



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

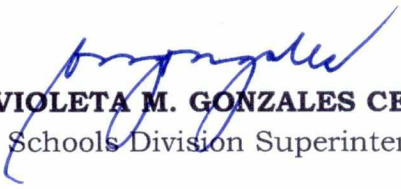
Office of the Schools Division
Superintendent

SEP 24 2026

MEMORANDUM

**BASIC INCIDENT COMMAND SYSTEM (ICS) TRAINING COURSE FOR
SCHOOL HEADS AND SDO OFFICIALS**

- 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
1. Attached is a letter from Dr. Erwin O. Alfonso, Department Head II, Muntinlupa City DDRM, dated September 2, 2026, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
 2. The following SDO personnel are invited to be resource speakers in the BICS course.
 - a. Mr. EDUARDO L. KONDO, PDO II, DRRM
 - b. Mr. REYNANTE BENITO, PDO II, LRMDs
 - c. Mr. JERICHO YLEN, Administrator Assistant III
 3. Online orientation on Disaster Preparedness is scheduled for October 8, 2026, from 9:00 AM to 11:00 AM and is a prerequisite for the Office of Civil Defense (OCD). See the QR code or the Zoom link.
 4. See attached list of participants, for reference.
 5. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
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 (ICS) TRAINING COURSE FOR SCHOOL HEADS
AND SDO OFFICIALS

389 /September 22, 2026

UN-2026-389



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

5690 389



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

SDO MUNTINLUPA CITY
RECORDS UNIT

September 2, 2026

DR. VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent
Schools Division Office – Muntinlupa City

Dear Dr. Gonzales,

RECEIVED
9-15-26
BY: EVELYN N. DINGAL
TIME: 10:30a

Greetings from Muntinlupa City Department of Disaster Resilience and Management!

As part of the initiatives on disaster preparedness and capacity building of Muntinlupa, we will be conducting **BASIC INCIDENT COMMAND SYSTEM (ICS) Training Course for SDO Personnel** in coordination with the Office of Civil Defense – National Capital Region. Please see details below:

NO	TRAINING	DATE & TIME	VENUE	NO OF PAX
1	BICS for SDO Personnel	October 27-29, 2026 8am to 6pm	Within Muntinlupa City	Thirty-two (32) pax

Meals and training materials will be provided. Please note that this is a stay-out training and participants are required to complete the full three-day course to receive their certificates aside from passing the required tests and evaluation.

Additionally, attending the online **Orientation on Disaster Preparedness on October 8, 2026 at 9am to 11am** is a pre-requisite of the OCD-NCR. Kindly scan the QR code for the zoom link.



Meeting ID: 720 286 3262

Passcode: Muntinlupa

More importantly, we would appreciate it if you could return the attached confirmation slip on or before **October 8, 2026**. Should you have any questions or concerns, please feel free to contact our Technical Section Head, Mr. Andro E. Orapa, at 09628463545.

We are looking forward for a favorable response on this request. Your support is instrumental to the success of the ICS training.

Thank you and God Bless!

Respectfully,

DR. ERWIN O. ALFONSO
Department Head II
Muntinlupa City – DDRM

Noted by:

HON. ROZZANO RUFINO B. BIAZON
City Mayor
Muntinlupa City



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CONFIRMATION SLIP

TRAINING	BASIC INCIDENT COMMAND SYSTEM (BICS) FOR SDO PERSONNEL
DATE	OCTOBER 27-29, 2026 (36 pax) <i>dw</i>
DEPARTMENT / OFFICE	

NO	COMPLETE NAME	CONTACT NO.	AGE	SEX	DIETARY RESTRICTIONS
1					No ☐ Y ☐ If Yes : _____
2					No ☐ Y ☐ If Yes : _____
3					No ☐ Y ☐ If Yes : _____
4					No ☐ Y ☐ If Yes : _____
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22					No ☐ Y ☐ If Yes : _____



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23					No ____ Y ____ If Yes : _____
24					No ____ Y ____ If Yes : _____
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27					No ____ Y ____ If Yes : _____
28					No ____ Y ____ If Yes : _____
29					No ____ Y ____ If Yes : _____
30					No ____ Y ____ If Yes : _____
31					No ____ Y ____ If Yes : _____
32					No ____ Y ____ If Yes : _____

I hereby confirm the participation of the above-mentioned personnel in the BICS for LGU Personnel.

Signature over Printed Name of Head/Supervisor

Note: Kindly return this confirmation slip on or before October 8, 2026