



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 17 2025

MEMORANDUM

**BASIC INCIDENT COMMAND SYSTEM FOR SCHOOLS CUM DISASTER
PREPAREDNESS ORIENTATION COURSE**

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

1. Attached is a letter from Dr. Erwin O. Alfonso, Department Head II, Muntinlupa City, dated March 3, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please see 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/BASIC INCIDENT COMMAND SYSTEM FOR SCHOOLS CUM DISATER PREPAREDNESS ORIENTATION COURSE
117 /March 13, 2025

UN-2025-117



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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**LIST OF PARTICIPANTS FOR BASIC INCIDENT COMMAND SYSTEM CUM
DISASTER PREPAREDNESS ORIENTATION COURSE**

Date: March 28, 2025 – Disaster Preparedness Orientation Course
April 2-4, 2025 – Basic Incident Command System (BICS)

No.	Name	Position	School
1	Dr. Christian Paul A. Dela Vega	Senior Education Program Specialist	Schools Division Office
2	King Solidini J. Torres	Youth Formation and Development	Schools Division Office
3	Ma. Romma S. Pagador	Youth Formation and Development	Schools Division Office
4	Jerome M. Tagapan	Engineer II	Schools Division Office
5	Eileen Sioao	Project Development Officer I	Schools Division Office
6	Iris Rayos	Administrative Aide VI	Schools Division Office
7	Raffy Artista	BSP Muntinlupa Scout Council	Muntinlupa Council
8	Jason Abir	BSP Muntinlupa Scout Council	Muntinlupa National High School
9	Danica Ann C. Rocha	BSP Muntinlupa Scout Council	Tunasan National High School
10	Elma Dapulaza	BSP Muntinlupa Scout Council	Muntinlupa Science High School
11	Pamela H. Galvez	BSP Muntinlupa Scout Council	Lakeview Integrated School
12	Enen A. Medina	BSP Muntinlupa Scout Council	Muntinlupa Business High School
13	Alcer Kenn S. Rongavilla	BSP Muntinlupa Scout Council	Muntinlupa Business High School-Sucac Annex
14	Louise Pamela Apacible	BSP Muntinlupa Scout Council	Sucac Senior High School
15	Azer Navarro	BSP Muntinlupa Scout Council	Pedro E. Diaz High School
16	Cherryl Anne C. Pajarillo	BSP Muntinlupa Scout Council	Muntinlupa Business High School-Sucac Annex
17	Jacinto B. Tallud	BSP Muntinlupa Scout Council	Cupang Elementary School
18	Joan Carquez	BSP Muntinlupa Scout Council	Pedro E. Diaz High School
19	Mark Bunales	BSP Muntinlupa Scout Council	Poblacion National High School
20	Jessie T. Castelo	BSP Muntinlupa Scout Council	Bagong Silang Elementary School



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
 City of Muntinlupa



DEPARTMENT OF DISASTER RESILIENCE AND MANAGEMENT
 (Formerly Muntinlupa City Disaster Risk Reduction Management Office)

Hall of Justice Compound, Resilience Building, Susana Heights, Tunasan, Muntinlupa City
 Tel. No.: 8925-43-82

March 3, 2025

DR. VIOLETA M. GONZALES, CESO VI
 Officer-in-Charge
 Office of the Schools Division Superintendent
 Muntinlupa City

Mam,

Greetings from Muntinlupa City Department of Disaster Resilience and Management!

In preparation for the upcoming "**Basic Incident Command System for Schools**" training scheduled on **April 2-4, 2025**, we are pleased to announce that the **Disaster Preparedness Orientation Course** will be conducted on **March 28, 2025**. This DPOC is a pre-requisite set by the Office of Civil Defense for the BICS attendees that will run for half day and will be held at the 3rd floor Training Center, DRRMO Resilience Building, Hall of Justice Compound, Susana Heights, Tunasan, Muntinlupa City.

Due to limited seating capacity, we will be conducting the orientation course in two (2) batches to accommodate all 40 participants registered for the BICS training. Schedule are as follows:

BATCH	SCHOOLS	SESSION	NO. OF PAX
Batch 1	Schools Division Office	8am to 11am	20 pax
Batch 2	PLMUN	1pm to 4pm	10 pax
	Colegio de Muntinlupa		10 pax

We look forward to your participation and preparation for the upcoming BICS training. If you have any concerns regarding this program, please contact us at **0995.4797306** or **8925.4382** and look for **Mr. Andro E. Orapa, Technical Training Officer of Muntinlupa City DRRM**.

Your support and participation in this endeavor will be much appreciated.

Thank you and God Bless!

Respectfully,


ERWIN O. ALFONSO, Ph.D.
 Department Head II
 Muntinlupa City – DRRM

Noted by:


ROZZANO RUFINO B. BIAZON
 City Mayor
 Muntinlupa City