



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
SGOD-2026- 125

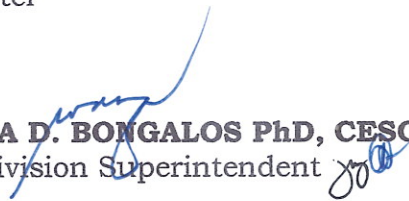
TO : **EDITHA GONE**
School Principal – Cogon Elementary School

EUTROPIA R. ARCAYENA
School Principal – City of Tagbilaran National High School

LEMUEL B. BAROL
School Principal – Tagbilaran City Central School – SPED Center

ATTN : **NICANOR S. CLAVICILLAS**
Admin Officer II – City of Tagbilaran National High School

LADY MAY P. KARAAN
Project Development Officer II – Tagbilaran City Central School –
SPED Center

FROM : **WILFREDA D. BONGALOS PhD, CESO V**
Schools Division Superintendent 

SUBJECT : **ATTENDANCE TO THE INCIDENT COMMAND SYSTEM
EXECUTIVE COURSE**

DATE : July 16, 2026

1. Attached is the invitation letter from the Office of the City Mayor and the Tagbilaran City Disaster Risk Reduction and Management Office inviting the Department of Education - Tagbilaran City Division to participate in the Incident Command System (ICS) Executive Course.



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
<http://www.depedtagbilaran.org>

2. The Incident Command System (ICS) Executive Course is essential in strengthening the disaster preparedness and emergency response capabilities of school leaders. It equips participants with the knowledge and skills needed to effectively manage incidents, coordinate with local government agencies, and ensure the safety and well-being of learners and personnel during emergencies.

3. Accordingly, the following participants are hereby directed to attend the **Incident Command System Executive Course on July 17, 2026** (Friday), from 8:00 A.M. to 5:00 P.M., to be held at **JJs Seafood Village**, K of C Drive, Poblacion II, Tagbilaran City:

- Editha G. Gone – School Principal
- Nicanor S. Clavicillas – Admin Officer II
- Lady May P. Karaan – Project Development Officer I

4. Immediate dissemination of this Memorandum to all concerned is desired.



Province of Bohol
City Government of Tagbilaran
CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
CDRRMO Operations Center, H. Zamora St., Dampas, Tagbilaran City
Hotline Tel. No. (038) 411-2222, Admin Tel. No. (038) 412-0212

JULY 13, 2026

TO: SELECTED MEMBERS OF THE CITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

HON. ADAM RELSON L. JALA	- City Vice-Mayor Chairperson, Rehabilitation and Recovery Committee
HON. FAUSTO BUDLONG	- City Councilor CDRRMC Member
HON. JOSEPH A. SAGARAL	- President, Liga ng Barangay CDRRMC Member
HON. MAFE NOREEN D. CLIMACO	- SK Federated CDRRMC Member
MR. ALVIN LUIS O. ACUZAR	- City Administrator CDRRMC Member
MS. MARYSOL O. PEROCHO, CPA	- City Budget Officer CDRRMC Member
DR. WILFREDA D. BONGALOS	- School Division Superintendent Tagbilaran City Dep Ed Division, CDRRMC Member
PLT COL. JOEY MALLARE BICOY	- Chief of Police, Tagbilaran City PNP CDRRMC Member
SUPT ANGELIE S. SALVA	- City Fire Marshall, Tagbilaran City BFP CDRRMC Member
MS. ALICA FAITH BAYOCOT	- GAD Focal Person, Tagbilaran City CDRRMC Member
LTJG JOCELLE BABE ISAGA	- Substation Commander, PCG – Bohol CDRRMC Member
PCPT BONIFACIO W. TAÑOLA	- Officer-in-Charge, Bohol MARPSTA CDRRMC Member
LTC MARK ANTHONY L. PAMBID	- 702 ND CDC, 7RCDG, RESCOMPA CDRRMC Member
MR. AURELIO SALGADOS	- CSO Representative (PROCESS-Bohol) CDRRMC Member
MR. STEVEN LIM	- CSO Representative (BCCI) CDRRMC Member
ATTY. LAWRENCE L. MEDILO	- CSO Representative (CHARL) CDRRMC Member
MR. EMMANUEL C. PILAYRE, REA	- Philippine Red Cross – Bohol Chapter CDRRMC Member
MR. WILLIAM M. ARANILLA	- CSO Representative (Youthlead) CDRRMC Member
MS. LORNA CAÑETE	- CSO Representative (APWDF) CDRRMC Member
MR. FRENCE M. BOISER	- CMO Strategic Communication

DEPARTMENT OF EDUCATION
TAGBILARAN CITY SCHOOLS DIVISION
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Province of Bohol
City Government of Tagbilaran
CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
CDRRMO Operations Center, H. Zamora St., Dampas, Tagbilaran City
Hotline Tel. No. (038) 411-2222, Admin Tel. No. (038) 412-0212

Greetings!

The City Disaster Risk Reduction and Management Office (CDRRMO), in partnership with the Office of Civil Defense (OCD) Region VII, cordially invites you to participate in the Incident Command System (ICS) Executive Course on July 17, 2026, from 8:00 AM to 5:00 PM, to be held at JJ's Seafood Village, Poblacion II, Tagbilaran City, Bohol.

