



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

NOV 19 2024

**MEMORANDUM**

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

To: OIC – Assistant Schools Division Superintendent /  
Chief Education Supervisor, School Governance and Operations Division  
Chief Education Supervisor, Curriculum Implementation Division  
Public and Private Elementary and Secondary School Heads / OICs  
All Others Concerned

1. Attached is Regional Memo No. 1185, s. 2024, dated November 11, 2024, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please see the attached list of participants, for reference.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl.: As stated  
References: As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

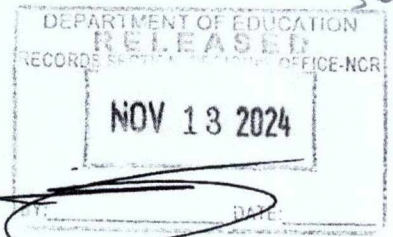
SAFETY EDUCATION      COMMUNICATIONS

ELK/DM/CONDUCT OF INCIDENT COMMAND SYSTEM LEVEL 5 TRAINING FOR INSTRUCTORS (TFI) FOR REGION AND DIVISION NON-TEACHING PERSONNEL  
448 /November 18, 2024

UN-2024-448



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

Received  
EVELYN N. DINGAL  
Administrative Officer II  
SDO, Muntinlupa  
11-14-24

**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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11-14-264



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

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

**SCHEDULE ACTIVITIES**

<b>DAY 1</b>	
0800-1000	<b>Unit 1-Introduction</b>
1000-1030	Refreshments
1030-1130	<b>Unit 2-Informing and Instructing</b>
1130-1200	<b>Unit 3-Communication and Platform Skills</b>
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

<b>DAY 2</b>	
0800-1000	Individual presentations
1000-1030	Refreshments
1030-1200	<b>Unit 4-Purpose and Objectives</b>
1200-1300	Lunch
1300-1500	<b>Unit 5-Planning a Lesson</b>
1500-1530	Refreshments
1530-1700	<b>Unit 6-Communicative Visuals</b>
1700	Critique and project work assignment

<b>DAY 3</b>	
0800-1100	Individual presentations
1100-1200	<b>Unit 7-Methods of Instruction</b>
1200-1300	Lunch
1300-1500	<b>Unit 8-Audio/Visual Equipment</b>
1500-1530	Refreshments
1530-1600	Continuation of Audio/Visual Equipment
1600	Critique and project work assignment.

<b>DAY 4</b>	
0800-0900	<b>Unit 9-Facilities and course co-ordination</b>
0900-1000	<b>Unit 10-Classroom Management</b>
1000-1030	Refreshments
1030-1200	<b>Unit 11-Testing and Evaluation</b>
1200-1300	Lunch
1300-1400	<b>Group Meetings</b>
1400-1430	<b>General Review</b>
1430-1500	Critique and project work period
1500-1530	Refreshments
1530	Project work period

<b>DAY 5</b>	
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



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

**LIST OF PARTICIPANTS**

No.	Name	Designation
1	<b>EDUARDO L. KONDO</b>	Project Development Officer II, DRRM and Safety Officer II
2	<b>REYNANTE L. BENITO</b>	Project Development Officer II, LRMS
3	<b>JERICHO B. YLEN</b>	Administrative Assistant III