



EVSD



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

MEMORANDUM
ROP No. **731** 2024

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
ROP FUNCTIONAL DIVISION CHIEFS/UNIT HEADS

FROM : **JOCELYN DR ANDAYA**
Director IV

SUBJECT : **CONDUCT OF INCIDENT COMMAND SYSTEM TRAINING**
COURSE (LEVEL-4) ALL-HAZARDS INCIDENT MANAGEMENT
TEAMS

DATE : July 19, 2024

1. The DepEd-National Capital Region will conduct an **Incident Command System Training Course (Level-4) All-Hazards Incident Management Teams (AHIMT) for Region and Schools Division Non-teaching Personnel** on September 15-20, 2024 (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, participants must have completed the Incident Command System Training Course Level-3 (Position Course). Submit list of participants signed by the Schools Division Superintendent to Education Support Services Division on or before August 02, 2024. Participants must bring laptop, extension cord and personal maintenance medicine. Participants who confirm their participation and failed to attend will pay the expenses for the board and lodging for five (5) days.

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



6 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.

essd/lito/24



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PROJECT PROPOSAL FOR FY 2024

PROPONENT OFFICE: EDUCATION SUPPORT SERVICES DIVISION (ESSD)	
PROGRAM NAME: DISASTER RISK REDUCTION AND MANAGEMENT PROGRAM	
AMOUNT REQUESTED: <i>Six Hundred Seventy Four Thousand Pesos only (Php 674,000.00)</i> Charged to DRRM - DPRP Fund (SARO OSEC-NCR-23-4241)	
I. RATIONALE: <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 Incident Command System (ICS) 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>	
II. PROPOSED ACTIVITIES FOR FY 2024	
A. (Title of Activity) ALL HAZARDS INCIDENT MANAGEMENT TEAM FOR INCIDENT COMMAND SYSTEM LEVEL 4	
A.1. Date of Conduct: <i>September 22-27, 2024</i>	A.2. Duration of Act Five (5) Full Days
A.3. Venue/Platform: Quezon City	A.4. Target Participants: <ul style="list-style-type: none">• 4 Regional Officials• 10 Regional DRRM Team• 32 Division Non-teaching• 2 TWG/Secretariat• 6 Resource Persons
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. 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</p>	

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.

A.6. 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.

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, ID)

A.10. Budgetary Requirement

Batch	No. of Ref.	Supplies/ materials	Boarding	EXPENDITURES			TOTAL
				Electrability	Contingency		
1	54	49,000.00	540,000.00	80,000.00	5,000.00	674,000.00	

Prepared by:

PERLITO G. MANALAD
 Project Development Officer-II
 6/27/2024

Noted:

JOAN R. PEDROCHE
 OIC Chief, ESSD

Availability of Fund:

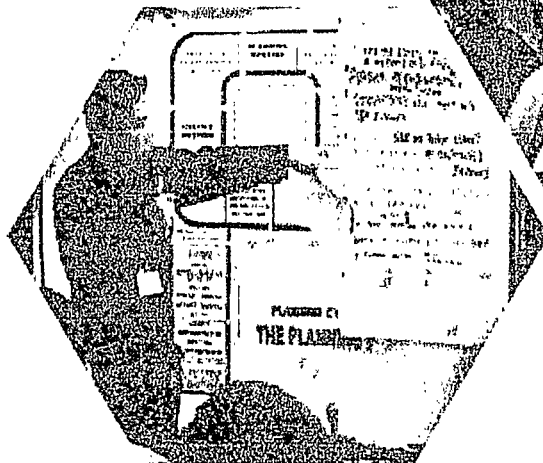
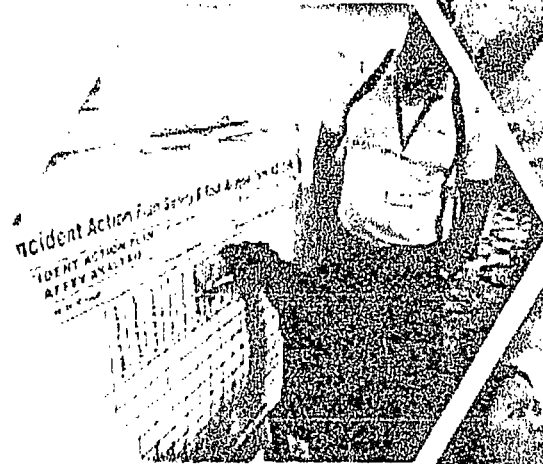
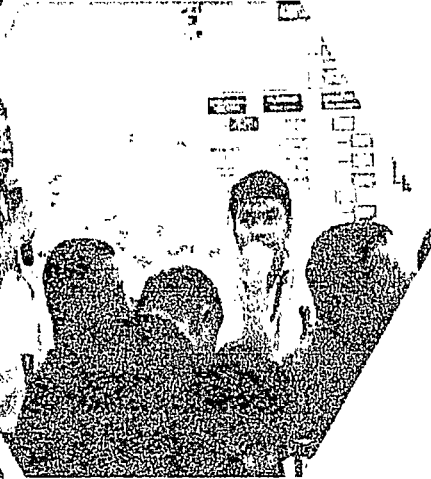
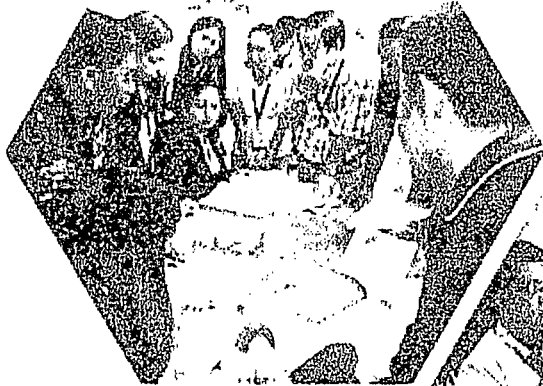
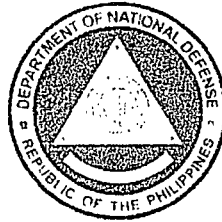
JULIET L. ICAMEN
 Chief, Finance Division
 Date:

Recommending Approval:

CRISTITO A. ECO
 Assistant Regional Director
 Date:

Approved:

JOCELYN DR ANDAYA
 Director IV



AHIMT

ALL-HAZARDS INCIDENT
MANAGEMENT TEAM
ACTIVITY PACKET FOR FACILITATORS