




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
 ORD-2024- 242

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**

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

**SUBJECT :** **CONDUCT OF INCIDENT COMMAND SYSTEM TRAINING COURSE (LEVEL-3) POSITION COURSE FOR REGION AND DIVISION OFFICIALS AND PERSONNEL**

**DATE :** March 16, 2024

1. The DepEd-National Capital Region will conduct an **Incident Command System Training Course (Level-3) Position Course for regional office personnel and schools division office officials/personnel** on June 16-21, 2024 at Baguio City. (Exact venue to be announced later). This activity will be facilitated by the Instructors from the Office of the Civil Defense (OCD).
2. Relative to this all schools division is allotted two (2) slots preferably a graduate of Incident Command System (Level-2). Submit list of participants signed by the Schools Division Superintendent to Education Support Services Division (ESSD) on or before March 22, 2024. Please bring laptop, extension cord and personal maintenance medicine. First meal is Dinner of June 16, 2024 (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.
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 or email at perlito.manalad@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.



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**INCIDENT COMMAND SYSTEM TRAINING COURSE (POSITION COURSE)  
FOR REGION AND DIVISION DRRM PERSONNEL**

**SCHEDULE OF ACTIVITIES**

**June 16, 2024 – Day 0** (Travel Time)

**June 17, 2024 DAY 1**

***TIME***

***PARTICULARS***

0800H - 0830H

Arrival and Registration

0830H - 0930H

Opening Program

0930H - 1000H

Preliminaries

- Admin Announcements

- Course Overview

- Pre-Test

- Expectations Setting

1000H - 1015H AM Break

1015H - 1100H

Module 1: Incident Commander

- Session 1: Staff Overview

- Session 2: Working with the RO

1100H - 1200H

Lunch Break

1200H - 1300H

- Session 3: Managing the IMT (with exercise)

1300H - 1430H

PM Break

1430H - 1445H

- Session 4: Unified Command and Area

1445H - 1615H

Command

1615H - 1630H

Daily Evaluation

**June 18, 2024 DAY 2**

***TIME***

***PARTICULARS***

0800H - 0830H

Recapitulation

0830H - 0930H

- Session 5: Objectives, Strategies and Tactics

(with exercise)

0930H - 0945H

AM Break

0945H - 1200H

- Session 6: IC in the Planning Process

1200H - 1300H

Lunch Break

1300H - 1400H

- Session 7: Special Functions (with exercise)

1400H - 1530H

- Session 8: Transfer of Command (with

exercise)

1530H - 1545H

PM Break

1545H - 1645H

- Session 9: Demobilization and Closeout

1645H - 1700H

Daily Evaluation

**June 19, 2024 DAY 3**

***TIME***

0800H - 0830H

0830H - 0900H

0930H - 0915H

0915H - 1200H

(with exercise)

1200H - 1300H

1300H - 1500H

1500H - 1515H

1515H - 1645H

(with exercise)

1645H - 1700H

***PARTICULARS***

Recapitulation

Module 2: Operations Section

- Session 1: Staff Overview

AM Break

- Session 2: Operations Management Cycle

Lunch Break

- Session 3: OSC in the Planning Process

PM Break

- Session 4: Adjusting the Operations Section

Daily Evaluation

**June 20, 2024 (DAY 4)**

***TIME***

0800H - 0830H

0830H - 0930H

0930H - 0945H

0945H - 1200H

1200H - 1300H

1300H - 1500H

1500H - 1515H

1515H - 1645H

exercise)

1700H - 1715H

***PARTICULARS***

Recapitulation

Module 3: Logistics Section

- Session 1: Staff Overview

AM Break

- Session 2: Service Branch

Lunch Break

- Session 3: Support Branch

PM Break

- Session 4: LSC in the Planning Process (with

Daily Evaluation

**June 21, 2024 (DAY 5)**

***TIME***

0800H - 0830H

0830H - 1000H

1000H - 1015H

1015H - 1200H

1200H - 1300H

1300H - 1400H

1400H - 1500H

***PARTICULARS***

Day 4 Recap

Module 4: Finance and Administration Section

AM Break

Module 5: Common Responsibilities

Lunch Break

Final Exercise

Concluding Activities

- Final Course Evaluation

- Post-Test

- Closing Program

End of Training

1500H



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**PROJECT PROPOSAL FOR FY 2024**

