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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 15, 2023

**REGIONAL MEMORANDUM**

No. **1276** s.2023

**REGIONAL CAPACITY BUILDING FOR INTEGRATED PLANNING FOR  
INCIDENT COMMAND SYSTEM (ICS) TRAINING**

To: Schools Division Superintendent  
Division DRRM Coordinator  
All Others Concerned

1. In pursuit of the Department of Education's commitment to fostering a resilient and well-coordinated response to emergencies, this Office, through the Education Support Services Division (ESSD), announces the conduct of the Regional Capacity Building for Integrated Planning for Incident Command System (ICS) Training on December 18-22, 2023.
2. The activity aims to enhance participants' understanding of the ICS and its role in emergency response; develop the capacity of key personnel to create integrated emergency plans that align with the principles of ICS; foster collaboration and coordination among departments for a unified response during incidents; and provide hands-on experience in creating and implementing integrated incident response plans.
3. The participants of the abovementioned activity are the following:
  - a. Representative from the Office of the Schools Division Superintendent or Assistant Schools Division Superintendent (1pax),
  - b. Division Chief of School Governance & Operations Division or representative (1 pax),
  - c. Division Disaster Risk Reduction and Management (DRRM) Coordinator (1 pax), and
  - d. Regional Office DRRM Team and ESSD Technical Working Group (TWG)
4. The transportation expenses and per diem of the participants shall be charged against their respective Local Funds/Maintenance and Other Operating Expenses (MOOE), subject to the existing accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



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Regional Director



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Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

PLANNING FOR INCIDENT COMMAND SYSTEM (ICS) TRAINING  
DISASTER PREPAREDNESS

ESSD-SPPS-TJCP



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