



DIVISION MEMORANDUM

No. 487 s. 2019

INCIDENT COMMAND SYSTEM BASIC TRAINING COURSE LEVEL 1

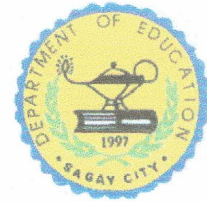
To: Chiefs - CID & SGOD
Education Program Supervisors
Public School District Supervisors
School Heads of Public Elementary, Junior & Senior High Schools
PDO-II/DRRM
School DRRM Coordinators

1. The Department of Education, Division of Sagay City through its Disaster Risk Reduction and Management Unit hereby informs the field that the conduct of the **Incident Command System Basic Training Course Level 1 will be on December 19-21, 2019, at Resort Negrense, Bacolod City.**
2. This training aims:
 - to develop understanding of ICS as a tool for effective disaster response.
 - to explain the overview of ICS, its background, concepts, principles and features, organization, facilities and methodologies and
 - to apply the concepts and methodologies of ICS through group exercises.
3. The participants to this training are the selected School DRRM Coordinators.
4. The first meal to be served on Day 1 is AM snacks while the last meal on Day 3 is dinner.
5. The Program Management Team (PMT) will depart on December 18, (Wednesday) at 3:00 PM while participants will depart at exactly 6:00 in the morning on December 19, 2019, and opening program will start at 8:30 in the morning on the same day. Kindly coordinate with **Mrs. Ludina D. Niniel and Mrs. Rowena Alacrito** for your transport arrangement.
6. The list of participants is enclosed as attachment #1 and Training Matrix is enclosed as attachment #2 of this memorandum.
7. Listed participants will have a pre-departure meeting on December 18, 2019 @ 1:00 pm at the division lobby. Please come on time.
8. Transportation expenses, board and lodging, venue, supplies and materials of the participants shall be charged against downloaded DRRM Fund subject to the usual accounting and auditing rules and regulations.
9. It is understood that in the conduct of this activity there shall be no discrimination in the provision of learning, and development interventions on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
10. Immediate and wide dissemination of this division memorandum is desired.



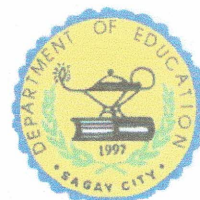
Region VI-Western Visayas
DIVISION OF SAGAY CITY

Quezon St., Poblacion 1, Sagay City, Negros Occ.
Tel. No. (034) 488-0215/0216



LIST OF PARTICIPANTS
BASIC INCIDENT COMMAND SYSTEM LEVEL – 1
December 19-21, 2019
Resort Negrense, Bacolod City

NAME	SCHOOL
1. Ludina D. Niniei	Jose B. Puey Sr. Elem School
2. Liezel Joy Ringel	Alfredo E Marañon Sr E/S-SOF
3. Julie Sidano	General Luna Elem Sch
4. Randy G. Jimera	BV Rodriguez Elem Sch
5. Mark Twain Patinio	Ma. Lopez Elem Sch.
6. Gineva Valderrama	Ricardo L. Gamboa E/S
7. Joy D. Cabahug	Cesar Gamboa E/S
8. Roxanne Pascual	Josebio Gonzaga Elem Sch
9. Dominic H. Delos Santos	Bato Central Elem Sch
10. Mary Grace Caballega	Melchor Salcedo Elem Sch
11. Chrislyn Biñan	MACAMILCO Elem Sch
12. Leo F Guacen	Maquiling Elem School
13. Andrelyn Layson	Cpo. Himoga-an Elem School
14. Rose Ann Dahil-Dahil	Uychiat Elem School
15. Wiladel B. Duqueza	Vito Elem School
16. Emelda P. Homola	Matabas Elem School
17. Mitchelle H. Suico	Tu-ong Elem School
18. Quintin J. Javier	Ella T. Canoy Esperancilla Elem Sch
19. Jheanie Jereos	Raymundo Tupas E/S –SESCO Extn
20. Jocellyn G. Collamat	Plaridel Elem School
21. Julie V. Mayagma	Raymundo Tupas Elem School
22. Herman S. Lobaton	Old Sagay Elem School
23. Joyce J. Villaflor	Suyac Island Elem School
24. Amy Rose E. Dionaldo	PR Katalbas 1 Elem School
25. Ronald V. Ares	PR Katalbas II Elem School
26. Rey T. Ensepido	Talusan Elem School
27. Sheilah S. Mediana	Bulanon Elem School
28. Juluis Juanico	Lopez Jaena Elem School
29. Sheila May B. Villanueva	Briones Salcedo Elem School
30. John Baluado	Shermanhill Elem School
31. Jonel K. Magbato	Pacol Elem School
32. Jenny Rose Viterbo	RT Halipa Elem School
33. Rheymark Gregorio	Baviera Elem School
34. Rustom Tañeca	Laon Elem School
35. Jose Soberano	Cpo. Santiago Elem School
36. Rheyrol Engbino	Hamticon Elem School
37. Clarissa Medel	Gil Lopez Elem School
38. Angelie Da-anoy	Hautea Elem School
39. Beverly Faith Saratan	Filomeno Pascual Elem School
40. Edmar Rose Dolino	Fabrica Elem School
41. Athena C. Encabo	Josebio Gonzaga E/S Extension
42. Herbert Lobio	Bato NHS-Baviera Extn
43. Levi James Arellano	Cpo. Bago NHS
44. Adrian Sarita	Cpo Bago NHS – Manara Extn
45. Ian Kristoffer P. Serias	Gloria Poblador Dela Paz NHS
46. Boner Beatingo	Sewahon NHS
47. Leonardo G. Englis III	Eusebio Lopez Memorial Integrated Sch - Sec
48. Rowena Alacrito	Eusebio Lopez Memorial Integrated Sch – Elem