The training aims to strengthen the leadership, coordination, and decision-making capabilities of the City Disaster Risk Reduction and Management Council (CDRRMC) through the implementation of the Incident Command System (ICS). It will be facilitated by accredited instructors from the Office of Civil Defense (OCD) Region VII.

Your participation is highly encouraged. National Government Agencies (NGAs) that are members of the CDRRMC are respectfully requested to designate three (3) representatives to ensure adequate representation during the training.

Kindly confirm your attendance and submit the names of your designated participants on or before July 15, 2026. For inquiries, please contact Mr. Fritz Dennis B. Ruyeras, Training Division Head, at 0919-069-3613.

Thank you for your continued support and commitment to disaster risk reduction and management.

For a Resilient Tagbilaran City.

GERARD M. LAVADIA
CGDH-1
Tagbilaran CDRRM Officer



July 13, 2026

INVITATION TO ATTEND THE INCIDENT COMMAND SYSTEM (ICS) EXECUTIVE COURSE

TO: **HON. ATTY. ADAM RELSON L. JALA**
City Vice-Mayor
Chairperson, Rehabilitation and Recovery Committee

HON. FAUSTO S. BUDLONG
City Councilor
CDRRMC Member

HON. JOSEPH A. SAGARAL
City Councilor
President, Liga ng mga Barangay
CDRRMC Member

HON. MAFE NOREEN D. CLIMACO
City Councilor
President, SK Federation
CDRRMC Member

MR. ALVIN LUIS O. ACUZAR
City Administrator
CDRRMC Member

MS. MARYSOL OCON-PEROCHO. CPA
City Budget Officer
CDRRMC Member

DR. WILFREDA D. BONGALOS, CESO V
City Schools Division Superintendent
Tagbilaran City DepEd Division
CDRRMC Member

PLTCOL JOEY MALLARE BICOY
Chief of Police
Tagbilaran City Police Station

SUPT. ANGELIE S. SALVA
City Fire Marshal
Tagbilaran City Bureau of Fire Protection
CDRRMC Member

MS. ALICA FAITH C. BAYOCOT
City GAD Focal Person
CDRRMC Member

LTJG JOCELLE BABE ISAGA
Substation Commander
Philippine Coast Guard – Bohol
CDRRMC Member

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VISION: "A Highly Urbanized, Resilient and Livable City by 2030"



TAGBILARAN CITY HALL

J. A. Clarin Street cor. E. Calceta Street,
Barangay Cogon, Tagbilaran City 6300 Bohol



Call us at
038.412.2222



Visit our official website at
www.tagbilaran.gov.ph



Email us at
mail@tagbilaranstrat.com



Visit our official FB page at
[www.fb.com/citymediabureau](https://www.facebook.com/citymediabureau)



REPUBLIC OF THE PHILIPPINES
PROVINCE OF BOHOL
CITY GOVERNMENT OF TAGBILARAN
OFFICE OF THE CITY MAYOR

PCPT BONIFACIO W. TAÑOLA

Officer-In-Charge
Bohol MARPSTA
CDRRMC Member

LCT MARK ANTHONY L. PAMBID

702nd CDC, 7RCDG, RESCOMPA
CDRRMC Member

MR. AURELIO SALGADOS

CSO Representative
PROCESS-Bohol
CDRRMC Member

MR. STEVEN LIM

CSO Representative (BCCI)
CDRRMC Member

ATTY. LAWRENCE L. MEDILO

CSO Representative (CHARL)
CDRRMC Member

MR. EMMANUEL C. PILAYRE, REA

Philippine Red Cross-Bohol Chapter
CDRRMC Member

MR. FRENCE M. BOISER

Division Head
Office of the Strategic Communications
Office of the City Mayor

MR. WILMA M. ARANILLA

CSO Representative (Youthlead)
CDRRMC Member

MS. LORNA CAÑETE

CSO Representative (APWDF)
CDRRMC Member

=====

You are humbly and cordially invited to ATTEND and ACTIVELY PARTICIPATE in the INCIDENT COMMAND SYSTEM (ICS) EXECUTIVE COURSE on FRIDAY, JULY 17, 2026 from 8:00 A.M. to 5:00 P.M. to be held at the JJ's Seafood Village, K of C Drive, Barangay Poblacion II, City of Tagbilaran.

I am anticipating with great hope and expectation that you will accept our invitation and spare your precious time to the said activity, despite your hectic schedules, appointments and very important activities on the said date. Your presence and active participation will be of great help and importance and highly appreciated for the success of the activity.

Thank you very much for your all-out support and cooperation, and may God bless us always.

Truly yours,


JANE CONSOLIDA C. YAP
City Mayor

jcoykhby/crsg/htg/vtan/hmd/alda/csf/ubvulg

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TAGBILARAN CITY HALL

J. A. Clarin Street cor. E. Calceta Street,
Barangay Cogon, Tagbilaran City 6300 Bohol

 **VISION: "A Highly Urbanized, Resilient and Livable City by 2030"**



Call us at
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Visit our official website at
www.tagbilaran.gov.ph



Email us at
mail@tagbilaranstrat.com



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[www.fb.com/citymediabureau](https://www.facebook.com/citymediabureau)