




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.

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

December 26, 2024

REGIONAL MEMORANDUM

No. 17745 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



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