



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 26 2026

MEMORANDUM

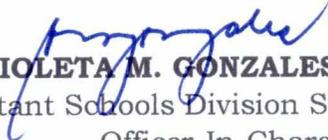
**INCIDENT COMMAND SYSTEM: CAPACITY BUILDING TRAINING
FOR VARIOUS SECTORS**

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

- Attached is a letter from Dr. Erwin O. Alfonso, Department Head, DRRM, dated February 4, 2026, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
- Please see the following list of resource speakers for reference.

Name	Designation
Mr. Eduardo L. Kondo	Project Development Officer II, DRRM
Mr. Jericho B. Ylen	Administration Assistant III

- Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI

Assistant 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 TRAININGS

ELK/DM/INCIDENT COMMAND SYSTEM: CAPACITY BUILDING TRAININGS FOR VARIOUS SECTORS
105 /February 25, 2026

UN-2026-105

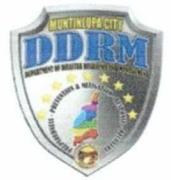


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deped-muntinlupa.com

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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

February 4, 2026

VIOLETA M. GONZALES, VI
 Assistant Schools Division Superintendent
 OIC – Schools Division Superintendent
 SDO – Muntinlupa City

Dear Mam,

Greetings from Muntinlupa City Department of Disaster Resilience and Management!

In our effort towards disaster resilience, we have initiated series of capacity building trainings specifically the **Incident Command System** for the various sectors this 2026. We will be conducting **Basic ICS courses** for the **schools, LGU personnel, Private Sectors, ACDVs and Barangay** personnel in coordination with the **Office of Civil Defense – National Capital Region**. This will be facilitated by our Local CADREs and will be monitored by an accredited OCD-NCR Course Monitor.

Relative herewith, we are humbly requesting **MR. EDUARDO L. KONDO** to be one of the **MAIN CADREs** for the following trainings with details below:

NO	TRAINING	DATES	VENUE
1	BICS for Schools (SDO)	April 22-24, 2026	Tagaytay or Laguna area (exact venue to be announced)
2	BICS for LGU Offices	May 13-15, 2026	
3	BICS for ACDVs	September 2-4, 2026	
4	BICS for Private Sectors	September 8-10, 2026	
5	BICS for Colleges	September 30 – October 2, 2026	

His experience as one of the pioneer CADREs is essential to the success of the training. We would appreciate his presence on the above-mentioned trainings. His expertise and skills can be shared amongst the participants and will be valuable in creating additional manpower for the Incident Management Team.

All training related concerns such as accommodation, meals and transportation during the trainings will be provided by our office. Moreover, a pre-coordination meeting will be facilitated at least one week before the actual training which will be coordinated accordingly by our technical personnel. We would appreciate if a reply/confirmation letter for this request will be submitted at our office. Should you have any concerns, please feel free to contact our **Technical Training Section Head, Mr. Andro E. Orapa at 09628463545**.

We look forward to your favourable consideration of this initiative. Your support is instrumental in our mission to cultivate a disaster-resilient community, equipped with the expertise to respond effectively to any emergency.

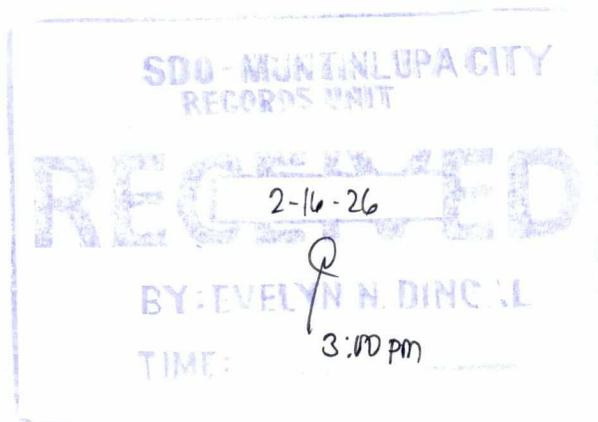
Thank you and God Bless!

Respectfully,


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

Noted by:


HON. ROZZANO RUFINO B. BIAZON
 City Mayor
 Muntinlupa City



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Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
 City of Muntinlupa



SDS

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

February 4, 2026

VIOLETA M. GONZALES, VI
 Assistant Schools Division Superintendent
 OIC – Schools Division Superintendent
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Relative herewith, we are humbly requesting **MR. JERICHO YLEN** to be one of the **CADREs (Assist/Shadow)** for the following trainings with details below:

NO	TRAINING	DATES	VENUE
1	BICS for Schools (SDO)	April 22-24, 2026	Tagaytay or Laguna area (exact venue to be announced)
2	BICS for Private Sectors	September 8-10, 2026	

His experience as one of the pioneer CADREs will be further enhance and would be a great addition to the team. We would appreciate his presence on the above-mentioned trainings. His involvement will be valuable in creating additional manpower for the Incident Management Team.

All training related concerns such as accommodation, meals and transportation during the trainings will be provided by our office. Moreover, a pre-coordination meeting will be facilitated at least one week before the actual training which will be coordinated accordingly by our technical personnel. We would appreciate if a reply/confirmation letter for this request will be submitted at our office. Should you have any concerns, please feel free to contact our **Technical Training Section Head, Mr. Andro E. Orapa at 09628463545**.

We look forward to your favourable consideration of this initiative. Your support is instrumental in our mission to cultivate a disaster-resilient community, equipped with the expertise to respond effectively to any emergency.

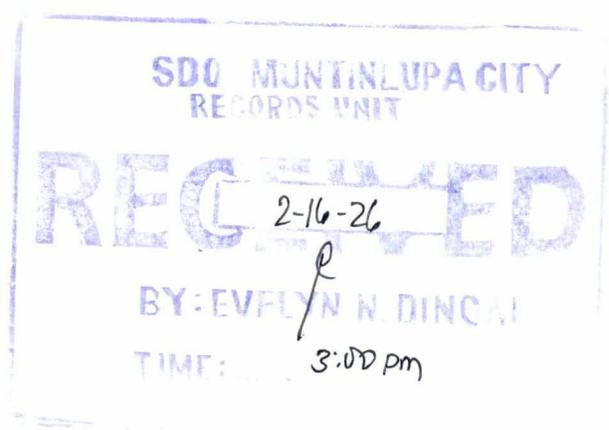
Thank you and God Bless!

Respectfully,

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

Noted by:

HON. ROZZANO RUFINO B. BIAZON
 City Mayor
 Muntinlupa City



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