



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 03 2025

MEMORANDUM

TRAINING ON THE EMERGENCY OPERATIONS CENTER (EOC) COURSE

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
All Others Concerned

1. Attached is a letter from Engr. Allan A. Catchuela, City Administrator dated June 23, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please see the list of participants for reference.

Name	Designation
Dr. Christian Paul A. Dela Vega	Senior Education Program Specialist
Mr. King Solidini j. Torres	PDO-I, YFD

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/TRAINING ON THE EMERGENCY OPERATIONS CENTER (EOC) COURSE
-280 /July 1, 2025

UN-2025-280



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com / sdo.muntinlupa@deped.gov.ph
deped-muntinlupa.com



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
OFFICE OF THE CITY ADMINISTRATOR



D.O

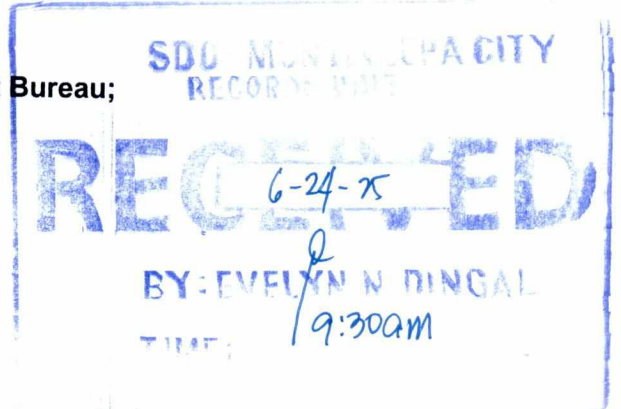
Memo

To : City Health Office;
Muntinlupa Traffic Management Bureau;
Social Services Department;
Lake Management Office;
City Engineering Department;
General Services Office;
Schools Division Office;

From : The City Administrator

Date : 23 June 2025

Subject : Training on the Emergency Operations Center (EOC) Course



Following the letter request issued by the Department of Disaster Resilience and Management (DDRM), signed by Erwin O. Alfonso, PhD., and dated 18 June 2025, the abovementioned offices are invited to attend the Emergency Operations Center (EOC) Course from 22 to 24 July 2025, Tuesday to Thursday, at Tanza Oasis Resort, Tanza, Cavite. All are advised to respectively send two (2) staff members who have previously completed the Basic Incident Command System (BICS) training, with the exemption of the General Services Office (GSO) which shall send one (1) staff member only.

Submission shall be in the form of a Confirmation Letter indicating clearly therein the (1) name, and (2) contact number of the designated staff member. These shall be forwarded to Andro E. Orapa, Training Officer, DDRM, Resilience Building, who may be reached at mobile number 0995-4797306 or landline 8925-4382. Deadline of the submission shall be on 27 June 2025, Friday.

For the information and strict compliance of all concerned.

Engr. ALLAN A. CACHUELA

cf : Erwin O. Alfonso, PhD., DDRM;
Atty. Genesi M. Santiago, CHRMD

/P



CGM-OP-OCA-01F4
Revision: 0 (April 02, 2024)

