



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



November 11, 2024

REGIONAL MEMORANDUM

No. 1185, s. 2024

To: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

CONDUCT OF INCIDENT COMMAND SYSTEM LEVEL-5 TRAINING FOR INSTRUCTORS (TFI) FOR REGION AND DIVISION NON-TEACHING PERSONNEL

1. The DepEd-National Capital Region will conduct an **Incident Command System Level-5 Training For Instructors for Region and Schools Division Non-teaching Personnel** on January 19-24, 2025 (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 must submit list of participants who have completed the Incident Command System Training Course (Level-4) All-Hazards Incident Management Teams (AHIMT) with corresponding serial number issued by the Office of the Civil Defense for evaluation. Participants must present the Original Certificate of Completion before the start of the training. Submit list of participants signed by the Schools Division Superintendent to Education Support Services Division on or before November 29, 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 *in the amount of Ten Thousand Pesos (Php 10,000.00)*.
3. Board and lodging will be shouldered by the Regional Office, while transportation and other miscellaneous expenses can be charged to MOOE/Local/DPRP funds whichever is applicable, 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.
5. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA

Regional Director, NCR

concurrent Officer-in-Charge, of the
Office of the Assistant Secretary for Operations

essd/lito/24



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INCIDENT COMMAND SYSTEM LEVEL-5 TRAINING FOR INSTRUCTORS (TFI) FOR REGION
AND SCHOOLS DIVISION NON-TEACHING PERSONNEL

SCHEDULE 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.
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