



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



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MEMORANDUM

To : **Jovenal B. Cagas** SGOD - Division Office  
**Jenelou John F. Israel** Tagbilaran City Science HS

From : **NERI C. OJASTRO EdD, CESE**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Subject : **TRAINING ON INCIDENT COMMAND SYSTEM (ICS) LEVEL 2**

Date : July 19, 2019

1. You are hereby directed to attend the **Training on Incident Command System (ICS) Level 2**, otherwise called the **Integrated Planning Course (IPC)** on August 5-9, 2019 at JJ's Seafood Village, K of C Drive, Poblacion 2, Tagbilaran City, Bohol.

2. Registration of the said training is free.

3. For your guidance and compliance.

**NERI C. OJASTRO EdD, CESE**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



Province of Bohol  
City Government of Tagbilaran  
**CITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**  
Basement, New City Hall Bldg., J.A. Clarin St., Cogon, Tagbilaran City  
Tel. No. (038) 411-2222

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July 12, 2019

TO:

ENGR. TEODORO P. ESTOQUE	-	City Engineer's Office
ENGR. ZANDRO L. ROMUGA	-	City Planning and Development Office
MR. GERARD M. LAVADIA	-	City DRRM Office
MR. JOVENAL B. CAGAS	-	Department of Education, City Schools Division
MR. JENELOU JOHN F. ISRAEL	-	Department of Education, City Schools Division
MS. MERLINDA G. BATOY	-	Philippine Red Cross, Bohol Chapter
PSMS CELSO D. ORAPA	-	Philippine National Police, TCPS
PSMS HAROLD D. QUIJADA	-	Philippine National Police, TCPS
SFO1 RONEL R. LOFRANCO	-	Bureau of Fire Protection, TCFS
FO3 HAROLD NEIL R. MODESTO	-	Bureau of Fire Protection, TCFS
FO1 PEARL MARIE P. POGOY	-	Bureau of Fire Protection, TCFS
MR. CHRISTIAN BJORN A. BORJA	-	Office of Coun. Eliezer Borja
MS. REINA T. BALAY	-	City Health Office
MS. LUCILLE N. CLARIN	-	City Social Welfare and Development Office
MR. NICKSON B. EPE	-	Youth Lead
ENGR. GERISSE MARIE U. MARMITO	-	CHARL
MR. RALPH JACOB D. MEDINA	-	CHARL
MR. PELAGIO S. ROSAGARAN	-	ALERT

**CDRRMO Personnel:**

MS. RUTH G. ABELLA	-	CDRRMO-ATU
MR. RHONEIL JOSEPH M. ADAPTAR	-	EMS-CDRRMO
MR. VON T. ANGALOT	-	CDRRMO-OWU
MS. AIRAH JUNEREY BALATAYO	-	CDRRMO-ATU
MR. TAHER D. BANGNO	-	SRR-CDRRMO
MR. MELVIN B. COSTAN	-	SRR-CDRRMO
MR. EXPEDITO O. DOSDOS JR.	-	SRR-CDRRMO
MR. ALANDRIO P. ERANO JR.	-	EMS-CDRRMO
MR. MARK VINCENT G. GATAL	-	EMS-CDRRMO
MR. MARKO EMMANUEL C. LONGJAS	-	CDRRMO-RPU
MR. WILLARD G. MAGALLON	-	EMS-CDRRMO
MS. MARICEL C. ONCOG	-	CDRRMO-OWU
MS. APRIL JOY C. PELAEZ	-	CDRRMO-RPU
MR. MARBERT D. REMOLADOR	-	CDRRMO-RPU
MR. FRITZ DENNIS B. RUYERAS	-	CDRRMO-RPU
MS. MARIA JIA D. VERMON	-	COMM-CDRRMO

The City Disaster Risk Reduction and Management Council (CDRRMC) in partnership with the Office of Civil Defense Region 7 (OCD 7) will conduct a training on **Incident Command System (ICS) Level 2**, otherwise called the **Integrated Planning Course (IPC)**. Since the ICS course is a ladderized program, only those who have completed the Basic ICS Course or Level 1 can proceed to take the next level. IPC or ICS Level 2 trains potential members of the Incident Management Team in formulating plans for various types of incidents and hazards.

As members of agencies/organizations who are part of the CDRRMC, you are to attend the said training scheduled from **August 5-9, 2019 at JJ's Seafood Village, K of C Drive, Poblacion 2, this city**. The OCD recommends that the training is stay-in in order to maximize the time in the venue. Please confirm your attendance and if you are staying in on or before July 23, 2019. Attached is the OCD's Concept Note of the IPC.

Participants who are able to complete at least 90% of the training course will get a certificate of completion from the Office of Civil Defense while those who could not will receive a certificate of attendance. For inquiries you may contact Ms. Airah Balatayo at 411-2222 or at mobile number 0909-9128135.

