 0 December 10, 2023 Check in time 2 PM, first meal dinner

Attached is the list of participants.

For any query, please contact Mr. Ferhito G. Manalad, Project Development Officer II, Education Support Services Division at mobile no. 0919-6262308.

Immediate dissemination of this Memorandum is desired

JOCELYN DR. ANDAYA
 Director IV



Misamis St., Bago Bantay, Quezon City

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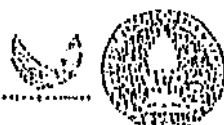
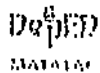
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PARTICIPANTS TO THE INCIDENT COMMAND SYSTEM TRAINING COURSE
 LEVEL-2 (INTEGRATED PLANNING COURSE)

	Name	Division
1	Joan R. Pedroche	NCR ESSD
2	Perlito G. Manalad	NCR ESSD
3	Gina L. Cruz	NCR ESSD
4	Rommel Villareal	NCR GSU
5	Al-nemery Ganga	NCR PAU
6	Lea Ailah Vicencio	NCR HRDD
7	Melisa D. Amada	NCR PU
8	Regine Zapanta	ESSD -SHNU
9	Edmund G. Villareal	Facilitator - SDO Manila
10	Eduardo L. Kondo	Facilitator - SDO Muntinlupa City
11	John Paul Timbas	Facilitator - SDO Manila
12	Catherine T. Galvez	Facilitator - SDO Caloocan City
13	Maurice Gil Ocampo	Facilitator - SDO Manila
14	Noel Delos Reyes	SDO Caloocan
15	Aries Arboladura	SDO Caloocan City
16	Shirley Mae Cheng	SDO Caloocan City
17	Ryan Benedict D. Villanueva	SDO Las Pinas City
18	Richard Peralla	SDO Las Pinas City
19	Vince John B. Yanga	SDO Malabon City
20	Jeffrey Carlos	SDO Malabon City
21	Jessie D. De Leon	SDO Mandaluyong City
22	Nilka Nelby R. Castillo	SDO Manila
23	Lyn S. Capillo	SDO Marikina City
24	Garvie Medina	SDO Marikina City
25	Glenda Catubigan	SDO Marikina City
26	Agnes Franco	SDO Marikina City
27	Noemi Velario	SDO Marikina City
28	Rozal Biejo	SDO Marikina City
29	Hadj Tjada	SDO Marikina City
30	Reynante I. Benito	SDO Muntinlupa City
31	Jerico B. Yelen	SDO Muntinlupa City
32	Daniel G. Francisco	SDO Navotas City
33	Joseph Bantug	SDO Navotas City
34	Benjamin Perez	SDO Navotas City
35	Gil Buenavista	SDO Navotas City



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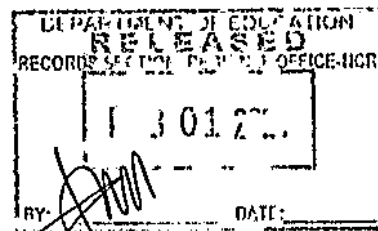
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36	Mark Gerome M. Catchullar	SDO Paranaque City
37	Joselito P. Japlos	SDO Paranaque City
38	Arnulfo C. Magno	SDO Pasay City
39	Francis P. Martin	SDO Pasay City
40	Aguedo Aronico III	SDO Pasig City
41	Godofredo Garcia Jr.	SDO Pasig City
42	Elen Cansing	SDO Pasig City
43	Johannsen C. Yap	SDO Quezon City
44	Pamela N. Edangal	SDO Quezon City
41	Esterlina G. Seguan	SDO San Juan City
42	Raymond B. delos Santos	SDO San Juan City
43	Dyan Ann S. Falcon	SDO San Juan City
44	Sebastienne Mari A. Picardal	SDO TaPal
45	Loulyn M. Lea	SDO TaPal
46	Joseph D. Delante	SDO Valenzuela City
47	Michael L. dela Cruz	SDO Valenzuela City

05/27/2014






Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 072

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Caloocan City
 SDO Manila

FROM : **JOCELYN DR. ANDAYA** 
 Director IV

SUBJECT : **CORRIGENDUM TO DEPED-NCR MEMORANDUM NO. 1243 S. 2023**

DATE : January 29, 2024

1. Herewith is the correction per DepEd-NCR Memorandum No. 1243, s. 2023 re: "Participants to the Integrated Planning Course on Incident Command System".
 - Maurice Gii Ocampo of SDO Manila replaced by Ricardo Calanas of SDO Caloocan City.
2. Immediate dissemination of this Memorandum is desired.

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