



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

**REGIONAL MEMORANDUM**

**ORD-2025** 046

**TO :** **SCHOOLS DIVISION SUPERINTENDENT**  
SDO MANILA

**FROM :** **JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assistant Secretary for Operations

**SUBJECT :** **ADDENDUM TO REGIONAL MEMORANDUM NO 1345 S. 2024**  
**INCIDENT COMMAND SYSTEM TRAINING FOR INSTRUCTORS**

**DATE :** January 14, 2025

1. Herewith is the addendum to DepEd-NCR Memorandum No. 1345, s. 2024 re: "Participants to the Incident Command System Training for Instructors for non-teaching personnel on January 20-24, 2025 at Batangas City.

\* **Mr. Maurice Ocampo** SDO Manila to served as Shadow Instructor.

2. Immediate dissemination of this Memorandum is desired.

essd/lito/25



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

December 26, 2024


**REGIONAL MEMORANDUM**

No. \_\_\_\_\_ s. 2024

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

**PARTICIPANTS TO THE INCIDENT COMMAND SYSTEM  
TRAINING FOR INSTRUCTORS (TFI)**

1. As part of the Disaster Preparedness and Response Program (DPRP) of DepEd-National Capital Region, the Education Support Services Division-Disaster Risk Reduction and Management will conduct the Incident Command System Training for Instructors for Region and Schools Division Non-Teaching Personnel on January 20-24, 2025 in Batangas City, exact venue to be announced.
2. Board and lodging will be shouldered by the Regional Office charged to 2024 DPRP Fund, while transportation and other miscellaneous expenses of participants can be charged to DPRP/Local/MOOE funds, whichever is applicable, subject to the usual accounting and auditing rules and regulations. *Participants who confirmed 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. Participants must be at the venue on January 20, 2025 at 7:00 AM. First meal breakfast and last meal lunch.
4. Attached is the list of participants, for reference.
5. For questions and concerns, please contact Mr. Perlito G. Manalad, Project Development Officer II, Education Support Services Division through mobile no. 0919-6262308.
6. Immediate dissemination of this Memorandum is desired.

  
**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-in-Charge  
Office of the Assistant Secretary for Operations



6 Misamis St., Bago Bantay, Quezon City

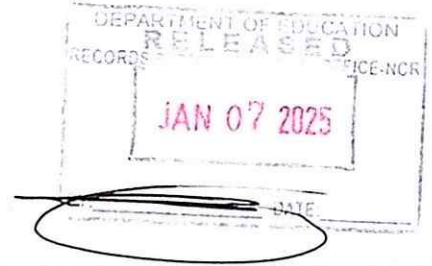
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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

No. 009 s. 2025

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
**SDO MANILA**

**FROM :** **JOCELYN DR ANDAYA**   
Regional Director, NCR  
Concurrent Officer-In-Charge  
Office of the Assist. Secretary for Operations

**SUBJECT :** **ADDENDUM TO REGIONAL MEMORANDUM NO 1345 S. 2024**  
**INCIDENT COMMAND SYSTEM TRAINING FOR INSTRUCTORS**

**DATE :** January 3, 2025

1. Herewith is the addendum to DepEd-NCR Memorandum No. 1345, s. 2024 re: "Participants to the Incident Command System Training for Instructors for non-teaching personnel on January 20-24, 2025 at Batangas City.

\* **Mr. Edmund Villareal** SDO Manila served as Shadow Instructor.

2. Immediate dissemination of this Memorandum is desired.

essd/lito/25



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