Respectfully yours,



Gerard M. Lavadia  
CDRRM Officer

Noted by:



John Geesnell L. Yap II  
CDRRMC Chairman  
City Mayor





# INTEGRATED PLANNING COURSE ON INCIDENT COMMAND SYSTEM

# ICS

## CONCEPT NOTE

Office of Civil Defense  
National Disaster Risk Reduction and Management Council  
Camp General Emilio Aguinaldo  
Quezon City





## INTEGRATED PLANNING COURSE ON INCIDENT COMMAND SYSTEM

### I. BACKGROUND

The Philippines, situated along the Pacific Ring of Fire and the Typhoon Belt, is exposed to natural hazards such as typhoons, earthquakes, volcanic eruptions and tsunamis. Furthermore, human-induced hazards such as crimes, terrorism and bombing also threaten the lives of the Filipinos.

The disaster risk profile of the Philippines necessitates the establishment of an efficient and effective response system that shall help manage the consequences of disasters. Hence, as provided for in the Republic Act (RA) 10121, otherwise known as the Philippine Disaster Risk Reduction and Management (DRRM) Law, the Office of Civil Defense (OCD) has been mandated to establish the Incident Command System (ICS) in the country.

ICS is an on-scene disaster response tool that is used to integrate the complex inter-agency structures of different agencies to work for a common set of objectives during operations. It has been institutionalized as a disaster response mechanism of the in the Philippine DRRM System by virtue of the National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 4 s. 2012 issued on 28 March 2012.

Through years of constant training and practice on ICS, the operations of disaster responders have significantly improved in terms of resource management, reporting and documentation, promoting responders' safety, and efficient utilization of response assets. The success stories in the utilization of ICS have been evident in the past operations for disasters such as Typhoon Ruby and Mt. Apo Fire Incident as well as for planned events such as the Asia-Pacific Economic Cooperation hosting.

One of the major considerations in the application of ICS is the integrated planning process. This enables the members of the Incident Management Team (IMT) to discuss, brainstorm, plan and decide for the operational activities prior to response. It allows effective collaboration among the different members of the Planning Section from the Planning Section Chief and the Unit Leaders, namely, Resources Unit, Situation Unit, Documentation Unit and Demobilization Unit.

In order to develop better appreciation and understanding of the integrated planning process in ICS, the concept note for the conduct of five-day Integrated Planning Course on ICS is hereby prepared.

## II. OBJECTIVE

The objective of the training is for the participants to develop comprehensive knowledge and understanding of the Planning Section in the ICS Organization, particularly the roles and responsibilities of the Planning Section Chief, Resources Unit, Situation Unit, Documentation Unit and Demobilization Unit.

## III. METHODOLOGIES

Methodologies for the conduct of the training will include interactive lecture/discussions and group exercises.

## IV. OUTPUT

The output of the training will be the increased competencies of the participants on ICS, their knowledge on the Planning Section in the ICS Organization, and their understanding the roles and responsibilities of the Planning Section Chief, Resources Unit, Situation Unit, Documentation Unit and Demobilization Unit.

## V. DATES

The training will be held on 5-9 August 2019

## VI. VENUE

The venue of the training will be at the JJ's Seafood Village, Poblacion 2, Tagbilaran City.

## VII. PARTICIPANTS

Participants to the training are personnel of various Tagbilaran CDRRMC member agencies/organizations.



**VIII. SCHEDULE**

**DAY 0**

TIME	PARTICULARS	METHODOLOGY	OPR
1300H – 1700H	Arrival		
1700H onwards	Instructors' Meeting		

**DAY 1**

TIME	PARTICULARS	METHODOLOGY	OPR
0800H – 0830H	Arrival and Registration		
0830H – 0930H	Opening Program	Plenary	
0930H – 0945H	AM Break		
0945H – 1000H	Course Overview	Plenary	
1000H – 1030H	Module 1: Overview of the Planning Section <ul style="list-style-type: none"> <li>• Unit 1: The Planning Section as Part of the ICS Organization</li> </ul>	Lecture/ Discussion	
1030H – 1200H	<ul style="list-style-type: none"> <li>• Unit 2: Unit Activation</li> </ul>	Lecture/ Discussion Group Exercise	
1200H – 1300H	Lunch Break		
1300H – 1400H	<ul style="list-style-type: none"> <li>• Unit 2: Unit Activation (con't)</li> </ul>	Lecture/ Discussion Group Exercise	
1400H - 1500H	<ul style="list-style-type: none"> <li>• Unit 3: Team Interaction</li> </ul>	Lecture/ Discussion Group Exercise	
1500H - 1515H	PM Break		
1515H – 1630H	Module 2: Forms, Documents and Supplies	Lecture/ Discussion	
1630H – 1700H	Daily Course Evaluation	Plenary	