<b>PROPONENT OFFICE:</b> <i>EDUCATION SUPPORT SERVICES DIVISION (ESSD)</i>	
<b>PROGRAM NAME:</b> <b>DISASTER RISK REDUCTION AND MANAGEMENT PROGRAM</b>	
<b>AMOUNT REQUESTED:</b> <i>Six Hundred Eighty Six Thousand Three Hundred Pesos only (Php 686,300.00) Charged to DRRM - DPRP Fund (SARO OSEC-NCR-23-4241)</i>	
<b>I. RATIONALE:</b> <p>In response to the challenges encountered from past major disasters and incidents, ICS was mandated to be established in the Philippines through Republic Act 10121.</p> <p>The <b>Incident Command System (ICS)</b> is a standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responder's from multiple agencies can be effective.</p>	
<b>II. PROPOSED ACTIVITIES FOR FY 2024</b>	
A. (Title of Activity) <b>INCIDENT COMMAND SYSTEM LEVEL 3 - POSITION COURSE</b>	
A.1. Date of Conduct: <i>June 16-21, 2024</i>	A.2. Duration of Act Five (5) Full Days
A.3. Venue/Platform: Baguio City	A.4. Target Participants: <ul style="list-style-type: none"> <li>• 4 Regional Officials</li> <li>• 10 Regional DRRM Team</li> <li>• 32 Division DRRM Coordinators (Non-teaching)</li> <li>• 2 TWG/Secretariat</li> <li>• 6 Resource Persons</li> </ul>
A.5. Activity Rationale: <p>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.</p> <p>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.</p>	



Address: Misamis St. Bago Bantay, Quezon City  
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... 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 AsiaPacific Economic Cooperation (APEC) hosting.

In the Integrated Planning Course on ICS, it was learned how the members of the Planning Section work together for effective and efficient ICS planning. It involves collaboration among the Planning Section Chief and the Unit Leaders, namely, Resources Unit, Situation Unit, Documentation Unit and Demobilization Unit. The outputs of the integrated planning process will then be implemented by the rest of the Incident Management Team (IMT) members to achieve the incident objectives.

In order to develop better appreciation and understanding of the different positions in the IMT, there is a need to conduct an ICS training that will highlight the roles and responsibilities of the Incident Commander, the Operations Section, the Logistics Section and Finance and Administration Section. Hence, the training course design for the conduct of five-day ICS Position Courses is prepared.

#### A.6. Objective:

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

1. Determine the duties, responsibilities and considerations for managing the following positions:
  - a. Incident Commander
  - b. Operations Section
  - c. Logistics Section
  - d. Finance and Administration Section
2. Determine the common responsibilities to be undertaken by all Section Chiefs and Unit Leaders.

#### A.7. Expected Output:

At the end of the training, the participants will be able to obtain the knowledge, skills and attitude that are essential for the application of duties and responsibilities an Incident Commander, together with the functions of the Operations Section, the Logistics Section and Finance and Administration Section.

#### A.8. Methodology:

(See attached Matrix from Office of the Civil Defense)



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**A.9. Resource Requirement**

- \* 2 Program Manager
- \* 6 Resource Person
- \* 2 TWG
- \* Kits (Pencil, Ballpen, Manila Paper, Pentelpen, Notebook, Musking Tape, A4 Bond)

**A.10. Budgetary Requirement**

Batch	No. of Pax	Supplies materials	EXPENSES				TOTAL
			Boarding/ Lodging	Transportation Expenses TWG	Honoraria/Token	Contingency	
1	54	41,300.00	540,000.00	20,000.00	80,000.00	5,000.00	686,300.00

Prepared by:

**ERLITO G. MANALAD**  
 Project Development Officer-II  
 2/13/2024

Noted:

**JOAN R. PEDROCHE**  
 OIC Chief, ESSD

Availability of Fund:

**JULIET J. CAMEN**  
 Chief Finance Division  
 Date:

Recommending Approval:

**CRISTITO A. ECO**  
 Assistant Regional Director  
 Date:

Approved:

**LOCELYN DR. ANDAYA**  
 Director IV

# Department of Education

Office Code : 5820  
 Office Name : Education Support Services Division (NCR)  
 Fiscal Year : 2024

## FY 2024 PHYSICAL PLAN / FINANCIAL OBLIGATION / MONTHLY DISBURSEMENT PROGRAM

Output Code (OC)	Programs/ Projects	Output	Activity Code (AC) Milestone	Activities	Performance Indicator (Activity, Output & Milestone)
20990001000100000	General Management and Supervision				
	Project: ESSD-DRRM Program, Projects and Activities				
				Procurement of Safety and emergency supplies and equipment for identified schools in NCR with critical hazard exposure and vulnerability	No. of Supplies and equipment procured
		Supplies and Equipment for preparedness and response of vulnerable schools in disaster.		Incident Command System Level 3 - Position Course for Region and Division Non-teaching personnel	No. of Supplies and equipment No. of training/course conducted No. of trained personnel
		Personnel trained to handle situation in case of disasters			
<b>TOTAL</b>					

Prepared by:

*[Signature]*  
 PERLITA G. MANALAD  
 Project Development Officer II  
 ESSD-DRRM

Noted

*[Signature]*  
 JOAN R. FERROCHE  
 OIC/Chief, ESSD

Funds Available:

*[Signature]*  
 JULIE T. CAMEN  
 Chief, BED

Recommended by:

*[Signature]*  
 CRISTITO A. ECO  
 Assistant Regional Director

Approved by:

*[Signature]*  
 JOCELYN DR. ANDAYA  
 Director IV