**REGION VI – WESTERN VISAYAS
DIVISION OF SAGAY CITY**

Quezon St., Poblacion 1, Sagay City, Negros Occ.
Tel. No. (034) 488-0215/0216 SGOD 722-0597

**BASIC INCIDENT COMMAND SYSTEM LEVEL 1
December 19-21, 2019**

TIME		Mins	TOPICS	REQUIREMENTS
December 19, 2019 (DAY 1)				
0800H	0830H	30	Registration	Training Kit Attendance Sheet
0830H	0930H	60	OPENING PROGRAM	
0930H	0945H	15	HEALTHY BREAK	
0945H	1030H	45	Course Overview	Course Overview PPT Pre-Exam Questionnaire Exam Sheet
1030H	1200H	90	Module 1: Introduction to ICS	Module 1 PPT Deck of Playing Cards ICS 211 (tarp and paper) Markers Module Evaluation Form
1200H	1300H	60	HEALTHY LUNCH BREAK	
1300H	1400H	60	Module 1: Introduction to ICS (continuation)	
1400H	1500H	60	Module 2: ICS Organization and Staffing	Module 2 PPT Flip chart Markers Module Evaluation Form
1500H	1515H	15	HEALTHY BREAK	
1515H	1745H	150	Module 2: ICS Organization and Staffing (continuation)	
1745	1800H	75	Daily Evaluation	
December 20, 2019 (DAY 2)				
0800H	0830H	30	Day 1 Recap	
0830H	1000H	90	Module 3: ICS Facilities	Module 3 PPT Flip Chart Markers Module Evaluation Form
1000H	1015H	15	HEALTHY BREAK	
1015H	1200H	105	Module 4: Organizing ICS and Managing Incidents and Events	Module 4 PPT Meta-cards Markers Module Evaluation Form
1200H	1300H	60	HEALTHY LUNCH BREAK	
1300H	1430H	90	Module 5: Incident/Event Assessment and Management by Objectives	Module 5 PPT Flip Chart Markers Module Evaluation Form
1430H	1445H	15	HEALTHY BREAK	

54. Ronald Juanico	Molocaboc IS Elem
55. Fernando Peñafiel	HBIS - B. Mahilum Extn
56. Arnie Bañes	Sagay NHS Main
57. Stephen Ringel	Sagay NHS Senior High School
58. Wilbert Dacules	SNHS – Old Sagay Extn
59. Jubail Harnen C. Panoy	SNHS- Rizal Extension
60. Joenil Aladin	Bulanon NHS
61. Vicente Ejido	Vito NHS
62. Von Greggor Buenamente	Sagay City Stand Alone
63. Sheilo Dadula	MDM College
64. Joren B. Dayanan	USAT College
65. Mario Caracol	Bato NHS Main
66. Marielle Stella S. Cells	Eozone National High School

				Module Evaluation Form
1715H	1730H	15	Daily Evaluation	
			December 21, 2019 (DAY 3)	
0800H	0830H	30	Day 2 Recap	
0830H	1000H	90	Module 7: Incident and Event Planning	Module 7 PPT ICS 202, 203, 204, 205, 206, 208 Module Evaluation Form
1000H	1200H	120	Formulation of Incident Action Plan and Preparation for Operational Briefing	
12:00H	1300H	60	HEALTHY LUNCH BREAK	
1300H	1400H	60	Return Demonstration – Operational Period Briefing	Vests
1400H	1500H	60	Module 8: Transfer of Command, Demobilization, and Close Out	Module 8 PPT Module Evaluation Form
1500H	1530H	30	HEALTHY BREAK	
1515H	1530H	15	Post Exam and Overall Training Evaluation	Post-Exam Questionnaire Exam Sheet Training Evaluation Form
1530H	16:00H	30	CLOSING PROGRAM	Certificates
	1600H		End of Training	