**DAY 2**

TIME	PARTICULARS	METHODOLOGY	OPR
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0800H – 0830H	Day 1 Recap	Plenary	
0830H – 0930H	Module 3: Planning Section Chief <ul style="list-style-type: none"> <li>• Unit 1: Information Gathering</li> </ul>	Lecture/ Discussion	
0930H – 0945H	AM Break		
0945H – 1200H	<ul style="list-style-type: none"> <li>• Unit 2: Strategies</li> </ul>	Lecture/ Discussion Group Exercise	
1200H – 1300H	Lunch Break		
1300H – 1500H	<ul style="list-style-type: none"> <li>• Unit 3: Meetings and Briefings</li> </ul>	Lecture/ Discussion Group Exercise	
1500H - 1515H	PM Break		
1515H – 1715H	<ul style="list-style-type: none"> <li>• Unit 4: Incident Action Plan and Contingency Plan</li> </ul>	Lecture/ Discussion Group Exercise	
1715H – 1730H	Daily Course Evaluation	Plenary	

**DAY 3**

TIME	PARTICULARS	METHODOLOGY	OPR
0800H – 0830H	Day 2 Recap	Plenary	
0830H – 0900H	Module 4: Resource and Demobilization Unit Leader <ul style="list-style-type: none"> <li>• Unit 1: RESL and DMOB Responsibilities</li> </ul>	Lecture/ Discussion	
0900H – 0915H	AM Break		
0915H – 1100H	<ul style="list-style-type: none"> <li>• Unit 2: Resource Status Systems</li> </ul>	Lecture/ Discussion Group Exercise	
1100H – 1200H	<ul style="list-style-type: none"> <li>• Unit 3: Planning Process</li> </ul>	Lecture/ Discussion	
1200H – 1300H	Lunch Break		
1300H – 1500H	<ul style="list-style-type: none"> <li>• Unit 3: Planning Process (Con't)</li> </ul>	Lecture/ Discussion Group Exercise	
1500H - 1515H	PM Break		



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1515H – 1545H	<ul style="list-style-type: none"> <li>Unit 4: Resource Products and Outputs</li> </ul>	Lecture/ Discussion	
1545H – 1645H	<ul style="list-style-type: none"> <li>Unit 5: Developing and Implementing the Demobilization Plan</li> </ul>	Lecture/ Discussion	
1645H – 1700H	Daily Course Evaluation	Plenary	

**DAY 4**

TIME	PARTICULARS	METHDOLOGY	OPR
0800H – 0830H	Day 3 Recap	Plenary	
0830H – 0900H	Module 5: Situation Unit Leader <ul style="list-style-type: none"> <li>Unit 1: Information Gathering and Incident Documentation</li> </ul>	Lecture/ Discussion	
0900H – 0915H	AM Break		
0915H – 1115H	<ul style="list-style-type: none"> <li>Unit 2: Maps</li> </ul>	Lecture/ Discussion Group Exercise	
1115H – 1200H	<ul style="list-style-type: none"> <li>Unit 3: Technology</li> </ul>		
1200H – 1300H	Lunch Break		
1300H – 1430H	<ul style="list-style-type: none"> <li>Unit 4: Status Summary Reports</li> </ul>	Lecture/ Discussion	
1430H – 1500H	Module 6: Documentation	Lecture/ Discussion	
1500H - 1515H	PM Break		
1515H – 1630H	Module 7: Transfer of Command, Demobilization and Closeout	Lecture/ Discussion Group Exercise	
1630H – 1700H	Instructions for Module 8: Final Exercise	Plenary	
1700H – 1715H	Daily Course Evaluation	Plenary	

**DAY 5**

## Tagbilaran CDRMO

TIME	PARTICULARS	METHDOLOGY	OPR
0800H – 0830H	Recap	Plenary	
0830H – 1100H	Module 8: Final Exercise	Group Exercise	
1100H – 1130H	Evaluation of Final Exercise	Plenary	
1130H – 1145H	Final Course Evaluation and Final Exam	Plenary	
1145H – 1230H	Closing Program	Plenary	
1230H	End of Training		

### VIII. ADMINISTRATIVE ARRANGEMENTS

#### FUNDING ARRANGEMENT

Expenses for accommodation on the evening of 5-9 August 2019 and meals during the training proper will be shouldered by the Tagbilaran City Government chargeable against the DRRM funds for FY 2019.

#### MATERIALS

All printed materials will be provided during the training proper.

#### COURSE ATTENDANCE

All participants are required to attend all sessions as stipulated in the training program. No participant is allowed to take leave during the course. Should there be an urgent need to leave the training due to unforeseen circumstances, it should be directed to OCD.

#### CERTIFICATION

The Certificate of Completion will be awarded when 100% of attendance is attained. Otherwise, the participant will only receive Certificate of Participation.

#### ATTIRE

Participants are requested to wear casual attire throughout the training.

#### CONTACT DETAILS

For coordination, please contact Ms. Airah Balatayo at telephone number 411-2222 or email [cdrmmctagbilarancity@gmail.com](mailto:cdrmmctagbilarancity@gmail.com).